

GOVERNMENT MEDICAL COLLEGE, ONGOLE
(AFFILIATED TO DR.YSR UNIVERSITY OF HEALTH SCIENCES, VIJAYAWADA)
Bhagya Nagar 5th Lane, Ongole (M), Pelluru (V), Ongole, Prakasam District – 523001, Andhra Pradesh

APPLICATION FOR MESS CONTRACTOR

To

The Principal
Government Medical College
Ongole
Prakasam District
A.P., -523001

Sir,

In response to the Mess contract of Hostels, Dt: .01.2023, we are submitting the price as detailed below:

MINIMUM BASE RATE FIXED BY GMC, ONGOLE, FOR RUNNING OF HOSTELS MESS		
Sl.No.	Menu Description	Breakfast, lunch, evening tea & dinner as per the menu specified in ANNEXURE –III (inclusive of GST , TDS etc.,)
1.	Rate	Rs.115/- (One hundred and fifteen only)

RATE OFFERED BY THE MESS CONTRACTOR FOR RUNNING OF HOSTELS MESS

Sl.No.	Menu Description	Breakfast, lunch, evening tea & dinner as per the menu specified in ANNEXURE –III (exclusive of GST but inclusive of TDS etc.,)
1.	Please refer the menu for Hostels Mess in ANNEXURE III	Rate Quoted

Separate DD's in favour of Government Medical College, Ongole payable at ongole towards application fee of Rs.10000/- (Rupees Ten thousand only) and Rs.3,00,000/- (Rupees three lakhs only) towards EMD are attached herewith bearing bank number drawn on (Nationalized Bank)

SIGNATURE & STAMP

List of Documents to be attached:

1. IT returns for the past 03 (three) years
2. GST Registration Certificate
3. Registration from Labour Department
4. Current Account Details from Nationalized bank
5. Experience Certificate issued by Head of the Institute
6. Aadhar Card
7. PAN Card
8. Demand Drafts for Rs.3,00,000/- & Rs.10,000/-

AGREEMENT DOCUMENT
(Non - Judicial stamp paper worth Rs.100/-)

The Deed made at Government Medical College, Ongole, Prakasam District, Andhra Pradesh, on this day of..... between the Principal, Government Medical College, Ongole or his delegates on the one part and herein after called the contractor which term includes his/her heirs / successors on the other part.

WHERE AS the Hostels Mess to cater to the needs of the students and staff of the College. The Contractor having quoted the least price for preparation and supply of food as per the terms and conditions laid down in the attached Annexure I to V which form part of this document has been awarded the contract for a period of (01) one year.

The Contractor has unreservedly agreed to abide by the terms and Conditions laid down by the College.

NAME OF SERVICES : Running of Hostels Mess at Government Medical College, Ongole

NAME AND ADDRESS OF THE SERVICE PROVIDER :

AGE :

SEX :

AADHAR NUMBER :

PAN NUMBER :

GST NUMBER :

CONTRACTOR

PRINCIPAL

TERMS & CONDITIONS

ANNEXURE –I

SECTION A : OVERVIEW

The Government Medical College, Bhagya Nagar 5th Lane, Ongole (M), Pelluru (V), Ongole, Prakasam District – 523001, Andhra Pradesh, was established in the year 2011 as a constituent college of Dr.NTR University Health Sciences now (Dr.YSR University of Health Sciences), Vijayawada. The College offers MBBS (Undergraduate) & M.D., (Post Graduate) Programmes. About 400 students (Boys & Girls) are residing in college hostels. 120 male & female internees and some staff members are residing in quarters. College building, Hostel and Quarters all are situated within the campus.

The College intends to engage a reputed catering firm to operate Hostel Mess and provide tasty and hygienic food to residents of hostels.

The administration of the Government Medical College, Hostels, has constituted with Hostel Committees (herein after referred as HC/GMC, Ongole) headed by the Principal, GMC, Ongole with staff & students as committee members.

SECTION B : SCOPE OF WORK

The essence of contract is to prepare and serve hygienic, palatable and nutritious food to hostel students of GMC, Ongole on turnkey contract basis. The scope of work includes the following :

1) Running of Mess

- a) Cooking the food in hostel kitchen and serving meals to students in Hostels (Breakfast, Lunch, Evening snacks and Dinner).
- b) Cleaning of utensils, Kitchen and serving items at the specified locations.
- c) Cleaning of Cooking, dining and other auxiliary areas
- d) Employment and Supervision of required manpower for the above mentioned jobs
- e) Maintenance of books, ledgers, other records and documents related to running of the Mess as per the Rules & Regulations governed by the State, Central & Local bodies. Further should comply with all statutory provisions thereof, in obtaining registration, licenses, filing returns, submitting information as per Labour Act, Food & Safety Act Income Tax, GST etc.,
- f) Maintaining hygienic environment in the catering areas.
- g) Procurement of groceries, vegetables, raw materials and other ingredients for running. The mess out of catering contractor's own expenses and out of contractor's own arrangement. Safety and Security of workers deployed by the mess contractor, equipments, utensils and other items in the kitchen and dining hall are the sole responsibility of the contractor.

Period of Contract : *Usually the period of contract is 12 months i.e., from the date of agreement or up to a date specified by the GMC, Ongole, However if the performance of the contractor is found satisfactory the contract period may be extended based on the recommendations of the Hostel committee, GMC, Ongole.*

SECTION: C EARNEST MONEY DEPOSIT

As detailed below, the contractor should furnish the demand drafts towards Security deposit fees, EMD.

1. Demand Draft for **Rs.3,00,000/- (Rupees Three lakhs Only)** payable through demand draft drawn in favour of “**The Principal, Government Medical College, Ongole**” at Ongole along with application.
2. After completion of contract period the amount will be refunded to the contractor without any interest to the successful contractor after deducting any dues.
3. Unsuccessful bidders will be refunded the EMD within 15 days on application.
4. In case of tie, the Principal, Government Medical College, Ongole will award the contract to the suitable candidate based on previous performance.
5. Incomplete applications will be rejected summarily. No correspondence in this matter is entertained.

SECTION E: DETAILS OF APPROXIMATE NUMBER OF BREAK FAST / LUNCH / EVENING SNACKS/ DINNER IN EACH MESS, TYPE OF KITCHEN AND DINING HALL

Dining Facility	Approximate Number	Available facilities
Boys Mess Ground Floor	200 Hostel Students + 50 Male Internees	Equipped with a kitchen and dining hall of seating capacity around 150 at a time.
Girls Mess Ground Floor	300 Hostel Students + 70 Female Internees	Equipped with a kitchen and dining hall of seating capacity around 150 at a time.

SECTION I: SPECIFIC AND SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

A. ACCOUNTS RELATED	
1	The Price for hostel mess (i.e., Mess Rate Per month Per student) including breakfast / lunch / Evening Tea / Dinner to be quoted by the contractor inclusive of cost of rice, groceries, vegetables, raw materials and other ingredients of good quality, fuel cost, labour cost, conversion cost, loading, unloading, transportations and storage of raw materials, salaries, allowances etc, payable to the workers employed by the mess contractor and statutory taxes, duties and levies including tax. In nutshell, the rate quoted by the contractor shall be all inclusive fixed, lump sum rate per day.
2.	Contractor should quote same per day rate for all menus listed in ANNEXURE III, along with rates for extra items.
3.	While calculating the Monthly Mess Bill amount, in respect of student who applied for leave, “N-2” formula is applicable where N no. of days leave applied. The value of n should be $3 <N/>7$ i.e., N is not less than 3 not more than 7, except summer vacation.
4	The contractor should execute an agreement in the non-judicial stamp paper worth Rs.100/-, incorporating the various terms and conditions. The EMD of Rs.3,00,000/- (Rupees Three lakhs only) will be adjusted as interest free security deposit which shall be refunded after the expiry of the agreement and after adjusting applicable deductions, if any.

B. BASIC AMENITIES	
1.	The Government Medical College, Ongole, will provide basic items such as utensils & furniture to serve the food in dining room. These items under the control of Mess contractor and he / she will be responsible for any damage other than usual wear and tear (List enclosed in Annexure –V)
2.	The Government Medical College, Ongole, will provide electricity to the Mess contractor for exclusive purpose of running the dining facilities, cooking etc., duly fixing of sub-meter for collecting per unit as per applicable commercial rate
3.	The Government Medical College, Ongole, provides building rent free premises for the purpose
4.	The Mess contractor should be solely responsible for the arrangements of gas refills out of his own resources and its safe custody and usage
5.	On expiry of the agreement, all the items provided to the mess contractor shall be returned in good condition subject to the allowable wear and tear and no excuses of any nature whatsoever will be entertained for any loss or any damage to the items. In case of any loss or damage, the mess contractor will have to replace the lost items / carry out necessary repair, subject to the instructions of the Principal, GMC, Ongole.
C. PUNCTUALITY AND DISCIPLINE	
1.	Utmost attention has to be given to provide wholesome quality dishes and render good acceptable services besides maintaining punctuality in services without any complaint from diners which is equally important.
2.	Mess contractor or his mess manager is required to remain present in the mess when the food is served in the mess. The weekly menu should be displayed on the notice board.
3.	The contractor shall maintain a suggestion book for recording the suggestions for improvement. Such suggestions as have the approval of the GMC, Ongole should be forthwith acted upon. The suggestion book should be kept open for inspection of wardens / any official persons.
4	The Mess contractor shall be responsible for the proper conduct and behaviour of the mess workers engaged by him. The mess contractor along with his workers has to behave politely with hostel residents. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, the mess contractor has to take action as suggested by the Principal, GMC, Ongole
5.	The mess contractor shall not employ any mess worker whose track record is not good. He / She should not have involved in any crime / offence / police case.

6.	The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility. Necessary Permission in writing should be obtained by the mess contractor for overnight stay of his/her employees in the mess. In Boys' Mess, no Female workers should be employed.
7.	Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The mess contractor shall not serve any of such substance / drink in mess or hostel. Smoking, consuming tobacco etc., are also prohibited in hostel or mess premises.
8.	PENALTY: Failure to supply food in terms of quality, quantity and as per the menu indicated in ANNEXURE –III will attract penalty. For not adhering to contractual conditions, the Principal, GMC, Ongole, shall be free to impose penalty as deemed fit on the mess contractor. Penalty imposed shall be adjusted against payment due to the mess contractor.

D. MENU RELATED

1.	The contractor shall provide Hostel Mess as per the menu prescribed. Basic daily menu (Breakfast, Evening Tea / Snacks, Lunch & Dinner) to be served by the mess contractor is given at ANNEXURE-III. The Government Medical College, Ongole reserve its rights to modify the menu and revise the same at its discretion in consultation with mess contractor to suit the availability of seasonal vegetables and their market supply
2.	Basic menu is unlimited for lunch, dinner and special items like sweet, ice cream, fruits, chicken, etc., are limited.

E. MESS OPERATION RELATED

1.	Tentative Mess timings Breakfast: 07 :30A.M. to 09:00 A.M., Lunch : 12:00 P.M. to 02:30 P.M Evening Tea: 04:00 P.M. to 05:30 P.M., Dinner: 07:30 P.M. to 10:00 P.M
2.	1) Serving Conditions: a) Breakfast: Chutney & Sambar should be served in cups placed on the dining table b) For Lunch & Dinner rice should be kept in bowls, Sambar in buckets on dining table, dhal, curries & sweets are to be served in katories on the table c) Non rice eating members should be provided with chapathis. d) Evening tea should be kept in hot container or kettle on the dining table.
3.	Period of mess operation & contract: Usually the period of contract is 12 months i.e., from the date of agreement or up to a date specified by the Principal, GMC, Ongole until further orders. However, if the performance of the contractor is found satisfactory the contract period may be extended based on the recommendations of the Hostel Committee of GMC, Ongole.
4.	During vacation / Holiday time GMC, Ongole, will inform the mess contractor about the need for providing services and the strength of the students for mess may vary randomly during holidays.

5.	Notwithstanding anything contained in the terms and conditions, the GMC, Ongole shall be at liberty to terminate the contract by giving 30 days clear notice ending with the expiry of that month of contract without assigning any reason whatsoever.
6.	After the award of the contract, the mess contract shall be on trial for 03 months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to satisfactory performance during the trial period.
F. QUALITY OF FOOD AND HYGIENIC CONDITIONS RELATED	
1.	The food, raw materials, ingredients etc., are to be of good quality, clean, fresh, nutritious, hygienic and edible. No cooked food shall be stored / preserved after meals.
2.	The Mess contractor shall use only branded raw materials and best quality for preparing the food. Procurement of first quality branded groceries, vegetables etc., will be the responsibility of the mess contractor. Selected branded items are attached in ANNEXURE IV . Brands of other items will be decided by the Mess Committee, GMC, ONGOLE. The members of the Hostel Committee will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the GMC, Ongole will be free to impose penalty as deemed.
3.	Mess contractor shall provide light food such as milk, bread, chapati etc., in lieu of meals to the sick students during his / her sickness period and no extra charge will be levied for the same.
4.	Keeping the kitchens, dining halls and mess premises neat, clean and hygienic are the responsibilities of the mess contractor. Strict adherence of the hygiene of Mess and its surroundings is essential. Disposal of waste getting clogged in drainage lines have to be cleared by mess contractor. Warden's suggestions / actions regarding cleanliness have to be followed and the expenditure will be borne by the mess contractor. Any violation on the part of mess contractor is liable for appropriate penal provisions. Disposal of solid waste of mess to be done at sight specified by the GMC, Ongole.
5.	The mess utensils are to be cleaned using detergent powder / soap with warm water after every meal.
6.	Mess contractor shall be solely responsible for cases of incidence of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel residents. In addition, penalty may be imposed on the mess contractor as decided by the GMC, Ongole for such incidences. Since, the services include food and eatables, the provisions of prevention of Food adulteration Act, 1954 are binding on the mess contractor.
7.	There will be strict check on quality of food. The items of food served will be frequently checked by the mess committee constituted by the Principal / GMC, Ongole. Such quality audit may be a test audit or random audit.

G. WORK FORCE RELATED	
1.	<p>a) Minimum workforce for running the hostel mess successfully shall be employed as per the need and requirement.</p> <p>b) Three supervisors must be present in hostels. One of the supervisors should be entrusted the duty of quality control and hygiene & rest of them have to maintain the hostel mess Individually</p> <p>c) One chef should be employed to maintain taste and quality of food in Hostels</p> <p>Note: If it is required the mess contractor should employ some more additional work force in addition to as described above.</p>
2.	The mess contractor is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to the Hostel Office in the format that may be prescribed 1) Proof of workers like Aadhar /ration Card should be produced.
3.	Separate staff shall be employed in each category of mess workers i.e., chef, supervisors, cooks, asst. cooks, helpers (i.e., separate for cleaning purpose and serving.)
4.	Employment of child labour (below the age of 18) is strictly prohibited.
5.	The employees of the mess contractor should wear neat & clean uniform along with cap, gloves etc.,
H. LEGAL & SAFETY CONDITION RELATED	
1.	In case the mess contractor fails to operate the contract or comply with any of the contractual obligations, GMC, Ongole, reserved the right to get the same done at the mess contractor's risk and cost by another agency apart from recovery of a penalty.
2.	The contractor shall be responsible for providing safety norms at his own expense to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage necessary steps to be taken for the said purpose.
3.	In case GMC, Ongole be held liable for any loss, damage or compensation to third party arising by the deeds of Mess contractor, such loss, damage or compensation shall be paid by the Mess contractor to GMC, Ongole, together with the cost incurred by GMC, Ongole on any legal proceedings pertaining thereto
4.	All necessary personal safety equipments as considered adequate shall be made available by the mess contractor for use by personnel employed on the site and maintained in a condition suitable for immediate use. The mess contractor shall take adequate steps to ensure proper use operation of electrical gadgets / instruments and fire fighting equipment etc., placed at the disposal of the hostel mess. The contractor shall take appropriate safety measures and responsibility in case of any fire accident or any other accident causing injury / death to mess worker / inmates or any of his staff. The GMC, Ongole, shall not be responsible by any means in such cases.

5.	Disposal of waste material shall be done by the mess contractor in accordance with the prevalent rules and regulations. He shall take all steps and precautions to clear off the garbage to a suitable location specified by the GMC, Ongole and maintain hygiene in mess premises.
6.	The contractor will not be permitted to franchise the hostel mess for any other commercial activity outside the scope of student hostels. The mess premises should not be used for any other purpose, other than the mess for hostel students.
7.	Mess workers and cook should be healthy and medically fit. The mess contractor should ensure that all his workers are free from communicable diseases. If any mess worker is found medically unfit he / she may not be given permission to continue his /her duties and the mess contractor has to replace him / her immediately without fail.
8.	GMC, Ongole, will not be liable for any medical attention injury / loss of life of the mess or any other worker engaged by the contractor in the preparation, transportation of the food items to the dining halls and further service as per the contract. A suitable insurance coverage for the staff of mess contractor shall be arranged by the contractor at contractor's cost towards compensation of any loss to their workmen as per legal provisions.
9.	In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement, all such dispute claims shall be referred to sole arbitrator appointed by the GMC, Ongole, All legal disputes shall be subject to the jurisdiction of High court of Andhra Pradesh state.
10.	GMC, Ongole, reserves the right to review, modify , alter, add and delete any of the terms and conditions of the contract.
11.	The contractor should not transfer the management to any other individual or agency. The contractor has to appoint a responsible person, who should be present at the premises and supervise the day to day affairs of running mess and shall not give scope for any complaints either from students / staff.

ANNEXURE –II
(GENERAL INSTRUCTIONS)

1.	The Principal, Govt., Medical College, Ongole, has sole authority to award the contract to the person / organisation based on his discretion in case of two or more contractors quoting the same price taking into account of their financial stability and past experience. No argument or dispute in this regard is tenable.
2.	The contractor should not transfer the management to any other individual or agency. The contractor has to appoint a responsible person, who should be present at the premises and supervise the day to day affairs of running of mess and shall not give scope for any complaints either from students / staff
3.	The college authorities shall have every right to inspect the MESS without any notice and can close the MESS in case of violation of terms and conditions.
4.	The food shall be prepared as per the norms laid down by the Food and Drug Administration and shall be of the highest standards of hygiene and sanitation.
5.	In case the mess is to be closed for any maintenance & other reasons, prior permission from the Principal shall be taken in writing contractor.
6.	In case if any dispute arising between contractor and the college, the same shall be resolved mutually, However, in case of disagreement, it will be referred to the Principal, GMC, Ongole, who will be the sole arbitrator and his decision, shall be binding on both parties.
7.	The contractor will have to abide by the decisions taken by the college from time to time for proper running of the HOSTEL MESS.

ANNEXURE –III
Common Menu Hostels

Sl.No.	Day	07:30 A.M TO 09:30 A.M BREAKFAST	12:00 P.M TO 2:30 P.M LUNCH	07:30 P.M TO 10:00 P.M., DINNER
1.	MONDAY	DOSA + WHITE AND RED CHUTHEY	PLAIN RICE (or) CHAPATHI DAL POTATO CURRY CHUTNEY SAMBAR CURD	PLAIN RICE (or) CHAPATHI DAL RASAM CURRY CURD MANGO PICKLE BOILED EGG
2.	TUESDAY	PONGAL + CHUTNEY	PLAIN RICE (or) CHAPATHI DAL CABBAGE FRY CHUTNEY SAMBAR CURD	CHAPATHI + CURRY
3.	WEDNESDAY	VADA + CHUTNEY + SAMBAR	PLAIN RICE (or) CHAPATHI DAL MIXED VEGETABLE CURRY CHUTNEY SAMBAR CURD	BIRYANI + CHICKEN CURRY (150 g) / PANEER (150 g)
4	THURSDAY	PULIHORA + CHUTNEY + PAPULAPODI	PLAIN RICE (or) CHAPATHI DAL LADIES FINGER FRY CHUTNEY SAMBAR CURD	PLAIN DOSA + WHITE CHUTNEY
5.	FRIDAY	GODHUMA RAVVA UPMA + IDLI + CHUTNEY	PLAIN RICE (or) CHAPATHI DAL CHUTNEY DONDAKAI FRY CURD	EGG FRIED RICE
6.	SATURDAY	DOSA + WHITE CHUTNEY + RED CHUTNEY	PLAIN RICE (or) CHAPATHI MUDDA PAPPU+ AVAKAI VANKAYA CURRY GHEE + CURD	CHAPATHI + CURRY
7.	SUNDAY	IDLY + SAMBAR + WHITE CHUTNEY	DUM BIRYANI + PANEER 150 grams	POTATO FINGER FRY

Milk, Tea / Coffee – 04:30 P.M., to 06:00 P.M.,

Note:

1. **Chutney** : Readymade / Instantly prepared / Roti Pachhadi (Gongura /Pudina/Tomato/Doskai)
2. **Pickle**: Preserved One (Avakai /Nimmakai / Chintakai /Tomato thokku)
3. Any curry should not be repeated for more than twice in a week.
4. Veg.Biryani should have Aloo, Carrot, Green peas, Mealmaker
5. Chicken should be prepared with gravy with five pieces
6. Quality milk with sufficient quantity should be supplied
7. Sour and liquid curd should not be served

ANNEXURE –IV

Selected Branded Items To Be Used

Name of the Ingredient	Brand Permitted to be used for Cooking
RICE	Sona Masury / BPT/HMT/Patanjali
ATTA / WHEAT	Aashirvad / Pillsbury /Annapurna/Patanjali
SALT	Tata/ Anna Purna /Nature Fresh / Kristal Rock Salt
OIL	Sundrop / Godrej / Vijaya Safola / Gold Drop / Patanjali / Refined Oil
MILK	Amul / Ongole Dairy / Sangam / Heritage
TEA / COFFEE	Lipton /Tata/ Red Label BRU /Sunraise
PICKLE	Priya / Ruchi/Vijetha
DAL	Good quality, Clean, fresh and stone / dust free any standard brand
CHICKEN	Fresh and hight quality from Suguna or Yancoba
EGG	From brnaded firm like Suguna or Yancoba
TURMERIC POWEDER	Patanjali / Aashirvad/Priya
CHILLY POWDER	Patanjali / Aashirvad/ Priya
JEERA	Patanjali / Aashirvad / Priya
MUSTERED SEED	Priya / Aashirvad
SAMBER POWDER	MTR /Aashirvad / Priya