Tender Details

Date : 27-Nov-2026 04:52 PM

Print

Basic Details

Organisation Chain	Central Sanskrit University||Bhopal Campus-M.P. - RSKS		
Tender Reference Number	Inviting Tender for Providing Hostel Mess Services		
Tender ID	2026_RSKS_858453_1		
Tender Type	Open Tender	**Form of contract**	Fixed-rate
Tender Category	Services	**No. of Covers**	2
Payment Mode	Offline	**Is Multi Currency Allowed For BOQ**	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline

S.No	Instrument Type
1	Demand Draft
2	Bankers Cheque

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Inviting Tender for Providing Hostel Mess Services
2	Finance	.xls	Inviting Tender for Providing Hostel Mess Services1

Tender Fee Details, [Total Fee in ₹ * - 1,000]

Tender Fee in ₹	1,000		
Fee Payable To	Central Sanskrit University (Bhopal-Revenue)	**Fee Payable At**	Bhopal
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	10,00,000	**EMD Exemption Allowed**	No
EMD Fee Type	fixed	**EMD Percentage**	NA
EMD Payable To	Central Sanskrit University (Bhopal-Revenue)	**EMD Payable At**	Bhopal

Work /Item(s)

Title	Inviting Tender for Providing Hostel Mess Services				
Work Description	Inviting Tender for Providing Hostel Mess Services				
Pre Qualification Details	Inviting Tender for Providing Hostel Mess Services				
Tender Value in ₹	2,52,00,000	**Product Category**	Hotel/ Catering	**Sub category**	Inviting Tender for Providing Hostel Mess Services
Contract Type	Tender	**Bid Validity(Days)**	90	**Period Of Work(Days)**	90
Location	Central Sanskrit University Bhopal Campus	**Pincode**	462043	**Pre Bid Meeting Place**	NA
Pre Bid Meeting Address	NA	**Pre Bid Meeting Date**	NA	**Bid Opening Place**	Central Sanskrit University Bhoapl Campus

Critical Dates

Publish Date	28-Nov-2026 11:00 AM	**Bid Opening Date**	15-Dec-2026 03:00 PM
Document Download / Sale Start Date	28-Nov-2026 01:00 PM	**Document Download / Sale End Date**	14-Dec-2026 06:00 PM
Clarification Start Date	01-Dec-2026 11:00 AM	**Clarification End Date**	11-Dec-2026 04:00 PM
Bid Submission Start Date	01-Dec-2026 11:00 AM	**Bid Submission End Date**	14-Dec-2026 06:00 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf	Inviting Tender for Providing Hostel Mess Services	1123.81

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	Inviting Tender for Providing Hostel Mess Services.pdf	Inviting Tender for Providing Hostel Mess Services	1123.81

Tender Inviting Authority

Name	Director
Address	Central Sanskrit University Bhopal Campus

Tender Creator Details	
Created By	Naresh kumar Pandey
Designation	Assistant Prof.
Created Date	27-Nov-2026 04:45 PM

केन्द्रीय संस्कृत विश्वविद्यालय
भोपाल परिसर, संस्कृत मार्ग, बाग सेवनिया, भोपाल, मध्यप्रदेश -462043
फोन- 0755-2418043, www.csu-bhopal.edu.in
E-mail: director-bhopal@sanskrit.ac.in

TENDER DOCUMENT

For

"Tender for Providing Catering Services for Boy's and Girl's Hostel Mess in Central Sanskrit University, Bhopal Campus"

1. Start Date of Tender Document : 28/11/2026, 11:00 AM

2. Last Date of Submission of Tender : 14/12/2026, 06:00 PM

3. Date of Opening of Technical Bid : 15/12/2026, 03:00 PM

4. Date of Opening of Financial Bid : 15/12/2026, 03:30 PM

5. Tender Fees Amount : Rs. 1000/-

6. EMD Fees Amount : Rs. 10,00,000/-

केन्द्रीय संस्कृत विश्वविद्यालय

Central Sanskrit University

संसद के अधिनियम द्वारा स्थापित

(Established under the Act of Parliament)

भोपाल परिसर, संस्कृत मार्ग बागसेवनिया, भोपाल, मध्य प्रदेश – 462043

Bhopal Campus, Sanskrit Marg, Bagsewaniya, Bhopal - 462043

No. F.4 (432)/CSU/BC/Admn./Misc-Tender-Mess/2026-27/1246 **दिनांक:** 27/11/2026

निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

Sealed Tender are invited by the Central Sanskrit University, Bhopal Campus from interested and eligible firms for providing Hostel Mess Services on "As is Where is Basis" at Boy's and Girl's Hostel of the Central Sanskrit University, Bhopal Campus for the period of 01-year.

2. Tender documents, Tems & Conditions for tenderer may be downloaded from the CSU Bhopal Campus Website (www.csu-bhopal.edu.in) and Central Public Procurement Portal. The sealed tender super scribed at the top of the envelope as "Tender for Providing Mess Services at Boy's and Girl's Hostel at CSU, Bhopal Campus", containing Technical and Financial Bids in separate envelopes, along with relevant supporting documents, should be submitted/ should reach at the address given below on or before 14/12/2026, 06:00 p.m. :-

Director, Central Sanskrit University, Bhopal Campus
Sanskrit Marg, Bagsewaniya, Bhopal
Madhya Pradesh – 462043

3. A non-refundable **Tender Fees of Rs. 1000/- (Rupees One Thousand Only)** is required to be deposited through Account Payee Demand Draft/ Banker's Cheque from any of the commercial bank in favor of **"Central Sanskrit University (Bhopal-Revenue)"** payable at Bhopal. Tenders received after the due date and time shall not be accepted.

4. Technical Bids and Financial Bids shall be opened **15/12/2026 at 03:00 p.m. and 03:30 p.m.** respectively in the presence of constituted committee of CSU Bhopal and representatives of the tenderers. Price/ Financial Bid shall be opened for those tenderers only who have been technically qualified by the Campus Committee.

5. CSU Bhopal Campus reserves the right to accept or reject any or all bids, at its sole discretion and without assigning any reason, at any time before the award of the contract. The

terms and conditions of this tender may be amended before the due date of submission if circumstances so require. Bidders are advised to regularly check the Campus website for any corrigendum or addendum issued.

Sd/-
निदेशक/ Director
भोपाल परिसर/ Bhopal Campus

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1.INDEX TO BIDDERS

Director, Central Sanskrit University, Bhopal Campus under a Two-Bid System (Technical Bid and Commercial Bid) from reputed, experienced and financially sound catering agencies/firms/companies for providing Hostel Mess Services at the campus Boys' Hostel and Girl's Hostel Mess, located at Bhopal Campus, Sanskrit Marg, Bagswaniya, Bhopal.

The Campus operate TWO MESSES, namely Girl's Hostel Mess and Boy's Hostel Mess, catering to total approximate strength of 500 resident students in both mess during the regular semester. Both Mess are located within the Girl's and Boy's Hostels separately inside the campus.

The tender document can be downloaded from the Central Public Procurement Portal (CPPP) or from the campus website at www.csu-bhopal.edu.in Bids must be submitted through offline (physical) mode only up to the prescribed last date and time.

1.1 Critical Data / Key Information

Name of Work	Providing Hostel Mess Services at Boy's and Girl's Hostel Mess (Scope of Work attached)
Tender Enquiry No.	F.4 (432)/CSU/BC/Admn./Misc-Tender-Mess/2026-27 dated 27/11/2026
Estimated Annual Value of Work	**Rs. 2,52,00,000/- (Rupees Two Crore Fifty Two Lakh only), INCLUSIVE of GST**
Eligibility Criteria	As detailed in Clause 1.2 below
Mode of Submission	Offline Mode/ Physical Bids with Two-Bid System (Technical + Commercial)
Mandatory Site Visit	From 30/11/2026 to 14/12/2026 between 10:00 a.m. to 06:00 a.m., except Saturday/ Sunday **(Site Visit Certificate duly certified by the Authorized Personnel of the University is required to attached with the bid)**

Last Date & Time of Bid Submission	14/12/2026, upto 06:00 p.m.
Opening of Technical Bid and Financial Bid	15/12/2026, at 03:p.m. and 03:30 p.m. respectively
Selection Methodology	L-1 will be declared from the Commercial Bid. In the event, L-1 did not accept the offer, the L-2 bidder shall be offered subject to matching the L-1 rate. If L-2 declines, the offer shall move to L-3 and so on. Award of Tender shall be subject to the recommendations of the Tender Committee of the Campus.
Bid Validity	90 days from the last date of bid submission
EMD/ Bid Security	**Rs. 10,00,000/- (Rupees Ten Lakh Only)**
Contact	Director, Central Sanskrit University, Bhopal Campus Sanskrit Marg, Bagsewaniya, Bhopal

1.2 Eligibility Criteria

Only those bidders who fulfil ALL of the following qualifying requirements shall be considered eligible. Supporting documents must be uploaded in the Technical Bid:-

i) **Experience**: The bidder must have **at least five (5) years of continuous prior experience** in providing institutional / hostel mess / catering services **(i.e., the agency must have been in the business on or before 01.04.2021)**. **E-commerce operators are NOT eligible to apply.**

ii) **Similar Work Experience**: The bidder must have previously provided similar hostel mess/catering services at IITs / NITs / IIITs / IISERs / IIMs/ CUs or any University/ Higher Educational Institutions. Copy of the Work Completion Certificate and Satisfactory Performance Certificate(s) from such Institutes must be enclosed. **Only Work Order will not be considered for counting the experience.**

iii) Executed Similar Works (any one of the following): The bidder must have successfully executed, **on or after 01.04.2021,**

EITHER

(a) one (1) work of annual value not less than Rs. 1.50 Crore (inclusive of GST);

OR

(b) two (2) works each of annual value not less than Rs. 75 Lakhs (inclusive of GST);

OR

(c) three (3) works each of annual value not less than Rs. 50 Lakhs (inclusive of GST).

Only Work Completion Certificate and Satisfactory Performance Certificate(s) issued in the name of the bidding entity shall be considered. Copies to be enclosed with the bid.

iv) **Annual Turnover**: The bidder must have an average annual turnover of not less than **Rs. 2.00 Crore (Rupees Two Crore only)** for each of the three (3) preceding financial years – FY 2023-24, FY 2024-25 and FY 2025-26. A certificate duly signed by a Chartered Accountant (**with UDIN)** along with CA membership number must be submitted. Copy of ITR and Copy of GSTR 9 (if applicable) for FY 2023-24, FY 2024-25 and FY 2025-26 should also be submitted**.**

v) **Statutory Registrations**: The bidder must possess valid registrations with EPFO, ESIC, GST, PAN, and a valid FSSAI Licence. Copies must be enclosed with the Technical Bid.

vi) **Non-Blacklisting**: The bidder must not be blacklisted, debarred, banned or under investigation by any Central/State Government, PSU, CFTI, Highter Educational Institutions or Autonomous Body in India at any time during the last three Financial Years (2023-24, 2024-25 and 2025-26). A Self-Declaration on the bidder's letterhead as per Annexure-VI must be submitted.

vii) **EMD / Bid Security**: The bidder must submit EMD of **Rs. 10,00,000/- (Rupees**

Ten Lakh only) in accordance with Clause 2.5 below. The EMD should be made in f/o **"Central Sanskrit University (Bhopal-Revenue)"** through Demand Draft/ Banker's Cheque/ FDR/ Bank Guarantee. EMD made through Cheque shall not be considered.

viii) **Single Bid Rule:** A bidder may submit only ONE bid. Multiple bids by the same bidder (or by entities having common partners/directors) shall be summarily rejected.

ix) **Consortium / Joint Venture:** Bids by consortia or joint ventures shall NOT be accepted. Sub-contracting of any part of the work is strictly prohibited without prior written consent of the University.

2. TERMS AND CONDITIONS OF THE CONTRACT

2.1 Mandatory Site Inspection: - Intending bidders are required to visit and inspect the Mess building(s)/ premises before submitting their bids. Bidders shall, at their own cost, obtain all necessary information as to risks, contingencies, site conditions and other circumstances that may influence or affect their bid. Submission of a bid shall be deemed to confirm that the bidder has inspected the site and submit the site inspection certificate duly signed by the Authorized personnel of the Campus. No claim for extra cost consequent on any site visit shall be entertained. **A site inspection certificate (Annexure-XIII) duly verified by the Authorized Campus Person should be attached with the Technical Bid.**

2.2 Contract Period: - The initial contract period shall be **ONE (1) YEAR from the date of commencement of services at site.** The contract may be given yearly extension on the same terms & condition and rates, subject to:- (a) satisfactory performance of the Contractor as assessed by the Campus Mess Committee; (b) mutual agreement in writing; and (c) the discretion of the Competent Authority of the Campus. **However, the total period of contract shall not be more than 03-years in total.** No price escalation shall be permitted during the initial year contract period. For any extension, price revision, if at all, shall be in accordance with the CPI-IW (All India) index as published by the Labour Bureau, capped at a maximum

of 5% per annum, subject to the recommendation of the Campus Committee and written approval of the Competent Authority of the Campus**. However, the price escalation should not be considered as matter of right.**

2.3 Preparation and Submission of Tender Document: - Bids must be submitted in physical/ offline mode under Two-Bid System. Bids submitted in any other form shall be summarily rejected. **Technical Bid evaluation methodology is at Annexure-IV. Late or incomplete bids shall not be considered under any circumstances.**

2.3.1 Bid-1: Technical Bid

The Technical Bid shall be filled in the enclosed **Annexure-II** along with copies of the following documents, in the listed order, duly signed and stamped on every page by the Authorised Signatory of the bidder:-

1. Partnership Deed / Articles and Memorandum of Association / Certificate of Incorporation, as applicable, showing establishment on or before 01.04.2021.
2. Proof of continuous catering/mess service business for minimum 5 years (Work Orders, GST Returns, ITRs etc.)
3. Chartered Accountant's Certificate (with UDIN) showing average annual turnover of not less than Rs. 2.00 Crore for FY 2023-24, FY 2024-25 and FY 2025-26.
4. Copies of Work Orders + Satisfactory Performance / Completion Certificates demonstrating fulfilment of Clause 1.2 (iv) – ONE work of annual value not less Rs. 1.50 Crore (including GST) OR TWO works each of annual value not less than Rs. 75 lakhs (including GST) OR THREE works of Rs. 50 Lakhs (including GST) each (all annual values, excluding GST).
5. Copy of valid FSSAI Licence.
6. Copies of EPFO, ESIC and GST Registration Certificates.
7. PAN Card of the Firm and Aadhar of the Authorised Signatory.
8. Self-Declaration on letterhead for non-blacklisting for the last three (3) Financial

Years **(as per Annexure-VI)**

9. Proof of EMD payment (Original Demand Draft/ Banker 'Cheque / FDR)
10. Signed Integrity Pact **(Annexure-VII)**
11. Signed Consent to Serve at L-1 Rate **(Annexure-V)**
12. Signed Technical Bid Form along with all declarations therein **(Annexure-II)**
13. Any other document supporting the bidder's eligibility.

The Technical Bid of a bidder who has NOT submitted EMD shall be rejected. The bid shall be signed on every page by the Authorised Signatory (whose name, designation and official stamp shall also be affixed). A bidder can quote for only ONE contract (one bid). Multiple bids by the same entity or related entities shall be rejected.

2.4 Duties of the Successful Bidder

- Execution of Agreement: The successful bidder shall execute a formal Contract Agreement with Central Sanskrit University, Bhopal Campus on a Rs. 500/- non-judicial stamp paper within fifteen (15) days from the issue of the Letter of Award (LoA). The cost of the stamp paper and stamp duty shall be borne entirely by the successful bidder.
- **Performance Security Deposit (PSD):** The successful bidder shall deposit, within fifteen (15) days from the date of issue of LoA, a Performance Security equal to 5% (five per cent) of the Quoted Annual Contract Value in the form of a Demand Draft/ Banker's Cheque/ FDR/ Bank Guarantee from a Scheduled Commercial Bank (other than a Co-operative Bank), drawn in favour of **"Central Sanskrit University (Bhopal-Revenue)".** The PSD/PBG shall be valid for the entire contract period plus 60 (sixty) days beyond. For every annual extension, the PSD/PBG shall be renewed prior to expiry of the then-current period. Failure to furnish the PSD within the stipulated period shall result in

cancellation of LoA and forfeiture of the EMD, with debarment for 3 years.

- Commencement of Services: Services shall commence at the date notified by the Campus in the LoA. The bidder shall mobilise equipment, provisions and manpower within this lead time.

2.5 Earnest Money Deposit (EMD) / Bid Security

- The EMD of **Rs. 10,00,000/- (Rupees Ten Lakh only)** is compulsory for all bidders. The bidder must submit EMD in f/o **"Central Sanskrit University (Bhopal-Revenue)"** through Demand Draft/ Banker's Cheque/ FDR/ Bank Guarantee. **EMD made through Cheque shall not be considered.**
- The EMD of unsuccessful bidders shall be refunded within 30 (thirty) days of award of the Contract, without interest. The EMD of the L-1 bidder shall be released upon submission of the Performance Security Deposit.
- **Forfeiture of EMD**: The EMD shall stand forfeited if:-
  - the bidder withdraws or modifies its bid during the validity period;
  - the successful bidder fails to execute the Contract Agreement within the prescribed time;
  - the successful bidder fails to furnish the Performance Security within the prescribed time;
  - the bidder is found to have submitted false / misleading information or forged documents;
  - the bidder is found to have engaged in collusive or corrupt practices in connection with this tender.

2.6 Service and Manpower Deployment

- The Contractor shall provide mess services continuously throughout the awarded contract period as per the Scope of Work. Any discontinuation in the middle of the contract, non-satisfactory service, breach of terms, or non-compliance of instructions of the Competent Authority shall render the Contractor liable for legal

action, forfeiture of Performance Security, recovery of damages, and debarment.

- The Mess Committee of the campus shall supervise the overall catering operations. The Contractor shall receive instructions from the Chairman of the Committee, or their designated nominees and render services promptly.
- The Contractor shall arrange, at its own cost, all provisions, raw materials, labour, consumables, transportation, a commercial gas connection (LPG), kitchen equipment supplementary to those provided by the Institute, and all utensils required for food preparation and service.
- The Campus shall charge a Rent of **Rs. 36,000/- per month** from the mess operator towards the space, store room, potable water and electricity (during operation of regular Mess). The Rent shall be subject to revision on yearly basis, subject to the recommendations of the Campus Committee and approval of the Competent Authority.
- **Gas (LPG):** At actual cost, borne by the Contractor.
- All ingredients and provisions shall be of good quality, of ISI/AGMARK/FSSAI-approved standard brands pre-approved by the Mess Committee. Use of MSG (Ajinomoto), artificial colours, trans-fat, or any adulterant is strictly prohibited. (Brands of Food/Ingredients request enclosed.
- Personal hygiene of employees and preparation of food under hygienic conditions shall be of paramount importance. **Any default shall attract heavy penalties as per Clause 2.13 and Clause 3.8 and may lead to termination of contract.**
- All employees shall be certified medically fit and free from contagious / communicable diseases. Medical fitness certificates from a Registered Medical Practitioner shall be submitted at the time of deployment and refreshed every six (6) months. Employees shall also be vaccinated as per prevailing public-health

norms.

- Police verification of all deployed staff shall be obtained from the jurisdictional Police Station and submitted to the Mess Committee within 30 (thirty) days of deployment. No employee without police verification shall be permitted to work at the premises.
- The Contractor shall deploy adequate housekeeping staff to keep the kitchen, stores, dining hall, passages, washing areas and access paths clean at all times. Commercial exhaust systems shall be cleaned regularly and maintained in working condition.
- Monthly pest-control (housefly, mosquito, cockroach, rodent and other insects) is mandatory. Records shall be maintained and produced on demand. Failing this, the Institute may arrange the activity and recover costs from the Contractor's bills.
- Daily disposal of waste / garbage from the mess premises is the Contractor's responsibility. Waste shall be segregated at source into Wet (bio-degradable) and Dry (recyclable) and Hazardous (sanitary/ used oil) streams in line with the Waste Management Policy and Solid Waste Management Rules of the Central/ State Government.
- Used cooking oil shall be disposed of only through FSSAI-empanelled RUCO (Repurpose Used Cooking Oil) agencies. Records shall be maintained which shall be verified by the Campus authorities.
- The Contractor shall be solely responsible for transporting provisions and other materials to the site at its own cost and store them in accordance with FSSAI regulations.
- Staff deployed shall be medically fit and shall wear clean uniforms, head-gear, masks, gloves, aprons and ID cards at all times during service. Employment of

child labour (below 18 years) is strictly prohibited. Violation shall invite immediate termination and legal action under the Child & Adolescent Labour (Prohibition & Regulation) Act, 1986.

- The Contractor shall ensure that all personnel deployed by it strictly comply with the prohibition on consuming alcohol, tobacco or any prohibited substances on the Institute premises. No such personnel shall enter, remain on or perform duties on the premises while under the influence of alcohol or any prohibited substance.
- In case any employee of the Contractor is found to have committed misconduct, indiscipline, theft, harassment, or any act unbecoming, the Contractor shall initiate appropriate disciplinary action including removal from site upon direction of the Competent Authority.
- The Contractor shall immediately replace any employee found unacceptable to the Campus for reasons of security risk, incompetence, conflict of interest or improper conduct.
- For all intents and purposes, the Contractor shall be the sole "Employer" in respect of employees deployed at CSU Bhopal Campus under this Contract. No master-servant or principal-agent relationship shall exist between the Campus and such employees, either during or after the contract period.
- The Contractor alone shall be responsible for redressal of grievances, resolution of disputes, payment of wages, statutory dues and all other liabilities of its employees. The Institute shall bear no liability whatsoever in this regard.
- The Campus shall not be responsible for any damages, losses, theft, personal injury, death or compensation to any employee deployed by the Contractor while performing duties at the Institute premises.
- Employees deployed by the Contractor shall not claim any pay, perks or other

facilities admissible to regular / ad-hoc / casual employees of the Institute, during or after the contract period.

- On termination of this Contract on expiry or otherwise, no Contractor employee shall be entitled to absorption or any relaxation for absorption in regular or any other capacity at CSU Bhopal Campus.
- The Contractor shall not transfer, assign, pledge, sub-let or sub-contract its rights and liabilities under this Contract, in whole or in part, to any other agency without prior written consent of the Campus. Any such transfer shall render the Contract liable for immediate termination and forfeiture of PSD.
- The bidder shall not make any unilateral change in the Technical or Price Bid after submission.
- Bidders shall take note all Corrigenda / Addendum published on the CPPP / Institute website before submission of bids.
- Separate meal service for the Contractor's own employees shall be the Contractor's responsibility. Employees shall dine only in designated areas and shall not consume meals in the students' dining area.

2.7 Statutory Compliance

- The Contractor shall comply with all applicable statutes in force, including but not limited to New Labour Codes, Contract Labour (Regulation & Abolition) Act, 1970; Minimum Wages Act, 1948; Payment of Wages Act, 1936; Payment of Bonus Act, 1965; Payment of Gratuity Act, 1972; Employees' Provident Funds & Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Maternity Benefit Act, 1961; Equal Remuneration Act, 1976; Code on Wages, 2019 (upon commencement); Food Safety and Standards Act, 2006 and all FSSAI Regulations; Goods and Services Tax Act, 2017; Legal Metrology Act, 2009; Consumer Protection Act, 2019; Solid Waste Management Rules,

2016; Air (Prevention & Control of Pollution) Act, 1981; Environment (Protection) Act, 1986; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013; and Child & Adolescent Labour (Prohibition & Regulation) Act, 1986.

- The Contractor shall obtain FSSAI Licence / endorsement for running the Mess at the Institute campus within thirty (30) days of commencement of operations.
- Wages to all deployed personnel shall be paid only through bank transfer (NEFT/RTGS/UPI) on or before the 7th of each succeeding month.
- The contractor shall pay minimum wages as per norm to the employees and is required to produce the wage register etc. on demand by Campus/ Labour Authority.
- The Contractor shall deposit all taxes, cesses, duties and levies applicable on account of services rendered, and furnish periodic filings (GST Returns, TDS Returns etc.) as required by law.
- The Contractor shall maintain all statutory registers (muster roll, wage register, overtime register, attendance register etc.) as required under applicable labour laws and produce them on demand to statutory authorities.
- Income Tax (TDS), if applicable, shall be deducted at the prevailing rate from monthly bills as per the Income-Tax Act, 1961.
- If the Contractor fails in any statutory or taxation liability and as a consequence the Institute is put to any loss, monetary or otherwise, the Institute shall be entitled to recover such loss from the Contractor's pending bills, Performance Security or by legal action.
- The Contractor shall abide by the Rules and Regulations of the Ministry of Labour & Employment, Government of India, regarding engagement of contract

labour.

2.8 Payment Terms

- Payment for the mess services rendered during the regular semester shall be made by CSU Bhopal Campus. No interest is payable for any delayed payment arising from late / incomplete submission of the monthly bill or from unsatisfactory services. No advance payment shall be made.
- The Contractor shall submit the monthly bill, in duplicate, preferably on or before the 10th of the succeeding month, duly supported by: (a) biometric attendance summary; (b) student mess enrolment list; (c) Feedback Forms. Payment shall be made by RTGS/NEFT within 30 (thirty) days of acceptance of a complete and correct bill, subject to satisfactory performance certification by the Mess Committee and Hostel Warden.
- The Contractor shall install, at its own cost, adequate number of Biometric Attendance Machines. The Contractor shall ensure redundancy (minimum two machines per service point) to prevent service disruption. The Contractor shall ensure that attendance data directly from the biometric machine is accessible in real time to the Campus Authorities.
- In the event of complete failure of the biometric system for any single meal, the attendance for that meal shall be recorded manually in a register countersigned by the Mess Committee Chairman/ Hostel Warden.
- The Rent shall be paid by the Contractor to the Institute by the 10th of every month.

2.9 Vacating of Premises and Return of Assets

- Upon expiry, termination or non-renewal of the Contract, the Contractor shall hand over peaceful and vacant possession of the premises along with all

furniture, fixtures, equipment and utensils provided by the Campus, in good working condition, within five (5) days. An inventory list shall be jointly signed.

- If the Contractor fails to hand over within the said period, the Campus shall be free to take possession (including by opening locks in the presence of witnesses), prepare an inventory of all items, deduct the replacement cost of any missing / damaged items from the Contractor's outstanding bills and Performance Security, and initiate legal action for any shortfall.

2.10 Rights of Central Sanskrit University, Bhopal Campus

- The Director, CSU Bhopal Campus reserves the right to withdraw or relax any of the terms and conditions herein to overcome any unforeseen problem encountered by the contracting parties, upon recommendation of the Mess Committee.
- The Director reserves the right to accept or reject any or all the bids without assigning any reason, and the decision shall be final and binding.
- The Director reserves the right to terminate the contract at any time, by giving one (1) month prior written notice, without assigning any reason whatsoever, and without any compensation being payable to the Contractor. However, the campus shall settle all undisputed amounts due up to the effective date of termination.
- The Campus reserves the right to suitably increase or reduce the Scope of Work by up to ±10% at the quoted rates, subject to prior written intimation.
- In case of unsatisfactory performance of the successful bidder, the Campus may terminate the contract and award it, on the same L-1 terms, to the next eligible bidder on the waiting list, without floating a fresh tender.
- The Campus reserves the right to conduct surprise inspections, food quality

audits, kitchen hygiene audits and sample testing through FSSAI-accredited labs, at the Contractor's cost.

- The Campus reserves the right to install, operate and maintain Closed-Circuit Television (CCTV) cameras in the mess kitchen, stores, dishwasher area, service counters and dining hall to monitor food hygiene, preparation practices, staff grooming, portion size and service quality, on a 24×7 basis. The Contractor shall cooperate fully with such installation and shall not obstruct, cover, disable, reposition or tamper with any camera.
- The Campus shall have a first charge on the Performance Security and pending bills to recover any dues, fines, damages or losses.

2.11 Students' Feedback, Service Quality Monitoring and Termination on Low Rating

2.11.1 **Objective**:- The prime evaluator of mess services shall be the student-diner. A structured feedback mechanism will be instituted to continuously monitor food quality, hygiene, taste, service, cleanliness and staff conduct; to tie payment to performance; and to enable termination where feedback consistently falls below acceptable thresholds.

2.11.2 Daily/ Weekly/ Fortnight Feedback

i) Daily/Weekly/ Fortnight feedback shall cover breakfast, lunch, evening snacks and dinner, with each response identifiable by the date, meal and Mess concerned.

ii) The Mess Manager shall review the feedback daily and record complaints requiring corrective action, including those relating to food quality, quantity, hygiene, service and staff conduct.

iii) Complaints indicating a possible food-safety risk shall be brought promptly to the attention of the Chairman – Mess Committee for appropriate action.

iv) The Caterer shall maintain a daily corrective-action record identifying the complaint, action taken and status of resolution, and make it available to the Mess

Affairs Committee for verification.

2.11.3 Grievance & Appeal

- The Contractor shall have the right to inspect the feedback data and dispute any rating it believes to be manifestly erroneous or motivated, by written representation to the Chairman, Mess Committee, within seven (7) days of publication of the feedback result.
- The decision of the Director, on the recommendation of the Mess Committee, shall be final and binding.

2.12 Breach of Terms and Conditions

- Serving of Quality & Quantity of food in accordance with the Menu is the essence of this Contract. If quality / service remains poor despite written communication from the Campus, the Contract may be terminated at the discretion of the Competent Authority, with forfeiture of Performance Security.
- In case of breach of any terms and conditions, the Competent Authority shall have the right to cancel the Work Order / job without assigning any reason, and nothing shall be payable by the Institute for the un-executed portion. The Performance Security shall stand forfeited.

2.13 Liquidated Damages (LD) and Penalties

- Without prejudice to any other remedies, if the Contractor fails to provide the services as per the Scope of Work and the prescribed Menu, the Institute shall be entitled to levy Liquidated Damages as a genuine pre-estimate of loss, and not by way of penalty.
- Total Liquidated Damages in any month shall be capped at 10% of that month's bill. In case of persistent breaches causing LD to cross this cap in three

consecutive months, the Institute may terminate the Contract and invoke the Performance Security.

2.14 Dispute Settlement and Governing Law

- All disputes or differences arising out of, or in connection with, this Contract shall first be attempted to be resolved by mutual discussions and negotiations between the parties, within thirty (30) days of written notice.
- If the dispute is not resolved through mutual negotiations within the above period, it shall be referred to a Sole Arbitrator appointed by the Director, Central Sanskrit University, Bhopal Campus. The arbitration shall be governed by the Arbitration and Conciliation Act, 1996, and any statutory modifications thereof.
- The seat and venue of arbitration shall be at Bhopal. The language of arbitration shall be English. The arbitral award shall be final and binding on both parties.
- Subject to the arbitration clause above, the Courts at Bhopal, alone shall have exclusive jurisdiction over any matter arising out of this Contract.
- This Contract shall be governed by and construed in accordance with the laws of India.
- In case of any ambiguity in the interpretation of any clause, the interpretation by CSU Bhopal Campus shall be final.

2.15 Integrity Pact

- The bidder/contractor is required to enter into an Integrity Pact with the Campus, in the attached prescribed format.
- The Integrity Pact shall be signed by the Campus (BUYER) on award of the Contract. While submitting the Bid, the Integrity Pact shall be signed by the duly authorised signatory of the Bidder and enclosed as part of the Technical Bid. Failure to submit the duly signed Integrity Pact, along with witness signatures, shall render the bid liable for rejection. In case of any contradiction between the

terms of the Bid Document and the Integrity Pact, the Bid Document and subsequent corrigendum/ addendeums shall prevail.

2.16 Force Majeure

"Force Majeure" means any event or circumstance that is beyond the reasonable control of a party, which has not been foreseen or could not have been reasonably foreseen, and which prevents such party from performing its obligations under this Contract. This includes acts of God (earthquake, flood, storm, lightning, fire), acts of the State (war, hostilities, embargo, nationalisation), civil commotion, riots, strike/lock-out beyond the Contractor's own establishment, pandemic/epidemic as declared by the Government, or any other event officially notified as Force Majeure.

Neither party shall be liable for any failure or delay in performance of its obligations under this Contract, to the extent that such failure or delay is caused by an event of Force Majeure. The affected party shall notify the other party in writing within seven (7) days of occurrence of the event and provide reasonable evidence. If the Force Majeure event continues for more than thirty (30) consecutive days, either party may, by written notice, terminate this Contract without liability to the other, except for settlement of accrued undisputed dues.

2.17 Confidentiality and Data Protection

- The Contractor shall keep in strict confidence all information, data, records, student lists, and attendance details received from the Campus, and shall not disclose the same to any third party without prior written consent.
- Personal data of students handled on the biometric / feedback systems shall be processed in compliance with the Digital Personal Data Protection Act, 2023 and its Rules. The Contractor shall implement reasonable security safeguards, restrict access on a need-to-know basis, and report any data breach to the Campus within 24 hours of discovery.

- This obligation shall survive the termination of the Contract.

Indemnity and Insurance

- The Contractor shall fully indemnify, defend and hold harmless Central Sanskrit University, its Director, officers, employees and students against any and all claims, losses, damages, actions, suits, proceedings, penalties and expenses (including reasonable legal costs) arising out of: (a) any act, omission or negligence of the Contractor or its employees; (b) any food-borne illness or food-poisoning incident attributable to the Contractor; (c) any injury or death of any person on the mess premises; (d) any violation of statutory obligations by the Contractor; and (e) infringement of any third-party intellectual property or licence.

2.18 Termination

- **For Convenience**: The Campus may terminate the Contract, in whole or in part, at any time for its convenience, by giving the Contractor thirty (30) days prior written notice. In such case, the Contractor shall be entitled to payment for services satisfactorily rendered up to the effective date of termination. No other claim for loss of profits or consequential damages shall be entertained.
- **For Default**: The Campus may terminate the Contract, forthwith or with such notice as may be specified, for the Contractor's default, including: (a) failure to commence services within the specified period; (b) repeated breaches of Scope of Work / Quality specifications; (c) food-poisoning incident of significant severity; (d) non-compliance of statutory obligations; (e) insolvency / liquidation / bankruptcy of the Contractor; (f) assignment or sub-contracting without consent; and (g) breach of Integrity Pact.
- **Consequences of Default Termination**: forfeiture of Performance Security,

recovery of damages from pending dues or by legal action, debarment from future CSU Bhopal Campus tenders for a minimum of 3 (three) years, and information to other CFTIs / Government bodies regarding such debarment.

2.19 Signing Authority:- The tender and all enclosed documents shall be signed by a person duly authorised and Full name, designation, and official stamp of the signatory shall appear below each signature.

3. SCOPE OF WORK

- At present, Central Sanskrit University, Bhopal Campus has an approximate total of 460 resident students. The Institute intends to operate two messes, namely Boy's and Girl's Hostel Mess. Both mess have similar facilities, with dining hall each and individual kitchens and washing facilities. The successful Caterer shall be responsible for serving in both dining halls of the allotted Mess.
- The Contractor must be ready to cook **ONLY vegetarian food** in any one of the kitchens upon written request from the Hostel Admin Office, without any increase in the quoted rates.
- At present, the approximate strength is about 460 students during regular-semester operation, with a maximum cap of 500-550 students in a given month. The numbers may increase or decrease.

3.1 Mess Facilities

- The Director/Chairmen Mess Committee/ Hostel Warden reserves the right to assign any or both of the mess / kitchen facilities — furniture, kitchen equipment etc. — to the Caterer based on availability and requirement. Bidders should visit and assess available infrastructure before submission of the bid. Any additional requirements necessary for efficient service shall be arranged by the Caterer without any extra charge.

3.2 Provisions for Different Types of Diners and Vacation Mess

- All students residing in CSU Bhopal Campus hostels are required to subscribe to the dining facility during the semester. The Campus shall pay the Mess fee directly to the Caterer for such students. Day-scholars, staff may avail the Mess facility on a pay-per-meal / pay-per-month basis, payable directly by the individual to the Caterer through pre-paid coupons / QR-code / UPI.
- Both Messes shall be operational during the regular semester period. The vacation period duration and the Caterer for vacation operation shall be communicated by the Hostel Admin Office. Vacation-period dining strength and menu may differ from the regular pattern.

3.3 Tentative Mess Timings

Breakfast	Lunch	Evening Snacks	Dinner
8 a.m. to 9 a.m.	1 p.m. to 2 p.m.	5 p.m. to 6 p.m.	8 p.m. to 9 p.m.

Above timing may be revised depending on weather conditions (summer/ winter etc.)

- **Daily rate:** The Caterer shall quote a daily rate per person, inclusive of all provisions, vegetables, fruits, transportation, loading/unloading, labour, statutory taxes/levies/duties), GST and price fluctuations of commodities, for hostel mess services as per the Recommended Menu **(Annexure-I)**.
- **Type of Service**: Self Service.

3.4 Mess Menu:- As per enclosed Menu in **Annexure-I**. The Caterer shall quote the Rate Per Person Per Day (inclusive of GST) taking all menus into account.

3.5 Materials

The Caterer shall procure and use only hygienic, branded, FSSAI-approved / AGMARK-certified provisions and materials for cooking. **The list of approved brands is enclosed at Annexure-VIII for reference.** Use of tasting agents (such as

MSG / Ajinomoto), artificial colours, trans-fat shortening, Fat spread, expired or sub-standard ingredients is strictly prohibited.

3.6 Manpower Deployment

Both Caterers shall engage experienced cooks, required assistants in each shift, and Supervisor. The composition shall be in consultation with the Institute. Sufficient unskilled labour shall be engaged for serving and cleaning. Mess Manage / Coordinators must be able to communicate in the local language. Qualified chef to be engaged. A duty roster to be maintained by the mess manager. The Campus may verify the credential of the chef for his suitability to prepare the food items tastily and ensuring quality before his engagement.

3.7 Display of Menu

Daily menu shall be displayed mandatorily and prominently at the mess on a marker/display board maintained by the Caterer. Also, efforts should be made to display the daily food waste in a board given at the entrance.

3.8 Quality Inspection and Penalty Schedule/ Clause

The Mess Committee members or any person authorised by the Director shall inspect and taste the food at periodic intervals. A Complaint Book shall be maintained by caterer in a prominent position for registering complaints, which shall be intimated to the Chairman Mess Committee. The Caterer is bound to implement suggestions for overall improvement in the quality of food. In case of non-compliance, the following penalties shall be imposed.

Fines indicated are for the first instance of violation ('X'). The 2nd instance shall attract 2X and the 3rd instance shall attract 3X. For every subsequent repeat, the multiplier shall increase correspondingly (4X, 5X, etc.). Total LD in a month is capped at 10% of that month's bill.

Rule Violation	Fine per instance 'X'
Non-availability of Complaint Register on the counter / discouraging students from registering complaints.	Rs. 5,000/-
Insects cooked along with food.	Rs. 10,000/-
Soft objects like hair, rope, plastic, cloth etc. in food.	Rs. 10,000/-
Any complaint of stones / pebbles of diameter more than 2 mm in food.	Rs. 20,000/-
Hard and / or sharp objects like glass pieces, nails, hard plastic etc. in food.	Rs. 10,000/-
Three or more complaints of unclean utensils in a week.	Rs. 20,000/-
If Hostel Admin Office (in consultation with students) confirms that an item was not cooked properly / overcooked / extra spicy / extra oily.	Rs. 20,000/-
Food poisoning (per incident, depending on severity, plus cost of medical treatment of affected students).	Up to Rs. 1,00,000/-
Timings mentioned in the tender / as decided by the Mess Committee not followed strictly.	Rs. 5,000/-
If food for any meal runs out within mess timings and waiting time exceeds 15 minutes for lunch/dinner or 10 minutes for breakfast/snacks.	Rs. 10,000/-
Any change in menu without prior permission of Mess Committee.	Rs. 5,000/-
If quality of curd is found inappropriate or diluted (should have 3–4% fat content or as recommended by the Committee).	Rs. 5,000/-
Inappropriate mess area hygiene or personal hygiene of mess employees (including dress) or misbehaviour by mess employees.	Rs. 20,000/-
Use of brands not mentioned in the contract without prior permission; adulteration.	Rs. 20,000/-
Improper maintenance of gas cylinders / gas pipelines / related services.	Rs. 20,000/-
Use of newspapers to keep fried items or any cooked food.	Rs. 20,000/-

Rule Violation	Fine per instance 'X'
Trespassing restricted areas	Rs. 10,000/-
Consumption of alcohol, tobacco or any prohibited substances on the Institute premises, or misconduct by personnel deployed by the Contractor.	Rs. 15,000/- per person + termination of staff
Daily display of menu at the entrance of the Mess not carried out.	Rs. 5,000/-
Non-submission / delayed submission of Feedback Forms.	Rs. 1,000/-
Employment of child labour / staff without police verification.	Rs. 50,000/- per person + termination

Sd/-

निदेशक, भोपाल परिसर/ Director, Bhopal Campus

Annexure-II

TECHNICAL BID FORMAT

S. No.	Particulars	Details Provided by the Firm	Page No.
1.	Name and Address of the Caterer with Phone No. and E-Mail ID		
2.	Registration / Incorporation / Partnership Deed (agency must have been in business on or before 01.04.2021)		
3.	CA Turnover Certificate (with UDIN) for average annual turnover of not less than Rs. 2.00 Crore for FY 2023-24, 2024-25 and 2025-26 with GSTR 9 return of last three Years		
4.	List of similar works successfully completed on or after 01.04.2021 with copies of Work Orders + Completion / Satisfactory Performance Certificates (value including GST): ONE of Rs. 1.50 Cr OR TWO of Rs. 75 Lakhs OR THREE of Rs. 50 Lakhs		
5.	Valid FSSAI License.		
6.	EPFO / ESIC / GST Registration Certificates		
7.	PAN Card of firm and Aadhar of Authorized Signatory		
8.	Proof of Tender Fees and EMD payment		
9.	Self-Declaration on letterhead regarding non-blacklisting / no-litigation		

S. No.	Particulars	Details Provided by the Firm	Page No.
10.	Signed Integrity Pact with witness signatures.		
11.	Signed Consent to Serve at L-1 Rate		
12.	Brief details of any litigation connected with catering work during the current or last three years, with opposite party and dispute amount. If none, state 'NIL'.		
13.	Income Tax and GST Returns for FY 2023-24, 2024-25 and 2025-26.		
14.	List of current clients with full address and phone numbers.		
15.	Site Inspection Certificate duly signed by the Authorized Person of the Bhopal Campus		

Place:

Date:

(Signature of the Contractor or its Authorized Personnel)

Address:

Seal:

- **All of the above documents shall be enclosed with the Technical Bid**
- **Client list (as per Annexure-X) must contain full address and phone/email for verification by the Campus.**
- **The Campus reserves the right to contact any listed Client or any other Institution for verification of performance.**

Annexure-III

FINANCIAL BID FORMAT

Hostel Mess Service – Rate Per Person Per Day (inclusive of GST)

S.No.	Particulars	Rate Per Person Per Day (in Figures) (inclusive of GST)	Rate Per Person Per Day (in Words) (inclusive of GST)
01	**Breakfast, Lunch, Evening Snacks, Dinner as per the Menu provided in the Enclosed Menu (inclusive of all Cost and GST)**		

- Bidders must quote a rate INCLUSIVE of all provisions, vegetables, fruits, transportation, labour, and all statutory/ taxes, GST. Rate shall be firm during the contract period.

Place:

Date:

(Signature of the Contractor or its Authorized Personnel)

Address:

Seal:

Annexure-IV

BID EVALUATION SCHEME

All Technical Bids shall be scrutinized by a duly constituted Tender Evaluation Committee (TEC). Firms/agencies that have submitted all relevant documents as sought in the Technical Bid and meet the Eligibility Criteria and qualifying the Technical Bid shall be eligible for opening of Financial Bid.

Technical Evaluation (50 Marks)

Sl. No.	Parameter	Max Marks
1	**Background of the Firm (Turnover, Running Contracts)**	
1(a)	**Average turnover for the FY 2023-24, 2024-25 and 2025-26** **More than Rs. 5 Crore = 15 Marks** **Rs. 4 – Rs. 5 Crore = 10 Marks** **More than Rs. 2 Crore – Rs. 3.9 Crore = 7 Marks**	**15 Marks**
1(b)	**Running Contracts** **- Student Mess/Catering/ Canteen Services in 4 or more than 4- Central / State Govt. Institutions like IIT/ IIM/ NIT/ IIIT/ IISER/ Central Universities/ Higher Educational Institutions = 15 Marks** **- Student Mess/Catering/ Canteen Services in 3- Central / State Govt. Institutions like IIT/ IIM/ NIT/ IIIT/ IISER/ Central Universities/ Higher Educational Institutions = 10 Marks** **- Student Mess/Catering/ Canteen Services in Less than 3- Central / State Govt. Institutions like IIT/ IIM/ NIT/ IIIT/ IISER/ Central Universities/ Higher Educational Institutions = 7 Marks**	**15 Marks**
2	**Past Experience (Value and No. of Similar Works Mess/Catering/ Canteen Services, successfully executed on or after 01.04.2021)** **- Completed 1- similar works of value not less than Rs. 1.5 Crore (including GST) – 20 marks**	**20 Marks**

Sl. No.	Parameter	Max Marks
	- Completed 2 similar Works each of value not less than Rs. 75 Lakhs (including GST) – 15 Marks **- Completed 3 similar Works each of value not less than Rs. 50 lakhs (including GST) – 10 Marks**	

Minimum Marks Required for Qualifying in Technical Evaluation – 20 Marks

- Necessary supporting documents are to be furnished. No marks shall be awarded for un-supported claims.
- Feedback and complaints (if any) may be obtained by the Institute directly from other Institutes where the bidder is/was engaged.
- **Only bidders qualifying with a minimum of 40% marks (20/50) in the Technical Evaluation** shall be considered for opening of the Commercial Bid.

Commercial Bid Evaluation

- L-1 shall be determined purely on the basis of the Commercial Bid. No carry-forward of marks or credits from Technical Evaluation.
- In case of a tie between two commercial bids, the winning bid shall be determined by higher Technical Evaluation score. In case of a further tie, selection shall be by drawing of lots in the presence of bidders.
- The Institute reserves the right to negotiate with the L-1 bidder to arrive at a reasonable price in line with Rule No. 173 of GFR 2017.

Annexure-V

CONSENT TO SERVE AT L-1 RATE

(To be submitted on the Bidder's letterhead)

To,

The Director

Central Sanskrit University

Bhopal Campus, Sanskrit Marg

Bhopal, Madhya Pradesh - 462043,

Sub: Consent to serve at L-1 Rate – Hostel Mess Services (Tender No. ……...

Dear Sir / Madam,

1. I / We, Mr./Ms. _____, being the authorized person on behalf of _____ (Name of the Company/Firm), hereby agree to the condition that in the event I/we are selected as L-2 or thereafter under the above tender process, I/we shall serve at the rates quoted by the L-1 bidder, without any deviation.

2. I/We further declare that I/we shall not withdraw the bid or modify the offer during the period of validity after the deadline for submission.

3. If I/we withdraw or decline or modify the bid during the validity period, or if I/we are awarded the contract and fail to sign the Contract Agreement or fail to submit the Performance Security within the stipulated time, I/we shall be suspended for a minimum of three (3) years from submitting bids to Central Sanskrit University, Bhopal Campus and my/our EMD shall stand forfeited.

4. I/We affirm that all information provided in the tender submission is true and correct to the best of my/our knowledge.

Signature of Bidder with seal of firm

Name of Signatory:

Designation:

Place:

Date:

Annexure-VI

(To be submitted on the Bidder's letterhead)

To,

The Director

Central Sanskrit University

Bhopal Campus, Sanskrit Marg

Bhopal, Madhya Pradesh - 462043,

Sub: Self-Declaration regarding Non-Blacklisting and No-Litigation – Tender No. ……..

Dear Sir / Madam,

I / We, _____ (Name and Designation), duly authorised to sign on behalf of M/s _____ (Name of the Firm/Company), hereby solemnly declare and affirm as under:

1. That our firm/company has NOT been blacklisted, banned, debarred, disqualified or suspended by any Ministry / Department of the Central or State Government, or by any Public Sector Undertaking, Autonomous Body, University or Educational Institution in India, during the preceding three (3) Financial Years (FY 2023-24, 2024-25 and 2025-26) and as on the date of this declaration.

2. That there is NO case / litigation pending against us arising out of any Mess / Catering / Food-Service work, OR if any such case is pending, the following are the details:

Details of pending litigation (if any):

_____
—

3. That no partner / director of our firm is an insolvent, a convicted person, or has any criminal antecedents.

4. That all information and documents submitted in the bid are true, correct and genuine to the best of my knowledge.

5. I/We understand that any false declaration shall render our bid liable for rejection, forfeiture of EMD and debarment from future CSU Bhopal Campus tenders for three (3) years. I/We shall be liable for legal action under applicable laws.

Signature of Bidder with seal of firm

Name of Signatory:

Designation:

Place:

Date:

Annexure-VII

(INTEGRITY PACT)

The specimen of the Pre-Contract Integrity Pact which is part of the tender documents is as follows:-

INTEGRITY PACT

This INTEGRITY PACT is made and executed at Bhopal on this day of …….2026

BY AND BETWEEN

Central Sanskrit University, Bhopal Campus, having its campus at Sanskrit Marg, Bagsewaniya, Bhopal, Madhya Pradesh (hereinafter referred to as "The Principal" which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the First Part;

AND

M/s. …….. through its representative/authorized signatory ……(Name and Designation of the Officer) having its office at …….. (hereinafter referred to as "The Bidder/Contractor" which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the Second Part.

PREAMBLE

The Principal intends to award, under laid-down organizational procedures, contract(s) for providing Hostel Mess Services at CSU Bhopal Campus. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources, and fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

Section 1: Commitments of the Principal

The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

1.1 No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

1.2 The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

1.3 The Principal will exclude from the process all known prejudiced persons.

1.4 If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2: Commitments of the Bidder(s)/Contractor(s)

The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption. They commit themselves to observe the following principles during participation in the tender process and during the contract execution:

a) The Bidder(s)/Contractor(s) will not, directly or through any other persons or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.

b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process

c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, including information contained or transmitted electronically.

d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All payments made to the Indian agent/representative shall be in Indian Rupees only.

e) The Bidder(s)/Contractor(s) will, when presenting the bid, disclose any and all payments made, committed to, or intended to be made to agents, brokers or any other intermediaries in connection with the award of the contract.

f) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from Tender Process and Exclusion from Future Contract

If the Bidder(s)/Contractor(s), before award or during execution, has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

Section 4: Compensation for Damages

a) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

b) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to the Performance Bank Guarantee.

Section 5: Previous Transgression

a) The Bidder declares that no previous transgressions occurred in the last three years with any other organization/company in any country or with any other public sector enterprise in India that could justify exclusion from the tender process.

b) If the Bidder makes incorrect statement on this subject, the Bidder can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section 6: Equal Treatment of All Bidders / Contractors / Subcontractors

a) In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.

b) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

c) The Principal will disqualify from the tender process all Bidders who do not sign this Pact or violate its provisions.

Section 7: Criminal Charges against Violating Bidder(s) / Contractor(s) / Sub-Contractor(s)

If the Principal obtains knowledge of conduct of a Bidder(s)/Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8: Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged/determined by the Director, CSU Bhopal Campus.

Section 9: Other Provisions

a) This agreement is subject to Indian Law. Place of performance and jurisdiction is the registered office of the Principal, i.e., Bhopal, Madhya Pradesh.

b) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

c) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

d) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

e) In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the Principal) (Office Seal) Place: Date: Witness 1 (Name & Address): _____ Witness 2 (Name & Address): _____	(For & on behalf of Bidder/Contractor) (Office Seal) Place: Date: Witness 1 (Name & Address): _____ Witness 2 (Name & Address): _____

Annexure-VIII

PERMISSIBLE BRANDS TO BE USED

क्र.	भोजन में उपयोग होने वाली सामग्री	ब्रांड का नाम
1	आटा	आशीर्वाद, अन्नपूर्णा, सिल्वरकॉइन
2	दुग्ध उत्पाद	अमूल, सांची, मदर डेरी
3	नमक	टाटा, पतंजलि, आशीर्वाद
4	पापड़	लिज्जत
5	चाय, कॉफ़ी,	टाटा, ब्रुक बॉन्ड, वाघ बकरी /नेस्कैफे,ब्रू
6	मसालें	एवेरेस्ट, पुष्प, एम.डी.एच., पतंजलि
7	तेल	पतंजलि, धारा, फार्च्यून, महाकोश
8	अचार	निलोंस, टॉप्स
9	कॉर्नफ्लेक्स	केलोग्स, टाटा, बैगरी **(Bagrry's)**
10	जैम/कैचप	किसान, मैगी, हेंज
11	चावल	इंडिया गेट, दावत
12	अन्य सामग्री (लोकल ब्रांड)	गठित समिति द्वारा निर्धारित
नोट: सब्जी में सरसों तेल (कच्ची घानी) उपयोग किया जाना अनिवार्य है		

Annexure-IX

CHECK LIST FOR THE TECHNICAL BID

(TO BE FILLED AND SUBMITTED WITH THE TECHNICAL BID)

प्रथम लिफाफे में रखना है/ To be place with Technical Bid

S. No.	Particulars	Relevant Information from Firm/ Company
1.	Name and Address of the Agency/ firm/ company	
2.	Telephone Nos.	(O)……... (R)…… (Mobile)…….
3.	E-mail address, if any Website address if any	
4.	Name & addresses of Proprietor/ Partners/ Directors.	1. ……. 2…… 3……
5.	Name of contact person, designation with Mobile	
6.	Do you have Minimum Five years of experience as on closing date of submission of tender of providing similar hostel mess/ catering services in Central/ State Government Office/ Organization/ Department/ PSU/Autonomous Bodies/ Universities/ Higher Educational Institutes etc/	Yes/ No **(Experience Certificate/ Completion Certificate clearly mentioning the period and nature of work should be indicated)**
7.	Do You have PAN and GST No (Enclose copy of it)	Yes/ No

S. No.	Particulars	Relevant Information from Firm/ Company
8.	Do you have average annual turnover of not less than Rs. 2.00 Crore for each of 3-preceeding financial years i.e. 2023-24, 2024-25 and 2025-26. A certificate duly signed by the CA (with UDIN) must be submitted.	Yes / No
9.	Do you have executed following similar works on or after 01.04.2021:- One (1) work of annual value not less than Rs. 1.50 Crore (inclusive of GST); **OR** two (2) works each of annual value not less than Rs. 75 Lakhs (inclusive of GST) **OR** three (3) works each of annual value not less than Rs. 50 Lakhs (inclusive of GST).	Yes/ No
10.	Do You have Ownership Certificate of your firm (enclose copy of it)	Yes/ No
11.	Do you have valid Food License from FSSAI. Enclose copy of it. **(The Food License should be valid as on the date of opening of technical and financial bid)**	Yes/ No
12.	Do you have submitted the Tender Fees of **Rs. 1000/- (Rupees One Thousand Only)**	Yes/ No DD/ Banker Cheque No…… Date …….. Name of the Bank…….

S. No.	Particulars	Relevant Information from Firm/ Company
13.	Do you have submitted the EMD of **Rs. 10,00,000/- (Rupees Ten Lakh Only)**	Yes/ No DD/ Banker Cheque No…… Date …….. Name of the Bank…….
14.	Account Details (for refund of EMD/ Payment)	Account Name: Account No.: IFSC Code: Type of A/c: Current/ Saving Branch:
15.	Have you ever been blacklisted by any Central / State Government Office/ Department/ PSU/Autonomous Bodies in the last 5 years.	**Yes/ No**
16.	Whether the copy of ITR for the last 3-F.Y. i.e. 2023-24, 2024-25 and 2025-26 is enclosed	**Yes/ No**
17.	Whether the copy of GSTR9 for the last 3-F.Y. i.e. 2023-24, 2024-25 and 2025-26 is enclosed **(if the turnover exceed the prescribed limit as per Govt. norms)**	**Yes/ No**
18.	Whether the - Consent to service at L-1 Rate as per Annexure-V; - Self-declaration regarding non-blacklisting and no litigation of firm as per Annexure-VI; - Integrity Pact as per Annexure-VII - Checklist for Technical Bid as per Annexure-IX	**Yes/No**

	- Details of Clients as per Annexure-X - Declaration regarding acceptance of Terms and Conditions as per Annexure-XI and - Site Visit Certificate duly signed by the Authorized person of the Campus as per Annexure-XII is attached with the Technical Bid.	

In case of insufficient/ inappropriate/ false information provided by the Bidder, the tender /Bid is liable to be rejected, and financial bid would not be opened.

Signature / Seal of the Bidder

Name:

Annexure-X

Details of Clients

Please attach copies of the work orders/experience certificate/ completion certificate for completed/ currently running. (To be Inserted in First Envelope & then sealed)

S No.	Name, address and email id of organization to whom services provided	Duration of Contract	Amount of Contract
01			
02			
03			
04			
05			
06			
07			

Signature / Seal of the Bidder

Name:

Annexure-XI

DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER DOCUMENT

(On Original Letter Head of the Bidder)

To,

The Director
Central Sanskrit University
Bhopal Campus, Bhopal
Madhya Pradesh

Subject: Acceptance of Terms and Conditions of the Tender Document for Providing Mess Services at Boy's and Girl's Hostel of the Bhopal Campus:-reg.

Sir/Madam,

I/We, **M/s** _____, hereby declare that we have carefully read, understood and examined the complete Tender Document, including all terms and conditions, specifications, scope of work, eligibility criteria, instructions to bidders, contractual obligations, penalty provisions and other related provisions contained therein. I/We hereby confirm and undertake that:

1. **All the terms and conditions contained in the Tender Document are acceptable to us in full and without any reservation or objection.**
2. We shall comply with all the **technical specifications, service standards and requirements** specified in the Tender Document.
3. We undertake to execute the work/provide the services in accordance with the prescribed **quality standards, specifications and timelines**.
4. We accept all the **penalty, liquidated damages, compensation and other contractual provisions** stipulated in the Tender Document.
5. All documents, certificates, information and declarations submitted by us in connection with this tender are **true, correct and complete** to the best of our knowledge and belief.
6. We shall comply with all **instructions, directions and orders** issued by the Tendering Authority/Competent Authority during the tender process and throughout the period of the contract.
7. We understand and accept that in case of any breach of the terms and conditions of the Tender Document or the resulting contract, the Tendering Authority shall have the right to take appropriate action, including **rejection of the bid, forfeiture of applicable deposits, imposition of penalties and/or termination of the contract**, as per the applicable terms and conditions.
8. We further confirm that we have **not proposed any deviation, qualification or condition** against any of the terms and conditions of the Tender Document, unless specifically mentioned in our bid.
9. We hereby unconditionally accept and agree to abide by **all the terms and conditions of the Tender Document**, including any corrigendum, addendum or amendments issued by the Tendering Authority from time to time.

Accordingly, this declaration is submitted as our **unconditional acceptance of the complete Tender Document and all its terms and conditions**.

Signature of the Bidder/Authorized Signatory:
Name:
Designation:
Seal of the Firm/Company:

Annexure-XII

SITE VISIT CERTIFICATE

(To be submitted by the Bidder)

This is to certify that M/s _____, through its authorized representative Shri/Smt. _____ (ID No……), has visited and inspected the Boys' and Girls' Hostel Mess at Bhopal Campus in connection with the tender for _____.

The bidder has inspected the premises and familiarized himself/herself with the existing site conditions, facilities, requirements and other relevant aspects necessary for execution of the work/services. It is further certified that the bidder has been given an opportunity to inspect the site and has no objection regarding the site conditions for the purpose of submitting the bid.

This certificate is issued for submission along with the tender documents.

Date of Visit: _____

Place: Bhopal

Signature of Bidder/Authorized Representative

Name: _____

Designation: _____

Name of Firm: _____

Signature & Seal: _____

Annexure-XII

SITE VISIT CERTIFICATE

Contd…..

CERTIFIED BY

It is hereby certified that the above-mentioned bidder/authorized representative has visited and inspected the Boys' and Girls' Hostel Mess at Bhopal Campus.

Name of Authorized Personnel of Campus: _____

Designation: _____

Signature: _____

Official Seal:

Date: _____

Annexure-I

Weekly Mess Menu for Boy's and Girl's Hostel at Central Sanskrit University, Bhopal Campus

S. No	Day	Breakfast	Lunch	Evening Tea/ Snacks	Dinner
1.	Sunday	दो रविवार आलू परांठा + चटनी/ तीन रविवार उत्तपम+चटनी/ चाय	मौसमी हरी सब्जी, दाल, चावल, चपाती, सलाद, आचार	भेलपुरी, चाय	छोले (तरीवाले), पूड़ी, खीर/सूजी हलवा, मिर्च फ्राइ दाल, चावल
2.	Monday	पोहा+सेव+नमकीन+चाय	आलू चटपटा, तूरदाल, चावल, चपाती, सलाद, आचार	मसाला डोसा, चटनी, चाय	कद्दू सब्जी/वड़ी सोयाबीन, दाल, चावल, चपाती, सलाद, आचार
3.	Tuesday	इडली, सांभर, चटनी, चाय	पनीरमसाला/ दाल, चावल, चपाती, सलाद, आचार	नूडल्स/ नमकीन चना +चाय	मौसमी हरी सब्जी/ आलू+हरी सब्जी+दाल, चावल, चपाती, सलाद, आचार
4.	Wednesday	पूड़ी, सब्जी, चाय	कढ़ी (दो बार बूंदी एवं दो बार पकोड़े), आलू+चना, चावल, चपाती, सलाद, आचार	सैंडविच, चाय	चोखा, दाल, चावल, चपाती, आचार, सलाद
5.	Thursday	पोहा+सेव+नमकीन+चाय	आलू+मटर,मिक्स दाल, चावल, चपाती, सलाद, आचार	पुलाव चावल, चाय	पनीर बटर मसाला/ मिक्स वेज/कोफ़्ता , दाल, चावल, चपाती, सलाद, आचार
6.	Friday	नमकीन दलिया, चाय	मौसमी हरी सब्जी, तूरदाल, चावल, चपाती, सलाद, आचार	नमकपारा/ पास्ता, चाय	आलू+गोभी+मटर, दाल,चावल, चपाती, सलाद, आचार
7.	Saturday	सादा परांठा, आलू सब्जी के साथ, चाय	राजमा, दाल, चावल, चपाती, सलाद, आचार	समोसा, चाय	मौसमी हरी सब्जी/सेव टमाटर/ भिंडी+आलू की सब्जी, दाल, चावल, चपाती, सलाद, आचार

नोट: विशेष पर्व/ दिवसों में एक टाइम विशेष भोजन की व्यवस्था की जाएगी।