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Tender Details

General Details

Tender Number	MU/DSW/HOSTELS/COOKS/2022-23
Tender Title	Providing Chief Cooks, Assistants and Helpers for the period of One(1) year to the Hostels of University of Mysore, Mysuru.
Description	Providing Chief Cooks, Assistants and Helpers for the period of One(1) year to the Hostels of University of Mysore, Mysuru.
Tender Category	SERVICES
Is this QCBS Tender?	NO
Type of Quotation	ITEM_WISE
Tender Evaluation Type	TWO_COVER
Department	Mysore University
Bid Validity Period	90
No Of Calls	1
Tender Type	OPEN
Denomination Type	RUPEES
Highest Bidder Selection	NO

General Conditions for Eligible Tenderers

Sl No	Conditions
1	<b>Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any State Government / Government of India / Union Territory.</b>
2	<b>It shall be the responsibility of the Bidder to ensure credit of Tender Processing Fee and EMD into the respective receiving bank accounts of e-Procurement on or before the last date and time of bid submission.</b>

**SI No****Conditions**

- 3 **The bidder is required to ensure browser compatibility of the computer well in advance to the last date and time for receipt of tenders. The departments shall not be responsible for non-accessibility of e-Procurement portal due to internet connectivity issues and technical glitches at bidder's end.** //
- 4 **EMD Payments through e-Payment mode shall be made as one single transaction and payments made in part are liable for rejection.** //
- 5 **The EMD & Tender processing fee shall be paid through e-procurement portal only using any of the four modes.**  
1. Credit Card.  
2. Direct debit using Internet banking  
3. NEFT( National electronic fund transfer  
4. OTC (Over the counter using bank challan). //
- 6 **Conditional tenders will not be accepted.** //
- 7 **The tenderer shall bear all costs associated with the preparation and submission of his tender, and the employer will in no case be responsible and liable for those costs.** //
- 8 **The cost of the Tender Processing shall not be refundable.** //
- 9 **The employer is not responsible for any delay in accessing E - Procurement Portal.** //
- 10 **The Tenderers need to register with e-procurement portal and to obtain user ID and Password for participating in the tender.** //
- 11 **Bank Guarantee will not be acceptable for EMD. EMD should be paid as specified in the e-procurement schedule.** //

**SI No****Conditions**

- 12 The authority reserves the rights to ACCEPT or REJECT any or all the tenders without assigning any reasons //
- 13 The University of Mysore does not bind itself to accept the lowest bidder and this university reserves the right to accept or reject any of the Tender or all the Tenderers without assigning any reasons without thereby incurring any liabilities to tenderers. //
- 14 The Tenderers need to register with e-procurement portal and to obtain user ID and Password for participating in e-procurement. For more details please contact e-procurement helpdesk Ph: +91-8046010000 +91-8068948777 from 9.00 a.m. to 9.00 p.m. OR support[at]eprochelpdesk[dot]com on all working days. //
- 15 Interested tenderers can get the information through the following email address <https://eproc.karnataka.gov.in> //
- 16 Imp: Other Important Terms & conditions and Eligibility Criteria is Uploaded Separately. Bidder should read those conditions before bidding. //
- 17 The Successful tenderer shall prepare the statement of each Chief Cook, Assistant and helper and submit the service bills on first of every succeeding month to the university, The University after due verification regarding the Memo of Calculation submitted by the Tenderer (bifurcating the increase as Basic Pay, DA, EPF, Service Tax and Agency Commission) shall effect the payment to the Tenderer by a single cheque. The Tenderer shall comply with all the statutory requirements like EPF, ESI, Service Tax, etc., the Tenderer shall pay the salary to the cooking personnel engaged by him through online process with due intimation to the university. Further, the Tenderer shall also furnish the copy of the documents pertaining to the statutory made by him //
- 18 Registrar is at liberty to interview suitable tenderers including their supervisory level personnel and for negotiating the rates as beneficial to Institution //
- 19 The Cooking personnel should be well versed in all aspect of cooking, proficiency in the preparation of large quantities of food, check freshness of food and ingredients, maintains a neat and orderly kitchen with the highest standards of safety and cleanliness, must be able to lift up to 50 pounds, stoop and bend and remain on his or her feet for a 8 hour shift and aged in between 25 to 50years. //
- 20 Only well-versed Chief Cooks and Assistants and Helpers should be deployed for duty. //

SI No	Conditions
21	<b>Bio-Data &amp; Police verification Certificates in respect of all the personnel should be furnished by the successful agency, before commencement of work. The Successful agency should ensure that personnel deployed for cooking in University Hostels, should be free from criminal cases. Any cooking personnel Deployed if found indulging in criminal activities should be immediately replaced</b>
22	<b>The works to be carried out are: a) Chief cooks are responsible for preparation of food for the Hostel students as prescribed in the University Menu in-time as assigned by the University authority from time to time. b) Assistants should assist the Chief cooks for preparation of food for the Hostel students as prescribed in the University Menu in-time as assigned by the University authority from time to time, Assistants should be capable of cooking / preparing food if required, should be able to do works assigned by Mess supervisors related to preparation of food and Assistants should serve the food to the students. In Ladies hostel, food should be served by Ladies employees only. c) Helpers are responsible for cleaning Hostel kitchen, dining hall and to wash utensils used in preparation of food and should be able to do works assigned by Mess supervisors related to preparation of food</b>
23	<b>University shall not pay wages during summer vacations of students after the examination / when university declares holiday, when there are no students in the hostels.</b>
24	<b>The Tenderer shall be responsible for the discipline and good conduct and behavior of all the personnel deployed by them.</b>
25	<b>The successful tenderer should deposit a Security Deposit (5% of tendered amount) as per the university requirement. This will be refunded without interest after satisfactory completion of contract period.</b>
26	<b>The employees engaged by the agency will be in the employment of the agency only and not of the University.</b>
27	<b>The Tenderer shall be responsible for any acts of commission and omission of their employees.</b>
28	<b>The Tenderer shall be fully responsible for the security of all the properties of the University. In case of any theft, loss or damage to any property of the University due to negligence of Cooking personnel, the entire value of the loss will be recovered from the tenderer after giving an opportunity of being heard by the Registrar or any other officer empowered by him/her who shall assess the value of the property.</b>
29	<b>The agency shall ensure that on each working day the agreed number of Chief Cooks and Assistants and Helpers must turn up for duty and carry out their works satisfactorily.</b>

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## Conditions

- 30 The cooking staff deployed should have minimum knowledge to read and write in the local language. //
- 31 The University will not provide any domestic accommodation to the Cooking personnel deployed to University. //
- 32 The tenderer should provide Chief Cooks and Assistants and Helpers in two shifts [First Shift : 6 A.M. to 2 P.M. Second Shift: 2 P.M. to 10 P.M.]. The cooking personnel should strictly follow the shift timings and compulsorily present in hostel during duty hours. //
- 33 The agency shall make periodical surprise checks during two shifts to supervise the performance & turnout of the cooking staff provided by them and send periodical reports to the Registrar or to the Officer authorized by him/her. If any loss or damage to the properties of University caused due to any theft or negligence of any of the Cooking Personnel, such losses will be recovered out of monthly bill of salary or by any other lawful mode. //
- 34 The Tenderer shall maintain all records, registers, and such other requirements as contemplated by the provision of all the relevant statues which includes the contract labour (Regulation & Abolition) Act, Provident Fund Act, Employees State Insurance Act & Rules, Payment of Wages Act, etc, intact. The Successful Agency has to invariably furnish the Account Numbers of the Employees Provident Fund in respect of all the persons deployed for the cooking duty in the University //
- 35 Since social security is a must for all personnel, EPF, General Insurance against accidents and such other benefits should be strictly provided by the tenderer. The tenderer should invariably provide details regarding enrolment of all personnel deployed at University as EPF members, deduction and remittance of both the Employer and Employees contributions towards EPF every month along with the monthly bill preferred for the cooking services without fail. Failing which 25% of the total claim will be held for want of these details and in case of any eventuality the Security Deposit of Agency will be withheld for settlement of compensation, if there is any claims by such of the personnel or their dependents. //
- 36 If the quality of the service of cooking personnel is found unsatisfactory the University reserves the right to accept or reject the tender in whole or part and Security deposit /performance security may be forfeited //
- 37 If there is any mishap or accidents during the cooking process to the Employees provided by the agency, agency shall bear the whole responsibility //
- 38 The agency shall be responsible to fulfill all statutory obligations such as remittances of Service Tax, Professional Tax, ESI, PF, GST etc., in respect of each cooking personnel deployed under this contract //

- 39 The successful agency should furnish the details of Photo ID Cards/ ESI Card/ Bank A/c no. of cooking personnel
- 40 The Tenderer should clearly specify the salaries for their cooking staff every month. A separate sheet in this regard should be enclosed along with financial tender.
- 41 The successful agency shall bear the salary payment of the cooking personnel for minimum 3 months. The Agency shall be able to take care of salary of cooking personnel for 3 months if there is any delay of payments by the university.
- 42 The agency shall submit the service bills on 3rd of every succeeding month and the same shall be paid by the University by issuing cheques after observing the official formalities and after affecting statutory deductions, dues, fines, etc. The Agency shall be able to take care of salary of cooking personnel if there is any delay of payments by the university.
- 43 The successful agency should follow Roaster system of the Government while Deploying the service personnel of the First Party
- 44 The successful agency should provide Appointment order, uniform, ID card, Mask, Gloves, chefs head caps and Sanitizer to all Cooking personnel and it should be borne by the successful agency only and should be responsible for maintaining all precautionary measures to avoid COVID-19 & such other pandemic situation by all the cooking personnel during their duty hours in hostels.
- 45 The successful agency should provide National holidays, weekly off and other holiday compulsory to all Cooking personnel as per government norms
- 46 The tenderer should ensure replacement of their staff as necessary at their own expenses. In case of sickness, absenteeism and leave or for any reason, what so ever, the agency should ensure that required number of personnel is maintained at all times by way of posting suitable alternative personnel. Further the Registrar of University of Mysore will have the power to fine for absenteeism and for violation of any other terms and conditions of this agreement.
- 47 The Registrar will have the right to impose fine and recover the value of University property either stolen or damaged due to negligence of the agency or for misconduct of their cooking staff or other omissions or commissions as detailed below, besides terminating the tenderer itself in case of unsatisfactory performance of cooking system:  
a Delay in preparation of food Rs. 50/- each time  
b Not maintaining cleanliness in Kitchen Rs. 25/- each time  
c Loss or damage to any property of the University - Double the value of the damaged property as assessed by the Registrar or any other authorized

**SI No****Conditions**

- 48 **The tenderer should abide to pay the salary to the Chief cooks, Assistants and Helpers according to the fixation or revision notification (Wages) of Government/ Labour Department/ Concerned Authority.** //
- 49 **The University will have the right to suspend or terminate the cooking agency in case of violation of agreement conditions, unsatisfactory performance and misbehavior with students and any other misconduct without any notice to the agency.** //
- 50 **The University reserves the right to add, delete and modify any other suitable conditions for efficient discharging of cooking duties as and when required before entering into agreement** //
- 51 **Right to accept or reject any of the tender or to reject all tenders without assigning any reason thereof, vests with the University without thereby incurring any liability to tenderers.** //
- 52 **Tenders will be valid for 90 days from the date of opening of financial bid.** //
- 53 **An agreement containing all the above mentioned conditions should be made on the stamp paper of Rs.200/- (Rs. One Thousand only) should be borne by the successful tenderer.** //
- 54 **Tenders from joint ventures are not acceptable.** //
- 55 **Conditional tenders will not be accepted** //
- 56 **The bidder shall bear all costs associated with the preparation and submission of his/her tender, and the employer will in no case be responsible and liable for those costs.** //

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## Conditions

- 57 The cost of the tender Processing is not be refundable //
- 58 The employer is not responsible for any delay in accessing e-procurement portal. //
- 59 The University of Mysore does not bind itself to accept the lowest bidder and this university reserves the right to Accept or Reject any of the tender or all the tenders without assigning any reasons. //
- 60 IMP: If necessary a team may visit your premises for inspection //
- 61 At any time prior to the deadline for submission of bids, the Registrar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment. The amendment will be notified in e-portal. //
- 62 Bidders who have received the bidding documents and will be binding on them. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the Registrar may, at its discretion, extend the deadline for the submission of bids. //
- 63 Note: //
1. All the above documents which is uploaded in the E-Portal should be attested by the Notary / Gazetted Officer. Original documents should e produced before the Tender Acceptance Authority.
  2. The agency who secured more than 75 marks in the technical bid can be considered for financial bid
- 64 Tenderers who have fulfilled all the required documents sought in Part-A [Technical Bid] of the tender, will be eligible for participating in Part-B [Financial Bid] tender. Otherwise their tender will be treated as incomplete and it will not be considered for Part-B tender. //
- 65 Note: The Tenderers shall abide to pay the salary to the Chief cooks, Assistants and Helpers subject to the amendments made as per labour department (Wages) of Government/ Labour Department/ Concerned Authority. However the Tender accepting authority reserves right to decide on the methodology of evaluation. The Registrar deserves the rights to negotiate the rates with L 1. //



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Conditions

- 66 The bidder shall be quote percentage of service charges over & above amount put to tender rounded off to two decimal value. //
- 67 Regarding basic salary, one should refer latest List of Scheduled Employments Minimum Wages (Chapter No. 42. Employment in Hostels wide Notification no : KAE 51LWA 2022 dated:30-11-2022, Zone II. skilled Part I SI No. 4, for Chief cook, semi skilled part III SI No 2 for Assistant and un skilled part III SI No 7 for helper respectively). If any tenderer fails to quote appropriate salary as per Karnataka government Labour Department, such tenderer may be disqualified as per committee decision //
- 68 The tenderer should abide to pay the salary to the Chief cooks, Assistants and Helpers according to the fixation or revision notification (Wages) of Government/ Labour Department/ Concerned Authority & such difference will be paid to tenderer //
- 69 If any tender quotes less than 2% of service charges such tender will be treated as invalid and will be rejected, if quoted less than 2% service charges, such tenderer shall be rejected in Financial bid //
- 70 In case of a tie between the tenderers in regard to Financial bid lowest amount quoted in a tender (in financial bid), L(1) tenderer is considered as one who has scored highest marks in the technical bid documents verification. //
- 71 In case of more than one bidder with same technical score than the bidder who has satisfactorily executed similar service if highest value among tied bidders shall be evaluated and accordingly L1 is considered . //
- 72 For any clarification tenderer may contact The Director, Directorate of Student Welfare, University of Mysore, Mysuru. Ph: 0821 -2419318/386/429 ( Only during office hours ). //

Document/Evidence Required from the Bidder

SI No	Document Name	DocumentType	Optional
1	Latest Company Registration Certificate (Should be valid till date)	TECHNICAL_BID	No
2	Annual turnover for the past 2 or 3 financial year a value, not less than two times the amount put to tender	TECHNICAL_BID	No
3	Copy of Service Certificate with last 6 months challans having remitted towards Service Tax.	TECHNICAL_BID	No
4	List of clients, list of facilities survey reports.	TECHNICAL_BID	No
5	Income Tax Assessment of previous three years.	TECHNICAL_BID	No

SI No	Document Name	DocumentType	Optional
6	The tenderer should have an experience of services tendered and supplied atleast 130 cooking personnel in Central Government/State Government/Public Sector Undertaking/ Government autonomous institutions / other institutions.	TECHNICAL_BID	No
7	Copy of Registration Certificate under Professional Tax.	TECHNICAL_BID	No
8	The Tenderer should have local Office at Mysore and prof in this regard should be enclosed.	TECHNICAL_BID	No
9	PAN Card	TECHNICAL_BID	No
10	GST Registration Certificate	TECHNICAL_BID	No
11	Copy of EPF Registration Certificate	TECHNICAL_BID	No
12	Copy of ESI Registration Certificate	TECHNICAL_BID	No
13	Other Relavent documents as per the tender document	TECHNICAL_BID	No
14	Complete Contact details and Address for communication with Mobile Number	TECHNICAL_BID	No
15	check List of Documents attached	TECHNICAL_BID	No

Technical Evaluation Criteria

SI No	Criterion	Criterion Type	Points/Weightage
1	a. To upload Photo copy of valid Registration Certificate issued by Labour Department. b. To upload Photo copy of valid ISO certificate for supply of man power services. c. To upload Photo copy of incorporation Certificate / registration certificate in respect of the company and copy of the Trade License issued by the Statutory Authority.	Capabilities of Vendor	10
2	a.To upload Photo copies of EPF Registration Certificate with last 3 financial years challan (payment confirmation receipt) for having remitted towards EPF [April 2019 to March 2022]. b.No due certificate must be obtained from the EPF department as on date. c.To upload challans of EPF for last 3 months (November & December, 2022 and January, 2023) for atleast 130 employees.	Capabilities of Vendor	10
3	To upload Photo copy of valid ESI certificate obtained from E.S.I Department with last 3 years challans for having remitted towards ESI [April 2019 to March 2022]	Capabilities of Vendor	5
4	a.To upload Photo copies of valid Professional Tax Registration Certificate b.Upload corresponding 5A challans paid to Professional tax Authority	Capabilities of Vendor	5
5	a. To upload Photo copy showing that the firm has been registered in State Govt. /Central Govt. Related Authority and GST Registration copy . b. Upload Photo copies of valid GST paid challans for last 3 months.	Capabilities of Vendor	10
6	a. The bidder through his/firm name should have financially achieved an average turnover for the past 2 or 3 financial year a value, not less than two times the amount put to tender. The bidder shall upload relevant documents in this context. b. To upload Photo copy of the acknowledgement of Income Tax Returns filed in the last 3 years with form 3CB and 3CD i.e., 2019-20, 2020-21 & 2021-22 [Copies of Income Tax Assessment of previous three years].	Financial Status	20

SI No	Criterion	Criterion Type	Points/Weightage
7	<p>a. To upload satisfactory performance certificate for having executed similar manpower supply services of value not less than 50% of tender requirements in any one of the last three financial years.</p> <p>b. To upload certificate of having supplied not less than 130 Cooks and other cooking assistants in any one of the three financial years.</p> <p>c. To upload not less than five satisfactory certificate of providing similar services from Central</p>	Past Experience	20
8	To upload valid Solvency Certificate Issued by Nationalized Bank for the amount of 30% of tender amount.	Capabilities of Vendor	5
9	<p>a. Tenderer should submit Notary Certificate stating that he/his firm is not black listed and there are no legal cases pending / disposal against the Agency by Government and other institutions and also the Tenderer or any of his directors is a non elected member in Rs.200/- Non-Judicial Stamp Paper.</p> <p>b. Tenderer should submit Notary Certificate stating that Agency shall bear the salary payment of the cooking personnel for minimum 3 months. The Agency</p>	Capabilities of Vendor	15
10	To upload details of pending and disposed cases irrespective of the subject matter including the case number, court, stage and copy of the Petition. In case, if cases are not instituted by or against the firm/company/applicant, a self declaration affidavit has to be submitted to that effect in Rs.200/- non judicial stamp paper by bidder.	Capabilities of Vendor	0

#### Service Items

SI No	Item Name	Item Description
1	CHIEF COOKS - Basic Salary	<p>Providing 39 Number of Chief Cooks to Hostels of University of Mysore, Mysuru for a period of One year from the date of contract on outsource basis.</p> <p>Bidders are required to quote basic salary per month per head wages as per the State Labour department Latest Notification (Notification No. KAE 51LWA 2022 Dated 30-11-2022 zone-II) as mentioned in the tender document.</p> <p>i.e., Rs.16930.63/-</p>
2	CHIEF COOKS - EPF	<p>Bidders are required to quote EPF per month per head as per the department of labour Government of Karnataka. EPF Value should as mentioned in the tender document.</p> <p>Rs.2200.98/-</p>
3	CHIEF COOKS - ESI	<p>Bidders are required to quote ESI per month per head as per the department of labour Government of Karnataka. ESI Value should as mentioned in the tender document.</p> <p>i.e., Rs.550.25/-</p>
4	CHIEF COOKS - GST	<p>Bidders are required to quote GST per month per head as per the Government of Karnataka norms.</p>

SI No	Item Name	Item Description
5	CHIEF COOKS - SERVICE CHARGE	Bidders are required to quote Service Charge per month per head. value. The minimum service charges shall not be less than 2%. (The bidder shall quote Percentage of service charges over & above amount put to tender rounded off to two decimal)
6	ASSISTANT - Basic Salary	Providing 71 Number of Assistants to Hostels of University of Mysore, Mysuru for a period of One year from the date of contract on outsource basis. Bidders are required to quote basic salary per month per head wages as per the State Labour department Latest Notification (Notification No. KAE 51LWA 2022 Dated 30-11-2022 zone-II) as mentioned in the tender document. i.e., Rs.15304.15/-
7	ASSISTANTS - EPF	Bidders are required to quote EPF per month per head as per the department of labour Government of Karnataka as mentioned in the tender document i.e., Rs.1989.54/-
8	ASSISTANTS - ESI	Bidders are required to quote ESI per month per head as per the department of labour Government of Karnataka as mentioned in the tender document i.e., Rs.497.38/-.
9	ASSISTANTS - GST	Bidders are required to quote GST per month per head as per the Government of Karnataka norms.
10	ASSISTANTS - SERVICE CHARGE	Bidders are required to quote Service Charge per month per head. The minimum service charges shall not be less than 2%. (The bidder shall quote Percentage of service charges over & above amount put to tender rounded off to two decimal)
11	HELPERS - Basic Salary	Providing 53 Number of Helpers to Hostels of University of Mysore, Mysuru for a period of One year from the date of contract on outsource basis. Bidders are required to quote basic salary per month per head wages as per the State Labour department Latest Notification (Notification No. KAE 51LWA 2022 Dated 30-11-2022 zone-II) as mentioned in the tender document i.e., Rs.15304.15/-
12	HELPERS - EPF	Bidders are required to quote EPF per month per head as per the department of labour Government of Karnataka as mentioned in the tender document i.e., Rs.1989.54/-
13	HELPERS - ESI	Bidders are required to quote ESI per month per head as per the department of labour Government of Karnataka as mentioned in the tender document i.e., Rs.497.38/-

SI  
No

Item Name

Item Description

14 HELPERS - GST

Bidders are required to quote GST per month per head as per the Government of Karnataka norms.

15 HELPERS - SERVICE CHARGE

Bidders are required to quote Service Charge per month per head.  
The minimum service charges shall not be less than 2%.  
(The bidder shall quote Percentage of service charges over & above amount put to tender rounded off to two decimal)

Contact Information

Contact Person Name : Director, Directorate Student Welfare, University of Mysore, Mysuru  
Office Telephone Number : 91-821-2419318  
Mobile Number : 821-2419386

Tender Amount Details

Amount of Earnest Money Deposit (INR) 652000  
Tender Processing Fee 5000

Tender Schedule / Dates

NIT Published Date 24/03/2023 11:06:01  
Last Date & Time for Tender Queries/Clarifications 10/04/2023 17:00:00  
Last Date & Time for receipt of tenders 24/04/2023 17:30:00  
Date & Time for Opening of Technical Bid 26/04/2023 10:30:00

Refer Karnataka Transparency in Public Procurement Rules  
Chapter V, Rule 17 for Minimum Time for Submission of  
Tenders

Pre-Bid Meeting Details

Pre Bid Meeting Date 12/04/2023 11:30:00  
Pre Bid Meeting Address

Address

Building/Block Number	AC MEETING HALL, CRAWFORD HALL	Street	UNIVERSITY OF MYSORE
City	MYSURU	Pin	570005

Tender Published User Details

Tender Published User Name REG -Smt. V.R Shylaja REGISTRAR  
Tender Published User Login mu\_reg

Public Key

CN=SHYLAJA V R, O=UNIVERSITY OF MYSORE, OU=UNIVERSITY OF MYSORE,  
SERIALNUMBER=5b16b6927cea99558f9409cb5b683594a91318acd6f4a640becaca8c7834cb51,  
OID.2.5.4.65=48c56ac827a4a1a85b194acee6b42f82, STREET=MYSORE,  
OID.2.5.4.17=570005,  
OID.2.5.4.20=cce442f8e99513a7636de456b4307b2a36530e945e41d9d9ff1157198bae8f02,  
ST=Karnataka, C=IN

Issuer

CN=Verasys Sub CA 2022, OID.2.5.4.51="Office No. 21, 2nd Floor, Bhavna Building",  
STREET=V.S. Marg, ST=Maharashtra, OID.2.5.4.17=400025, OU=Certifying Authority,  
O=Verasys Technologies Pvt Ltd., C=IN

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University  of Mysore

OFFICE OF THE REGISTRAR, UNIVERSITY OF MYSORE,  
MYSURU

**TENDER NOTIFICATION FOR  
PROVIDING CHIEF COOKS, ASSISTANTS AND HELPERS  
FOR THE PERIOD OF ONE YEAR**

**TO  
THE HOSTELS OF UNIVERSITY OF MYSORE, MYSURU**

**TWO COVER SYSTEM**

**TENDER DOCUMENT**

**(To be used for furnishing bids by the eligible bidders through  
e- Procurement portal)**

**Address for communication:**

**THE REGISTRAR  
UNIVERSITY OF MYSORE  
MYSURU**

**OFFICE OF THE REGISTRAR, UNIVERSITY OF MYSORE, MYSURU**

**TENDER NOTIFICATION  
TENDER DOCUMENT**

**SECTION-1**

**PROVIDING CHIEF COOKS, ASSISTANTS AND HELPERS  
TO THE HOSTELS OF UNIVERSITY OF MYSORE, MYSURU  
FOR THE PERIOD OF ONE YEAR**

The Registrar, University Of Mysore, Mysuru hereby invites Tender from officially registered, eligible suppliers, to provide 39 No.s Chief Cooks and 71 No.s Assistants and 53 Helpers for U.G. P.G. and Research scholar Hostels of University through outsource basis for a period of one year as described in the schedule of requirements. In two cover tender procedure as per ktp act 1999 and rules 2000 and as per the standard tender document K/g through e-procurement portal.

1	Tender Reference No and date	<b>MU/DSW/HOSTELS/COOKS/2022-23</b>
2	Amount put to Tender (Approximate)	<b>Rs 4,34,63,445/-</b>
3	Published In	DATE: 23-03-2023
4	Last date & Time for submission of Tender	DATE: 24-04-2023
5	Pre-Bid meeting	DATE: 12-04-2023
6	Date & Time of opening of Technical bid	DATE: 26-04-2023
7	Date & Time of opening of Financial Bid	DATE: 28-04-2023 (After Completing the technical bid evaluation)
8	EMD Amount	<b>Rs.6,52,000/-</b>
3	Venue of opening of tenders & address for communication	Office of the Registrar University of Mysore Crawford Hall, Mysuru

Interested bidders can download the tender documents from website  
<http://e-proc.karnataka.gov.in>

  
**THE REGISTRAR  
UNIVERSITY OF MYSORE  
MYSURU  
Registrar  
University of Mysore  
Mysuru**



## SECTION-II

### INSTRUCTIONS TO THE BIDDERS

#### **INTRODUCTION**

**The Registrar, University of Mysore, Mysuru** hereby invites Tender from the reputed agencies for providing **COOKING SERVICES** to University of Mysore for a period of ONE YEAR from the date of entering into agreement or until finalization of next tenders. Tenderers have to apply through e-procurement portal process only for both **Part-A & Part-B** on or before 24-04-2023 at **5.30 p.m.**, The Pre-Bid meeting is on 12-04-2023 at The 'Technical bid' tenders will be opened on 26-04-2023 at **11.00 a.m.** and opening of the 'Financial bid' tender will be opened on **28-04 -2023** (After Completing the technical bid evaluation) at **11.00 a.m** in the Office of the Registrar, University of Mysore, Mysore.

#### **ELIGIBILITY CRITERION**

01	<ul style="list-style-type: none"><li>a. To upload Photo copy of valid Registration Certificate issued by Labour Department.</li><li>b. To upload Photo copy of valid ISO certificate for supply of man power services.</li><li>c. To upload Photo copy of incorporation Certificate / registration certificate in respect of the company and copy of the Trade License issued by the Statutory Authority.</li></ul>
02	<ul style="list-style-type: none"><li>a. To upload Photo copies of EPF Registration Certificate with last 3 financial years challan (payment confirmation receipt) for having remitted towards EPF [April 2019 to March 2022].</li><li>b. No due certificate must be obtained from the EPF department as on date.</li><li>c. To upload challans of EPF for last 3 months (November &amp; December, 2022 and January, 2023) for atleast 130 employees.</li></ul>
03	To upload Photo copy of valid ESI certificate obtained from E.S.I Department with last 3 years challans for having remitted towards ESI [April 2019 to March 2022]
04	<ul style="list-style-type: none"><li>a. To upload Photo copies of valid Professional Tax Registration Certificate</li><li>b. Upload corresponding 5A challans paid to Professional tax Authority</li></ul>
05	<ul style="list-style-type: none"><li>a. To upload Photo copy showing that the firm has been registered in State Govt. / Central Govt. / Related Authority and GST Registration</li></ul>

	<p>copy .</p> <p>b. Upload Photo copies of valid GST paid challans for last 3 months.</p>
06	<p>a. The bidder through his/firm name should have financially achieved an average turnover for the past 2 or 3 financial year a value, not less than two times the amount put to tender. The bidder shall upload relevant documents in this context.</p> <p>b. To upload Photo copy of the acknowledgement of Income Tax Returns filed in the last 3 years with form 3CB and 3CD i.e., 2019-20, 2020-21 &amp; 2021-22 [Copies of Income Tax Assessment of previous three years].</p> <p>c. Photo copies of audited financial statements for last 3 financial Years issued by registered chartered accountant shall be enclosed (balance sheet, trading and profit &amp; Loss A/c duly certified by chartered accountant also to be submitted for 3 years).</p>
07	<p>a. To upload satisfactory performance certificate for having executed similar manpower supply services of value not less than 50% of tender requirements in any one of the last three financial years.</p> <p>b. To upload certificate of having supplied not less than 130 Cooks and other cooking assistants in any one of the three financial years.</p> <p>c. To upload not less than five satisfactory certificate of providing similar services from Central Government/State Government/Public Sector Undertaking/ Government autonomous institutions / other institutions.</p>
08	To upload valid Solvency Certificate Issued by Nationalized Bank for the amount of 30% of tender amount
09	<p>a. Tenderer should submit Notary Certificate stating that he/his firm is not black listed and there are no legal cases pending / disposal against the Agency by Government and other institutions and also the Tenderer or any of his directors is a non elected member in Rs.200/- Non-Judicial Stamp Paper.</p> <p>b. Tenderer should submit Notary Certificate stating that Agency shall bear the salary payment of the cooking personnel for minimum 3 months. The Agency shall be able to take care of salary of cooking personnel for 3 months if there is any delay of payments by the university the same shall be duly signed of declared in Rs.200/- Non-Judicial Stamp Paper by the bidder</p> <p>c. There should not be any cases pending against the firm before any of the labour, or EPF or ESIC authorities. an affidavit in Rs 200 non judicial stamp paper in this regard should be submitted by the bidder</p>
10	To upload details of pending and disposed cases irrespective of the subject matter including the case number, court, stage and copy of the Petition. In case, if cases are not instituted by or against the firm/company/applicant, a self declaration affidavit has to be submitted to that effect in Rs 200 non judicial stamp paper by bidder .

**Note: Qualifying Score: - The agency who secured more than 75 marks in the technical bid can be considered for financial bid**

11. The tenderer has to quote and liable to pay the salary per month as mentioned in the below mentioned for Chief cook, Assistant and Helper **(If any tenderer quotes multiple rates, for individual category of staff such tender will be treated as invalid and will be rejected).**

**As per labour department minimum wages 30-11-2022 to 31-03-2023 (Zone II)**

ಕ್ರ.ಸಂ.	ಸಂಭಾವನೆಯ ವಿವರ	Chief cook	Assistant	Helper
01	ಮೂಲ ವೇತನ Basic Salary	16930.63	15304.15	15304.15
02	ಇ.ಪಿ.ಎಫ್. EPF	2200.98	1989.54	1989.54
03	ಇ.ಎಸ್.ಐ ESI	550.25	497.38	497.38
04	ಸೇವಾ ದರ Service Charge			
05	ಜಿ.ಎಸ್.ಟಿ GST As per Govt norms			
	ಒಟ್ಟು ಮೊತ್ತ			

12. The bidder shall quote Percentage of service charges over & above amount put to tender rounded off to two decimal value.

13. Regarding basic salary, one should refer latest 'List of Scheduled Employments Minimum Wages' (Chapter No. 42. Employment in Hostels wide Notification no : KAE 51LWA 2022 dated:30-11-2022, Zone II . skilled Part I SI No. 4, for Chief cook, semi skilled part III SI No 2 for Assistant and un skilled part III SI No 7 for helper respectively). If any tenderer fails to quote appropriate salary as per Karnataka government Labour Department, such tenderer may be disqualified as per committee decision

14. The tenderer should abide to pay the salary to the Chief cooks, Assistants and Helpers according to the fixation or revision notification (Wages) of Government/ Labour Department/ Concerned Authority and such difference will be paid to the tenderer

15. If any tender quotes less than 2% of service charges such tender will be treated as invalid and will be rejected, if quoted less than 2% service charges, such tenderer shall be rejected in Financial bid .

16. In case of a tie between the tenderers in regard to financial bid lowest amount quoted in a tender (in financial bid), L(1) tenderer is considered as one who has scored highest marks in the technical bid documents verification.

17. In case of more than one bidder with same technical score than the bidder who has satisfactorily executed similar service of highest value among tied bidders shall be evaluated and accordingly L1 is considered .

18. The successful agency should furnish the details of Photo ID Cards/ ESI Card/ Bank Account no. of cooking personnel.
19. The successful bidder shall furnish Performance Security/Security Deposit at 5% on contract value in the form of Demand Draft/ Bank Guarantee drawn in favour of Finance Officer, UoM.
20. Interested bidders can download the bid documents from the following website i.e., <http://e-proc.karnataka.gov.in>.
21. Interested bidders may obtain further information or clarification either in Person or through phone during office hours at Directorate of Student Welfare, University of Mysore, Manasagangotri, Mysuru and also may contact Through telephone no.s. : 0821- 2419318/386/429.

**1. General terms and conditions:**

1. The Successful tenderer shall prepare the statement of each Chief Cook, Assistant and helper and submit the service bills on first of every succeeding month to the university, The University after due verification regarding the Memo of Calculation submitted by the Tenderer (bifurcating the increase as Basic Pay, DA, EPF, Service Tax and Agency Commission) shall effect the payment to the Tenderer by a single cheque. The Tenderer shall comply with all the statutory requirements like EPF, ESI, Service Tax, etc., the Tenderer shall pay the salary to the cooking personnel engaged by him through online process with due intimation to the university. Further, the Tenderer shall also furnish the copy of the documents pertaining to the statutory made by him.
2. Registrar is at liberty to interview suitable tenderers including their supervisory level personnel and for negotiating the rates as beneficial to Institution.
3. The Cooking personnel should be well versed in all aspect of cooking, proficiency in the preparation of large quantities of food, check freshness of food and ingredients, maintains a neat and orderly kitchen with the highest standards of safety and cleanliness, must be able to lift up to 50 pounds, stoop and bend and remain on his or her feet for a 8 hour shift and aged in between 25 to 50years.
4. Only well-versed Chief Cooks and Assistants and Helpers should be deployed for duty.
5. Bio-Data & Police verification Certificates in respect of all the personnel should be furnished by the successful agency, before commencement of work. The Successful agency should ensure that personnel deployed for cooking in University Hostels, should be free from criminal cases. Any cooking personnel

6. Deployed if found indulging in criminal activities should be immediately replaced.
7. The works to be carried out are: **a) Chief cooks are responsible for preparation of food for the Hostel students as prescribed in the University Menu in-time as assigned by the University authority from time to time. b) Assistants should assist the Chief cooks for preparation of food for the Hostel students as prescribed in the University Menu in-time as assigned by the University authority from time to time, Assistants should be capable of cooking/preparing food if required, should be able to do works assigned by Mess supervisors related to preparation of food and Assistants should serve the food to the students. In Ladies hostel, food should be served by Ladies employee's only. c) Helpers are responsible for cleaning Hostel kitchen, dining hall and to wash utensils used in preparation of food and should be able to do works assigned by Mess supervisors related to preparation of food.**
8. University shall not pay wages during summer vacations of students after the examination / when university declares holiday, when there are no students in the hostels.
9. The Tenderer shall be responsible for the discipline and good conduct and behavior of all the personnel deployed by them.
10. The successful tenderer should deposit a Security Deposit (5% of tendered amount) as per the university requirement. This will be refunded without interest after satisfactory completion of contract period.
11. The employees engaged by the agency will be in the employment of the agency only and not of the University.
12. The Tenderer shall be responsible for any acts of commission and omission of their employees.
13. The Tenderer shall be fully responsible for the security of all the properties of the University. In case of any theft, loss or damage to any property of the University due to negligence of Cooking personnel, the entire value of the loss will be recovered from the tenderer after giving an opportunity of being heard by the Registrar or any other officer empowered by him/her who shall assess the value of the property.

14. The agency shall ensure that on each working day the agreed number of Chief Cooks and Assistants and Helpers must turn up for duty and carry out their works satisfactorily.
15. The cooking staff deployed should have minimum knowledge to read and write in the local language.
16. The University will not provide any domestic accommodation to the Cooking personnel deployed to University.
17. The tenderer should provide Chief Cooks and Assistants and Helpers in two shifts [First Shift : 6 A.M. to 2 P.M. Second Shift: 2 P.M. to 10 P.M.]. The cooking personnel should strictly follow the shift timings and compulsorily present in hostel during duty hours.
18. The agency shall make periodical surprise checks during two shifts to supervise the performance & turnout of the cooking staff provided by them and send periodical reports to the Registrar or to the Officer authorized by him/her. If any loss or damage to the properties of University caused due to any theft or negligence of any of the Cooking Personnel, such losses will be recovered out of monthly bill of salary or by any other lawful mode.
19. The Tenderer shall maintain all records, registers, and such other requirements as contemplated by the provision of all the relevant statues which includes the contract labour (Regulation & Abolition) Act, Provident Fund Act, Employees State Insurance Act & Rules, Payment of Wages Act, etc, intact. The Successful Agency has to invariably furnish the Account Numbers of the Employees Provident Fund in respect of all the persons deployed for the cooking duty in the University.
20. Since social security is a must for all personnel, EPF, General Insurance against accidents and such other benefits should be strictly provided by the tenderer. The tenderer should invariably provide details regarding enrolment of all personnel deployed at University as EPF members, deduction and remittance of both the Employer and Employees contributions towards EPF every month along with the monthly bill preferred for the cooking services without fail. Failing which 25% of the total claim will be held for want of these details and in case of any eventuality the Security Deposit of Agency will be withheld for settlement of compensation, if there is any claims by such of the personnel or their dependents.
21. If the quality of the service of cooking personnel is found unsatisfactory the University reserves the right to accept or reject the tender in whole or part and Security deposit /performance security may be forfeited.

22. If there is any mishap or accidents during the cooking process to the Employees provided by the agency, agency shall bear the whole responsibility.
23. The agency shall be responsible to fulfill all statutory obligations such as remittances of Service Tax, Professional Tax, ESI, PF, GST etc., in respect of each cooking personnel deployed under this contract.
24. The successful agency should furnish the details of Photo ID Cards/ ESI Card/ Bank A/c no. of cooking personnel.
25. The Tenderer should clearly specify the salaries for their cooking staff every month. A separate sheet in this regard should be enclosed along with financial tender.
26. The successful agency shall bear the salary payment of the cooking personnel for minimum 3 months. The Agency shall be able to take care of salary of cooking personnel for 3 months if there is any delay of payments by the university.
27. The agency shall submit the service bills on 3<sup>rd</sup> of every succeeding month and the same shall be paid by the University by issuing cheques after observing the official formalities and after affecting statutory deductions, dues, fines, etc. The Agency shall be able to take care of salary of cooking personnel if there is any delay of payments by the university.
28. The successful agency should follow Roaster system of the Government while Deploying the service personnel of the First Party.
29. The successful agency should provide Appointment order, uniform, ID card, Mask, Gloves, chefs head caps and Sanitizer to all Cooking personnel and it should be borne by the successful agency only and should be responsible for maintaining all precautionary measures to avoid COVID-19 & such other pandemic situation by all the cooking personnel during their duty hours in hostels.
30. The successful agency should provide National holidays, weekly off and other holiday compulsory to all Cooking personnel as per government norms
31. The tenderer should ensure replacement of their staff as necessary at their own expenses. In case of sickness, absenteeism and leave or for any reason, what so ever, the agency should ensure that required number of personnel is maintained at all times by way of posting suitable alternative personnel.  
Further the Registrar of University of Mysore will have the power to fine for

absenteeism and for violation of any other terms and conditions of this agreement.

32. The Registrar will have the right to impose fine and recover the value of University property either stolen or damaged due to negligence of the agency or for misconduct of their cooking staff or other omissions or commissions as detailed below, besides terminating the tenderer itself in case of unsatisfactory performance of cooking system:

	<b>Offences</b>	<b>Penalties</b>
a	Delay in preparation of food	Rs. 50/- each time
b	Not maintaining cleanliness in Kitchen	Rs. 25/- each time
c	Loss or damage to any property of the University	Double the value of the damaged property as assessed by the Registrar or any other authorized agency
d	Any other lapses	As decided by the Registrar

34. The tenderer should abide to pay the salary to the Chief cooks, Assistants and Helpers according to the fixation or revision notification (Wages) of Government/ Labour Department/ Concerned Authority.

35. The University will have the right to suspend or terminate the cooking agency in case of violation of agreement conditions, unsatisfactory performance and misbehavior with students and any other misconduct without any notice to the agency.

36. The University reserves the right to add, delete and modify any other suitable conditions for efficient discharging of cooking duties as and when required before entering into agreement.

37. Right to accept or reject any of the tender or to reject all tenders without assigning any reason thereof, vests with the University without thereby incurring any liability to tenderers.

38. Tenders will be valid for 90 days from the date of opening of financial bid.

39. An agreement containing all the above mentioned conditions should be made on the stamp paper of Rs.200/- (Rs. One Thousand only) should be borne by the successful tenderer.

## 2. Cost of bidding



The bidder shall bear all costs associated with the preparation and submission of the bid. The Registrar, University of Mysore here will in no case be responsible or liable for these costs, regardless of the contract or outcome of the bidding process.

### **3. INSTRUCTIONS TO BIDDERS**

- A. The tenderer has to quote the salary per month for Chief Cooks and Assistants and Helpers as Per the Latest minimum wages fixed by Government of Karnataka [If tenderer quotes multiple rates, such tenders will be rejected].
- B. The tenders shall be accompanied by tender processing fee and Earnest Money Deposit for the specified amount mentioned in the e-procurement portal as per KTPP rules.
- C. The EMD & tender processing fee shall be paid through e-procurement portal only using any of the four modes:
  - 1) Credit Card
  - 2) Direct debit using Internet banking
  - 3) NEFT( National electronic fund transfer)
  - 4) OTC (Over the counter using bank challan)
- D. It shall be the responsibility of the bidder to ensure credit of tender processing fee and EMD into the respective receiving bank accounts of e-procurement on or before the last date and time of bid submission.
- E. EMD Payments through e-payment mode shall be made as one single transaction and payments made in parts are liable for rejection.
- F. The bidders need to register with e-procurement portal and to obtain User ID and Password for participating in e-procurement.
- G. For more details regarding registration in e-procurement cell, please contact e-procurement help desk Ph: 080-23010900/23010901138013000 from 9.00 a.m. to 9.00 p.m. on all working days.
- H. Interested bidders can get the information through the following web portal:  
<https://www.e-proc.kamataka.gov.in>.
- I. The uploaded scanned documents should be sealed and signed.

- J. The tenders are liable for rejection if any of the above said requirements are not complied with.
- K. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any State Government / Government of India /Union Territory.
- L. The bidder is required to ensure browser compatibility of the computer well in advance to the last date and time for receipt of tenders. The University shall not be responsible for non-accessibility of e-Procurement portal due to internet connectivity issues and technical glitches at bidder's end.
- M. Tenders from joint ventures are not acceptable.
- N. Conditional tenders will not be accepted.
- O. The bidder shall bear all costs associated with the preparation and submission of his/her tender, and the employer will in no case be responsible and liable for those costs.
- P. The cost of the tender Processing is not be refundable.
- Q. The employer is not responsible for any delay in accessing e-procurement portal.
- R. The University of Mysore does not bind itself to accept the lowest bidder and this university reserves the right to Accept or Reject any of the tender or all the tenders without assigning any reasons.
- S. IMP: If necessary a team may visit your premises for inspection.
- T. The Tenders shall be duly signed by the Tenderer using the Digital Signature certificate (D.S.C).

## **5. CONTENTS OF BIDDING DOCUMENTS**

5.1 The Bidding documents for providing Chief Cooks and Assistants and Helpers for Hostels of University through outsource basis for a period of one year will contain the following particulars:

1. Tender Notification - Section I
2. Instructions to bidders -Section II
3. List of Hostels to where the service has to be provided - Section III
4. Part A: Technical Bid Form- Format - I  
Check List of documents to be submitted in First Cover (Technical Bid)
5. Part B: Financial Bid Form- Format – II

Price schedule (Commercial Bid) to be Submitted as in the e-procurement portal

The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all or any information required by the bidding documents or submission of bid, not substantially responsive to bidding documents in every respect or incomplete bid document will result in rejection of bid.

## **6 AMENDMENT OF BIDDING DOCUMENTS**

6.1 At any time prior to the deadline for submission of bids, the Registrar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment. The amendment will be notified in e-portal.

6.2 Bidders who have received the bidding documents and will be binding on them. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the Registrar may, at its discretion, extend the deadline for the submission of bids.

## **7. PREPARATION OF TENDER**

### **7.1 Language of Bid**

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Registrar, shall be written in English and submitted.

## **8. DOCUMENTS COMPRISING THE BID**

The bid prepared by the bidder shall be submitted in **Two Cover** comprising the following components

### **8.1 FIRST COVER SHALL CONTAIN:**

#### **Bid form as per Format 1.**

#### **Part-A – ‘Technical Bid’ : The documents required are:**

01	a. To upload Photo copy of valid Registration Certificate issued by Labour Department.
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	<p>b. To upload Photo copy of valid ISO certificate for supply of man power services.</p> <p>c. To upload Photo copy of incorporation Certificate / registration certificate in respect of the company and copy of the Trade License issued by the Statutory Authority.</p>
02	<p>a. To upload Photo copies of EPF Registration Certificate with last 3 financial years challan (payment confirmation receipt) for having remitted towards EPF [April 2019 to March 2022].</p> <p>b. No due certificate must be obtained from the EPF department as on date.</p> <p>c. To upload challans of EPF for last 3 months (November &amp; December, 2022 and January, 2023) for at least 130 employees.</p>
03	To upload Photo copy of valid ESI certificate obtained from E.S.I Department with last 3 years challans for having remitted towards ESI [April 2019 to March 2022]
04	<p>a. To upload Photo copies of valid Professional Tax Registration Certificate</p> <p>b. Upload corresponding 5A challans paid to Professional tax Authority</p>
05	<p>a. To upload Photo copy showing that the firm has been registered in State Govt. / Central Govt. / Related Authority and GST Registration copy .</p> <p>b. Upload Photo copies of valid GST paid challans for last 3 months.</p>
06	<p>a. The bidder through his/firm name should have financially achieved an average turnover for the past 2 or 3 financial year a value, not less than two times the amount put to tender. The bidder shall upload relevant documents in this context.</p> <p>b. To upload Photo copy of the acknowledgement of Income Tax Returns filed in the last 3 years with form 3CB and 3CD i.e., 2019-20, 2020-21 &amp; 2021-22 [Copies of Income Tax Assessment of previous three years].</p> <p>c. Photo copies of audited financial statements for last 3 financial Years issued by registered chartered accountant shall be enclosed (balance sheet, trading and profit &amp; Loss A/c duly certified by chartered accountant also to be submitted for 3 years).</p>
07	<p>a. To upload satisfactory performance certificate for having executed similar manpower supply services of value not less than 50% of tender requirements in any one of the last three financial years.</p> <p>b. To upload certificate of having supplied not less than 130 Cooks and other cooking assistants in any one of the three financial years.</p> <p>C. To upload not less than five satisfactory certificate of providing similar services from Central Government/State Government/Public Sector Undertaking/ Government autonomous institutions / other institutions.</p>

08	To upload valid Solvency Certificate Issued by Nationalized Bank for the amount of 30% of tender amount
09	<p>a. Tenderer should submit Notary Certificate stating that he/his firm is not black listed and there are no legal cases pending / disposed against the Agency by Government and other institutions and also the Tenderer or any of his directors is a non elected member in Rs.200/- Non-Judicial Stamp Paper.</p> <p>b. Tenderer should submit Notary Certificate stating that Agency shall bear the salary payment of the cooking personnel for minimum 3 months. The Agency shall be able to take care of salary of cooking personnel for 3 months if there is any delay of payments by the university The same shall be duly signed &amp; declared in Rs.200/- Non-Judicial Stamp Paper by the bidder.</p> <p>c. There should not be any cases pending against the firm before any of the labour, EPF or ESIC authorities an affidavit in Rs 200 non judicial stamp paper in this regard should be submitted by the bidder</p>
10	To upload details of pending and disposed cases irrespective of the subject matter including the case number, court, stage and copy of the Petition. In case, if cases are not instituted by or against the firm/company/applicant, a self declaration affidavit has to be submitted to that effect in Rs.200 non-judicial stamp paper by the bidder.
	Photocopies of PAN card.
	All the documents including details of EMD are to be mentioned in the Technical Bid only (as per e- procurement options).
<p><b>Note: 1. All the above documents which is uploaded in the E-Portal should be attested by the Notary / Gazetted Officer. Original documents should be produced before the Tender Acceptance Authority.</b></p> <p><b>2. The agency who secured more than 75 marks in the technical bid can be considered for financial bid</b></p>	

The bidder can pay the EMD in the e-procurement portal using any of the following methods: Credit card, Direct debit, NEFT, OTC or in any other mode as per the instructions mentioned in e-procurement portal.

**Tenderers who have fulfilled all the required documents sought in Part-A [Technical Bid] of the tender, will be eligible for participating in Part-B [Financial Bid] tender. Otherwise their tender will be treated as incomplete and it will not be considered for Part-B tender.**

## **8.2 THE SECOND COVER SHALL CONTAIN:**

## **Part-B – ‘Financial Bid’: Price Schedule**

1. 8.2.1 The tenderer has to quote & liable to pay the salary per month as mentioned in the below mentioned for Chief cook, Assistant and Helper (**If any tenderer quotes multiple rates for individual category & staff, such tender will be treated as invalid & will be rejected**).

ಕ್ರ.ಸಂ.	ಸಂಭಾವನೆಯ ವಿವರ	Chief cook	Assistant	Helper
01	ಮೂಲ ವೇತನ Basic Salary	16930.63	15304.15	15304.15
02	ಇ.ಪಿ.ಎಫ್. EPF	2200.98	1989.54	1989.54
03	ಇ.ಎಸ್.ಐ ESI	550.25	497.38	497.38
04	ಸೇವಾ ದರ Service Charge			
05	ಬಿ.ಎಸ್.ಟಿ as per Govt norms			
ಮೊತ್ತ	ಒಟ್ಟು			

**Note:** The Tenderers shall abide to pay the salary to the Chief cooks, Assistants and Helpers subject to the amendments made as per labour department (Wages) of Government/ Labour Department/ Concerned Authority.

However the Tender accepting authority reserves right to decide on the methodology of evaluation. The Registrar deserves the rights to negotiate the rates with L 1.

8.2.2 The bidder shall be quote percentage of service charges over & above amount put to tender rounded off to two decimal value.

8.2.3 Regarding basic salary, one should refer latest ‘List of Scheduled Employments Minimum Wages’ (Chapter No. 42. Employment in Hostels wide Notification no : KAE 51LMW 2022 dated:30-11-2022, Zone II . skilled Part I SI No. 4, for Chief cook, semi skilled part III SI No 2 for Assistant and un skilled part III SI No 7 for helper respectively). If any tenderer fails to quote appropriate salary as per Karnataka government Labour Department, such tenderer may be disqualified as per committee decision

8.2.4 . The tenderer should abide to pay the salary to the Chief cooks, Assistants and Helpers according to the fixation or revision notification (Wages) of Government/ Labour Department/ Concerned Authority & such difference will be paid to tenderer

8.2.5. If any tender quotes less than 2% of service charges such tender will be treated as invalid and will be rejected, if quoted less than 2% service charges, such tenderer shall be rejected in Financial bid.

8.2.6 In case of a tie between the tenderers in regard to Financial bid lowest amount quoted in a tender (in financial bid), L(1) tenderer is considered as one who has scored highest marks in the technical bid documents verification.

8.2.7 In case of more than one bidder with same technical score than the bidder who has satisfactorily executed similar service if highest value among tied bidders shall be evaluated and accordingly L1 is considered .

**9. Tenderer must submit all the documents listed under clause 8.1 & 8.2 along with bid form**

**10. E.M.D (Earnest Money Deposit)**

10.1 E.M.D. Should be paid as indicated in e-procurement portal.

10.2 The E.M.D paid through e-portal is required to protect the Registrar against risk of bidder's conduct, which would warrant the forfeiture of security.

10.3 Unsuccessful bidder's E.M.D will be discharged / returned but not later than 30 days after the expiration of the period of bid validity prescribed by the Registrar. In case of successful bidder, E.M.D will be returned after submission of 5% of Performance Security through Bank Demand Draft (Nationalized Banks) / Bank Guarantee drawn in favour of Finance Officer, UoM.

**10.4 Bid security will be forfeited**

a) If the bidder fails to sign the contract agreement.

b) If a bidder withdraws his bid during the period of bid validity specified by the Registrar: or

c) In case of a successful bidder, if the bidder fails, (i) To sign the contract agreement with in the stipulated time (ii) To furnish performance security. (iii) To fulfill the contract as per the terms and conditions as per Agreement.

**11. Tender validity**

11.1 No tender may be modified subsequent to the deadline for submission of tenders.

11.2 In exceptional circumstances, prior to expiry of the original time limit, the Registrar may extend the period of validity for a specified additional period through e-procurement procedure.

11.3 Quoted rate is valid for one year and the agreement will be made for 1 year. On the recommendation of the technical committee & authorities concerned, as well as on the basis of requirement, tender may be extended for a required period.

11.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the tender form. Withdrawal of a tender during this interval may result in the forfeiture of tenderer's earnest money deposit.

## **12. Format and Bidding:**

**12.1 In the price schedule mentioned at Format XI, the Tenderer should quote the salary per month per Chief in the mentioned format XI for Chief cooks Assistants and Helpers (If any tenderer quotes multiple rates, such tender will be rejected).**

## **13. Submission of Tenders: (should be done through e-procurement).**

### **13.1. The bidder shall submit the Tender in the following manner.**

- **First Cover (Technical bid):** Documents as mentioned in clause 8.1 should be uploaded in the technical bid format in the mentioned format I as in e-procurement portal. The original documents must be produced in person for verification if required at the time of evaluation.
- **Second Cover (Financial bid):** The Tenderer should quote the salary per month per Chief in the mentioned format II for Chief cooks, Assistants and Helpers.

## **14. MODE OF SUBMISSION OF BIDS.**

14.1 Should be submitted through e-procurement.

14.2 Bids sent by Telex or Fax or E-mail will be rejected.

## **15. NUMBER OF PROPOSALS**

Each Bidder shall quote rate for Chief cooks, Assistants and Helpers without fail.

## **16. DEADLINE FOR SUBMISSION OF BIDS**

16.1 The date and time are mentioned in the e-procurement portal.

16.2 The Registrar may extend the deadline for submission of tenders by issuing an amendment in accordance in which case all rights and obligations of the Registrar and the bidder's previously subject to the original deadline will then be subject to the new deadline.

16.3 The Registrar may, at his discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the



Registrar and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## **17. BID OPENING AND EVALUATION OF BIDS**

### **OPENING OF BIDS BY THE REGISTRAR**

17.1 The Registrar will open the Technical Bid in presence of University Authorities on the date specified @ e-procurement portal at the Office of the Registrar, University of Mysore, Mysuru.

17.2 The Registrar may his wish to appoint Scrutiny Committee to verify the Technical Documents. And the Decision of the Scrutiny Committee is Final as regards to Technical Documents.

17.3 Registrar is at liberty to interview suitable tenderer including their supervisory level personnel and for negotiating the rates as beneficial to the Institution.

17.4 The Registrar is at liberty to select tenderer by qualifying in cooking demonstration in front of authorities if required.

17.5 The **SECOND COVER/FINANCIAL BID** would be opened on the date mentioned in the e-procurement portal and it also subject to vary. Financial Bid will be opened only after completing evaluation of technical bid.

## **18. CLARIFICATION OF TENDERS**

18.1 To assist in the examination, evaluation, and comparison of tenders, the Registrar may, at his discretion ask any bidder for clarification of his tender. The request for clarification and the response shall be in writing or by cable, but no change in the price of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Registrar in the evaluation of the tenders.

18.2 No bidder shall contact the Registrar on any matter relating to its tender from the time of the tender opening to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the Registrar, it should be done in writing.

18.3 Any effort by the bidder to influence the Registrar/Scrutiny Committee/Technical Committee in the tender evaluation, Tender comparison or contract award decisions may result in the rejection of the tender.

## **19 ACCEPTANCE OR REJECTION OF BIDS**

19.1 The Registrar reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected bidder or bidders on the grounds for the said action.

19.2 Any bid with incomplete information is liable for rejection.

19.3 For each category of pre-qualification criteria, the documentary evidence is to be produced duly attested by the bidder serially numbered and enclosed with the bids. If the documentary proof is not enclosed for any/all criteria the bid is liable for rejection.

19.4 If any information given by the bidder is found to be false / fictitious, the bidder will be debarred for 3 years from participating in any other tenders of Govt. of Karnataka and will be black listed.

## **20 Selection of Successful Bidder**

20.1 The Registrar will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive tender meets the criteria specified in tender documents and is qualified to perform the contract satisfactorily.

20.2 The determination will take into account the bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, as well as such other information as the Registrar deems necessary and appropriate. The Registrar/Scrutiny committee/Technical committee deserves the right of determination to qualify or disqualify the tender.

20.3 An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Tender's tender, in which event the Registrar will proceed to the next lowest evaluated tender to make a similar determination of that bidder's capabilities to perform the contract satisfactorily.

20.4 After financial evaluation, award of contract will be made to Bidder who quotes least cost i.e., who will be LI for Chief cooks, Assistants and Helpers consolidated. The Registrar deserves the rights to negotiate the Rates with L1.

20.5 The Registrar is at liberty to select tenderer by qualifying in cooking demonstration in front of authorities if required.

## **21. Registrar's Right to Accept any tender and to Reject any or All Tenders.**

21.1 The Registrar reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

## **22. Notification of Award**

22.1 Prior to the expiration of the period of tender validity, the Registrar will notify the successful bidder in writing or by cable, telex or fax, to be confirmed, that its tender has been accepted.

22.2 The notification of award will constitute the formation of the Contract.

## **23. Signing of Contract**

23.1 After notifying the successful bidder, that its bid has been accepted, the Registrar will send the Bidder the Contract Form provided in the tender documents incorporating all agreements between the parties.

23.2 Within 21 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the Registrar personally.

**24. Performance Security**

24.1 Within 21 days of the receipt of notification of award from the Registrar, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents or in another form acceptable to the Registrar.

24.2 Failure of the successful bidder to comply with the requirement of tender documents under GCC 6 shall constitute sufficient grounds for the annulment of the award and forfeiture of the earnest money deposit, in which event the Registrar may make the award to the next lowest evaluated bidder or call for new tenders.

  
**Registrar**  
University of Mysore  
Mysuru  
Registrar  
University of Mysore  
Mysuru

**Section III**

<b>Sl. No.</b>	<b>Name of the Hostels where cooking service has to be provided</b>
1	PG Hostel for Men Block -1, Manasagangotri, Mysuru
2	PG Hostel for Men Block-2, Manasagangotri, Mysuru
3	PG Hostel for Men Block -3, Manasagangotri, Mysuru
4	PG Hostel for Women Block-I, Manasagangotri, Mysuru
5	PG Hostel for Women Block-2, Manasagangotri, Mysuru
6	PG Hostel for Women Block-3, Manasagangotri, Mysuru
7	Physical Education Sports & Science Hostel, Mysuru
8	Maharaja's College Boys Hostel, Mysuru
9	Yuvaraja's College Boys Hostel, Mysuru
10	UG Village Hostel, Manasagangotri, Mysuru
11	Gowthama Hostel, Manasagangotri, Mysuru
12	Dr. B.R.Ambedkar Hostel, Manasagangotri, Mysuru
13	University Hostel -2, Saraswathipuram, Mysuru
14	Yuvaraja's College Ladies Hostel and Maharaja's Physical Education Ladies Hostel, Mysuru
15	Research Scholar's Hostel, Manasagangotri, Mysuru



**Registrar**

University of Mysore

Mysuru

Registrar

University of Mysore

Mysuru

**FORMAT-I**

BID FORM (As per e-portal)  
Details of organization to be submitted in the first cover  
**(TECHNICAL BID)**

Date:

THE REGISTRAR  
UNIVERSITY OF MYSORE  
MYSURU

Sir,

Subject: Submission of Bid for providing 39 No.s Chief Cooks and 71No.s Assistants and 53 Helpers for U.G. P.G. Research scholar Hostels of University of Mysore through outsource basis for one year.

**Ref: MU/DSW/HOSTELS/COOKS/2022-23**

Having examined the Bid Documents we, the undersigned, offer to compete in the bid for providing 36 No.s Chief Cooks and 72 No.s Assistants and 55 Helpers for U.G. & P.G. Hostels of University of Mysore through outsource basis for one year and furnishing following information and documents for technical qualification.

01	<ul style="list-style-type: none"><li>a. To upload Photo copy of valid Registration Certificate issued by Labour Department.</li><li>b. To upload Photo copy of valid ISO certificate for supply of man power services.</li><li>c. To upload Photo copy of incorporation Certificate / registration certificate in respect of the company and copy of the Trade License issued by the Statutory Authority.</li></ul>
02	<ul style="list-style-type: none"><li>a. To upload Photo copies of EPF Registration Certificate with last 3 financial years challan (payment confirmation receipt) for having remitted towards EPF [April 2019 to March 2022].</li><li>b. No due certificate must be obtained from the EPF department as on date.</li><li>c. To upload challans of EPF for last 3 months (November &amp; December, 2022 and January, 2023) for at least 130 employees.</li></ul>
03	To upload Photo copy of valid ESI certificate obtained from E.S.I Department with last 3 years challans for having remitted towards ESI [April 2019 to March 2022]
04	<ul style="list-style-type: none"><li>a. To upload Photo copies of valid Professional Tax Registration Certificate</li><li>b. Upload corresponding 5A challans paid to Professional tax Authority</li></ul>
05	<ul style="list-style-type: none"><li>a. To upload Photo copy showing that the firm has been registered in State Govt. / Central Govt. / Related Authority and GST Registration copy .</li><li>b. Upload Photo copies of valid GST paid challans for last 3 months.</li></ul>

06	<p>a. The bidder through his/firm name should have financially achieved an average turnover for the past 2 or 3 financial year a value, not less than two times the amount put to tender. The bidder shall upload relevant documents in this context.</p> <p>b. To upload Photo copy of the acknowledgement of Income Tax Returns filed in the last 3 years with form 3CB and 3CD i.e., 2019-20, 2020-21 &amp; 2021-22 [Copies of Income Tax Assessment of previous three years].</p> <p>c. Photo copies of audited financial statements for last 3 financial Years issued by registered chartered accountant shall be enclosed (balance sheet, trading and profit &amp; Loss A/c duly certified by chartered accountant also to be submitted for 3 years).</p>
07	<p>a. To upload satisfactory performance certificate for having executed similar manpower supply services of value not less than 50% of tender requirements in any one of the last three financial years.</p> <p>b. To upload certificate of having supplied not less than 130 Cooks and other cooking assistants in any one of the three financial years.</p> <p>c. To upload not less than five satisfactory certificate of providing similar services from Central Government/State Government/Public Sector Undertaking/ Government autonomous institutions / other institutions.</p>
08	To upload valid Solvency Certificate Issued by Nationalized Bank for the amount of 30% of tender amount
09	<p>a. Tenderer should submit Notary Certificate stating that he/his firm is not black listed and there are no legal cases pending / disposal against the Agency by Government and other institutions and also the Tenderer or any of his directors is a non elected member in Rs.200/- Non-Judicial Stamp Paper.</p> <p>b. Tenderer should submit Notary Certificate stating that Agency shall bear the salary payment of the cooking personnel for minimum 3 months. The Agency shall be able to take care of salary of cooking personnel for 3 months if there is any delay of payments by the university. The same shall be duly signed &amp; declared in Rs.200/- Non-Judicial Stamp Paper by the bidder.</p> <p>c. There should not be any cases pending against the firm before any of the labour, EPF or ESIC authorities an affidavit in Rs 200 non judicial stamp paper in this regard should be submitted by the bidder.</p>
10	To upload details of pending and disposed cases irrespective of the subject matter including the case number, court, stage and copy of the Petition. In case, if cases are not instituted by or against the firm/company/applicant, a self declaration affidavit has to be submitted to that effect in Rs.200 non-judicial stamp paper by the bidder.
	Photocopies of PAN card.

	All the documents including details of EMD are to be mentioned in the Technical Bid only (as per e- procurement options).
<p><b>Note: 1. All the above documents which is uploaded in the E-Portal should be attested by the Notary / Gazetted Officer. Original documents should be produced before the Tender Acceptance Authority.</b></p> <p><b>2. The agency who secured more than 75 marks in the technical bid can be considered for financial bid</b></p>	

We agree to abide all the conditions of this tender documents and the information furnished herein are true and correct. Also we strictly observe the laws against fraud and corruption. We also understand that you are not bound to accept the lowest or any bid you may receive.

Signature

(in the Capacity of): \_\_\_\_\_

Duly Authorized to sign the bid for and on behalf of bidder

(seal)

Date:

Place:

**FORMAT-II**

BID FORM (As per e-portal)  
Details to be submitted in the second cover  
**(FINANCIAL BID)**

To Date: \_\_\_\_\_

The Registrar  
University of Mysore  
Mysuru  
Sir,

**Subject:** Submission of Commercial Bid for providing 39 No.s Chief Cooks and 71 No.s Assistants and 53 Helpers for U.G. P.G. Research scholar Hostels of University of Mysore through outsource basis for one year.

**Ref:** MU/DSW/HOSTELS/COOKS/2022-23

Having examined the bidding documents we, the undersigned, offer for providing 39 No.s Chief Cooks and 71 No.s Assistants and 53 Helpers for U.G. P.G. Research scholar Hostels of University of Mysore through outsource basis for one year vide above reference, for which our lowest rates as per Government Labour Department are quoted.

**(Zone-II)**

ಕ್ರ.ಸಂ.	ಸಂಭಾವನೆಯ ವಿವರ	Chief cook	Assistant	Helper
01	ಮೂಲ ವೇತನ Basic Salary	16930.63	15304.15	15304.15
02	ಇ.ಪಿ.ಎಫ್. EPF	2200.98	1989.54	1989.54
03	ಇ.ಎಸ್.ಐ ESI	550.25	497.38	497.38
04	ಸೇವಾ ದರ Service Charge			
05	ಬಿ.ಎಸ್.ಟಿ GST as per Govt norms			
	ಒಟ್ಟು			
ಮೊತ್ತ				

Signature

(in the Capacity of): \_\_\_\_\_

Duly Authorized to sign the bid for and on behalf of bidder

(seal)

Date:

Place:



**42. Employment in Hostels, Guest Houses, Home Stays, Paying Guest Accommodations, Serviced Apartments, Residents Associations, Community Halls and Marriage Halls.**

Notification No. KAE SI LWA 2022 dated 30.11.2022

Minimum Wages With effect from 30.11.2022

Cost of Living Allowance to be paid over and above 7616 points

Cost of Living Index: 8398-7616= 782 points

Minimum wages and VDA from 30.11.2022 to 31-03-2023

**SCHEDULE**

Sl. No.	Class of Employment	Minimum rates of wages									
		Zone-I		Zone-II		Zone-III		Zone-IV			
1	2	3	4	5	6	7	8	9	10		
		Per Day	Per Month	Per Day	Per Month	Per Day	Per Month	Per Day	Per Month	Per Day	Per Month
<b>I Skilled</b>											
1	Warden	Basic	676.59	17591.45	615.09	15992.23	559.17	14538.39	508.34	13216.72	938.40
2	Mess Supervisor	VDA	36.09	938.40	36.09	938.40	36.09	938.40	36.09	938.40	938.40
3	Matron	Total	712.69	18529.85	651.18	16930.63	595.26	15476.79	544.43	14155.12	
4	Chief Cook	Total	643.87	16740.72	588.62	15304.15	538.39	13998.17	492.73	12810.92	
<b>II Semi Skilled:</b>											
1	Assistant Warden	Basic	657.56	17096.59	597.78	15542.35	543.44	14129.41	494.04	12844.92	938.40
2	Cook	VDA	36.09	938.40	36.09	938.40	36.09	938.40	36.09	938.40	938.40
Total			693.65	18034.99	633.88	16480.75	579.53	15067.81	530.13	13783.32	
<b>III Un-Skilled:</b>											
1	Grinder	Basic	607.78	15802.32	552.53	14365.75	502.30	13059.77	456.64	11872.52	
2	Assistant										
3	Mess Boy										
4	Supplier	VDA	36.09	938.40	36.09	938.40	36.09	938.40	36.09	938.40	938.40
5	Aya										
6	Server										
7	Helper										
8	Un-Skilled Labourers not mentioned above	Total	643.87	16740.72	588.62	15304.15	538.39	13998.17	492.73	12810.92	
<b>Office Staff &amp; Drivers</b>											
1	Manager/ Personal Officer/ Mess	Basic	663.00	17238.05	602.73	15670.95	547.94	14246.32	493.14	12821.69	
2	Manager/ Personal Assistant/ Senior Accountant & other Equivalent jobs	Basic	640.38	16649.75	582.16	15136.13	529.24	13760.12	476.31	12384.11	
		VDA	36.09	938.40	36.09	938.40	36.09	938.40	36.09	938.40	938.40
Total			699.09	18176.45	638.82	16609.35	584.03	15184.72	529.23	13760.09	
2	Assistant Manager/ Personal Officer/ Senior Accountant & other Equivalent jobs	Basic	640.38	16649.75	582.16	15136.13	529.24	13760.12	476.31	12384.11	
		VDA	36.09	938.40	36.09	938.40	36.09	938.40	36.09	938.40	938.40
Total			676.47	17588.15	618.25	16074.53	565.33	14698.52	512.40	13322.51	

