

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL  
(An Institute of National Importance under Ministry of HRD, Govt. of India  
Neelbad Road, Bhauri, Bhopal – 462 030 (M.P.)  
Phone nos: 0755-2526800, 2526803 & 2526829

No: SPAB/RGO/Advt./2017-18/04

Date: 22.04.2017

## Request for Expression of Interest MESS CONTRACTORS

School of Planning and Architecture, Bhopal (an Institution of National Importance under Ministry of HRD, Govt. of India) invites Expression of Interest for **“Providing Cooperative Mess Services in SPA, Bhopal Hostels”** from eligible Mess Contractors. Interested vendors/contractors for details kindly visit institute website i.e., [www.spabhupal.ac.in](http://www.spabhupal.ac.in) last date for submission of proposal is 09.05.2017 (17:00 hrs).

REGISTRAR

**SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL**  
**(An Institute of National Importance under Ministry of HRD, Govt. of India**  
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Expression of Interest (EOI) is invited from the Mess vendors/Caterers of repute to run the **Student cooperative mess, one for boys' hostel & and one for girl's hostel** {(approx. strength 700 students, 450 in boys hostels and 250 in girls hostel)} of SPA, Bhopal situated at Neelbad Road, Bhauri, Bhopal – 462030 (M.P.). The mess will be run on cooperative basis by the students. Institute will provide space and necessary infrastructure facilities. EOI is solicited for selection of vendors. **Rate and Menu will be decided by the Student Mess Committee and the Vendors on mutually agreed terms and conditions.**

Interested vendors who fulfil the minimum eligibility criteria as mentioned in **Annexure - I** may apply on prescribed format as enclosed as **Annexure II** on or before **09.05.2017 (17:00 hrs)** to the Asst. Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal (M.P.)-462030 along with processing fee of Rs. 2,500/-(non-refundable) payable in favour 'Director, SPA, Bhopal' in form of Demand Draft from any Nationalized Bank. Concerned vendors can also visit the institute on any working days between 9:30 AM to 5:00 PM for any information /clarification regarding this Expression of Interest. Those who desire to apply for both mess (s), should apply separately in different envelopes with required application fees in both.

SPA, Bhopal reserves the right to select a tenderer on the basis of criteria and terms & conditions for running the mess (s) from one or different vendors for both the mess (s).

Registrar

## SCHEDULE

Name of Tender	(1) Providing Cooperative Mess Services in SPA, Bhopal Hostel (boys) (2) Providing Cooperative Mess Services in SPA, Bhopal Hostel (girls)
Procedure	Whoever desire to apply for both mess(s), should apply separately with separate processing fee of Rs. 2,500/- for each
Processing Fee	2,500/- for each tender (non-refundable)
Pre-Eol meeting	04.05.2017 at 15:00 hrs in conference room of Senate Block
Last date for receipt of Eol	09.05.2017 (17:00 hrs)
To whom the tender documents can be submitted	Expression of Interest (Eol) should be submitted in two different sealed cover (if applying for both) and super scribing "Providing Cooperative Mess Services in SPA, Bhopal Hostel (boys)" & "Providing Cooperative Mess Services in SPA, Bhopal Hostel (girls)" to the Asst. Registrar (Stores & Purchase Section), SPA, Bhopal, Neelbad Road, Bhauri – 462 030, Bhopal (M.P.) by speed post/ by-hand.

*Selection of vendors will be based on followings:*

- (1) *Technical qualifications as per Annexure – I & Annexure – II*
- (2) *Short listing of vendors based on Technical qualifications.*
- (3) *Presentation of the qualified vendors to Student Council & Management.*
- (4) *Student Council will submit a menu to the qualified vendors.*
- (5) *Vendors will submit their rate quote based on menu in a sealed envelope to the Student Council & Management.*
- (6) *Surprise visit of Student Council/ Management to the mess, where the qualified vendors providing their services.*
- (7) *Student Council will finalize the mess vendor/ vendors.*

Minimum Eligibility Criteria and terms & conditions for application under EOI for Students

Cooperative Mess

1. The company should be registered under the companies act, or it should be a partnership firm, a proprietorship duly evidenced by any statutory documents evidencing of proprietorship such as VAT/ Service Tax/ Local Municipality/ Local authority certificate/professional tax registration/Registration under Labour commissioner, etc.
2. Prospective Applicant should have successfully carried out Mess services in a university or Institute of Higher Education preferably Central Government establishment, for not less than 250 persons/users on a normal working day in a single unit for a continuous period of one year during the last three years. The prospective applicant should have completed 3 years on the date of application. The prospective applicant having experience only in the Cafeteria/ canteen (snacks & beverage services) will not be considered.
3. The aggregate turnover of the prospective applicant during the last three years 2014-15, 2015-16, 2016-17) ending on 31-03-2017 should be at least 2.00 crores from the mess services only.
4. The contractor shall be responsible for cleanliness and maintenance of the kitchen and dining area including the utensil washing area and the connected sewer network to the first manhole.
5. At the time of the handover the condition of the area being handed over shall be recorded and the same shall be checked at the end of the contact/ agreement period and any damages/ deterioration other than caused by natural reasons/ causes shall be made good by the vendor/ contractor at his/ her own expenses.
6. Computerized maintenance of mess accounts shall be mandatory for each student as well overall bank records that shall be maintained with the help of biometric machine.
7. The selected vendor has to pay an amount of Rs. 3,000/- per month as a water charges and other general maintenance.
8. Payment of electricity charges is on actual basis.

Annexure II

APPLICATION FORM FOR STUDENTS COOPERATIVE MESS SERVICES

<u>S.no.</u>	<u>Description</u>	<u>Information</u>
<u>1</u>	<u>Name of the firm</u>	
	<u>Complete Address:</u>	
<u>2.</u>	<u>Contact person/Representative of firm :</u>	
<u>3.</u>	<u>License no.</u>	
	<u>PAN no.</u>	
	<u>Service Tax No.</u>	
	<u>VAT /TIN no.</u>	
	<u>ESI/PF no.</u>	
	<u>(enclose copies of above)</u>	
<u>4.</u>	<u>Proof of payment of income tax and service tax (last three years) copies to be enclosed( 2014-15, 2015-16 &amp; 2016-17)</u>	

<u>5.</u>	<u>No. of Mess/dining facilities run in Higher education institutions of Central Govt.</u> (List to be included with name of the institution, duration, nos. of students etc.)	
<u>6.</u>	<u>No. of Mess/Dinning facilities run in the other establishment/organization</u> (List be included with name of the organisation, duration etc.)	
<u>7.</u>	<u>Whether Quality Certification obtained for any of the Mess/Dinning facilities provided</u> (copies to be enclosed)	
<u>8.</u>	<u>Annual Turnover Per annum (In. lacs.)</u>	<u>Authenticated copy of audited statement of accounts for the last three Financial years to be enclosed)</u>
<u>9.</u>	<u>No. of employee: Regular/temporary</u> (details to be enclosed)	
<u>10.</u>	<u>Litigations , if any, connected with Mess/ Food work</u>	<u>Yes/No, (if yes, details to be furnished)</u>
<u>11.</u>	<u>Any other information applicant wishes to provide in support of their credentials</u>	<u>If yes, details to be furnished</u>

Date:

seal & signature of the firm with date