



Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)
(Deemed to be University u/s 3 of the UGC Act, 1956)
846, Shivajinagar, B.M.C.C. Road
PUNE - 411 004 (INDIA)

Reference :28.3.6/ 1047 /2026

Date :05/10/2026

TENDER NOTICE

Operation and Management of Hostel Mess & Campus Canteen Services Two-Bid System | QCBS: 30% Quality + 70% Financial

Gokhale Institute of Politics and Economics (GIPE), Pune invites sealed bids from experienced institutional catering agencies for operation and management of the Hostel Mess and Campus Canteen. **Student food safety, taste, quality, consistency, affordability and dignity of service are essential outcomes.** Financial bids will be opened only for bidders that pass the prescribed eligibility and quality stages. Lowest price alone will not determine award.

Item	Tender Requirement
Estimated value / users	Approx. Rs. 2 Crore annually; about 400 Mess users. Both are indicative and do not guarantee minimum business.
Contract period	18 months from commencement. Extension, if any, only by separate written order based on requirement and performance; no extension is a right.
Tender fee	Nil
EMD	Rs. 1,00,000 (Rupees One Lakh only); exemption only where legally applicable and supported by valid documents.
Performance Security Deposit	Rs. 5,00,000 (Rupees Five Lakh only). No interest. Refund after contract closure and adjustment of dues as stated in this tender.
Premises & Utility Charges	Rent/license charges, electricity charges and water charges shall be payable by the Contractor as specified in the Detailed Tender Document.
GIPE Assets / Equipment	Existing GIPE-owned equipment, furniture, utensils and other assets specifically listed in the handover inventory shall be made available to the Contractor without separate rental charge, solely for performance of the Mess/Canteen contract.
Selection	QCBS: 30% Quality + 70% Financial. Technical threshold: minimum 70/100 including minimum 20/30 in Food Tasting Evaluation.
Bid validity	90 days from bid submission deadline



Activity	Date / Time
Publication / document available	06/10/2026
Pre-bid site visit and meeting	12/10/2026 11:00 AM
Last date and time for submission	23/10/2026 06:00 PM
Opening of Technical Bids	28/10/2026 10.00 AM
Food Tasting Evaluation for shortlisted bidders	
Technical Qualification Results	
Opening of Financial Bids	30/10/2026 11:00 AM, subject to completion of technical evaluation
Notice of Award	02/11/2026 11 AM
Expected commencement	15/11/2026

Tender Contact:

Administrative Officer,
GIPE, 846 Shivajinagar, BMCC Road, Pune - 411004 |
Email: kedar.tapikar@gipe.ac.in | Tel: 020-25683300

All corrigenda/clarifications will be published by GIPE. Bidders are responsible for checking the notified GIPE channel before submission.



[Signature]
Dr Vishal Gaikwad
Officiating Deputy Registrar

TENDER DOCUMENT

Hostel Mess & Campus Canteen Services - Terms, Evaluation and Contract Framework

1. Purpose and Service Structure

GIPE is a deemed university, a residential higher-education institution. This contract has two linked service components. The same successful Contractor will be responsible for both unless GIPE express

Part	Service	Commercial Model
A	Hostel Mess	Contracted meal service for hostel students; billing on verified meal attendance at accepted rates
B	Campus Canteen	Direct sale of approved food/beverages to students, employees, guests and authorized visitors; Contractor pays prescribed premises rent and utility charges to GIPE.

Particular	Requirement
Location	GIPE Campus, 846 Shivajinagar, BMCC Road, Pune - 411004.
Mess service days	All 7 days except Institute-declared closure/vacation periods.
Canteen minimum hours	08:00 AM to 08:00 PM on all days on which the campus is open. GIPE may change timings by written notice for academic/administrative requirements.
Premises	Kitchen, store, dining hall, wash areas and canteen service area, as handed over by GIPE on an as-is-where-is basis with joint inventory.
GIPE facilities	Existing premises/equipment/furniture as per handover inventory.
Contractor inputs	Food materials, LPG/fuel, manpower, uniforms/PPE, utensils/crockery not listed in GIPE inventory, cleaning materials, consumables and routine operating inputs.

Defined Terms

Term	Meaning
GIPE / Institute	Gokhale Institute of Politics and Economics, Pune.
Bidder	Agency that submits a bid under this tender.
Contractor	Successful bidder after execution of the contract.



Term	Meaning
Evaluation Committee	GIPE committee authorized to examine eligibility, technical and financial bids and calculate QCBS.
Food Tasting Panel	Temporary panel constituted by GIPE to evaluate food samples at the procurement stage.
Mess Committee	Post-award committee that reviews menu, quality, hygiene, complaints and monthly performance.
Critical Food Safety Breach	Adulterated, expired or prohibited food; confirmed unsafe water/food contamination; serious food-borne illness attributable to the Contractor; licence suspension/cancellation; or deliberate falsification/concealment of food-safety records.

2. Scope of Service

2.1 Part A - Hostel Mess

1. Procure, store, prepare and serve the approved menu in the specified quantity and quality at notified meal timings.
2. Maintain the kitchen, store, dining hall, wash areas, food-service equipment and surrounding mess area in clean and food-safe condition.
3. Deploy sufficient trained cooks, service staff, cleaners and one on-site Mess Manager. The proposed Head Cook and Mess Manager are key personnel.
4. Maintain uninterrupted service. If normal service fails, provide an equivalent safe alternate meal at Contractor cost within 60 minutes of the scheduled meal time.
5. Operate student feedback, complaint and corrective-action systems and cooperate with inspections, sample testing and audits.
6. No core cooking or meal preparation may be subcontracted or shifted outside GIPE premises without prior written approval, except an emergency alternate arrangement approved by GIPE.

2.2 Part B - Campus Canteen

1. Operate the canteen for students, employees, authorized guests and visitors during the prescribed hours.
2. Sell only approved food/beverage items at rates quoted/approved under this tender. Packaged products shall not be sold above printed MRP.
3. Maintain adequate availability of routine tea/coffee, breakfast, snacks and meal options throughout the applicable service period.
4. Additional items may be introduced only with prior written approval of GIPE, including the selling price.
5. No alcohol, tobacco, nicotine products, gutkha/paan masala, intoxicants or any item prohibited by law or GIPE policy may be stored or sold.



6. No external commercial catering, cloud-kitchen operation, online delivery-platform operation or unrelated third-party business may be run from GIPE premises without prior written approval.
7. Canteen sales revenue belongs to the Contractor, subject to payment of rent, utilities, taxes and all other contractual obligations.

3. Mandatory Eligibility - Pass / Fail

Only bidders meeting every applicable requirement will proceed. Copies shall be self-attested by the authorized signatory unless a CA/authority certificate is specifically required.

No.	Requirement	Evidence
1	Legal entity registered in India	Registration/incorporation/partnership/proprietorship documents and authority of signatory.
2	Valid FSSAI licence appropriate for institutional catering/food service and bidder scale	Valid FSSAI licence. Successful bidder shall obtain/maintain any licence/endorsement required for GIPE premises before commencement.
3	PAN and income-tax compliance	PAN and ITR acknowledgements for last 3 completed financial years.
4	GST compliance, where applicable	GST registration and latest filed return; if legally not liable, valid supporting certificate/undertaking.
5	Applicable labour/social-security compliance	EPF/ESI and other registrations/undertakings as applicable under current law.
6	Minimum 3 years institutional/residential catering experience	Work orders plus completion/performance certificates.
7	At least one current institutional/residential mess serving 100 or more persons/day	Current contract/work order and client contact; site open to GIPE verification.
8	Average annual catering/food-service turnover at least Rs. 50 Lakhs in last 3 completed financial years	CA-certified turnover certificate with UDIN plus audited financial statements.
9	Working-capital/credit capacity at least Rs. 15 lakh	Bank/credit facility certificate issued within 90 days before bid due date.
10	No subsisting debarment/blacklisting legally preventing participation; material terminations/disputes disclosed	Signed declaration.



No.	Requirement	Evidence
11	No conflict of interest/collusion affecting tender	Signed declaration.
12	Insurance capability	Undertaking to maintain statutory employee cover and public/product liability insurance
13	EMD	Rs. 1,00,000 proof or valid exemption proof, where legally applicable.

4. Bid Submission and Opening

Cover	Contents
Cover A - Technical Bid	Annexures 3 to 7 and 9; eligibility documents; EMD/exemption proof; technical proposal and supporting evidence. No price anywhere in Cover A.
Cover B - Financial Bid	Annexure 8 only, signed and sealed.
Outer Cover	Both sealed covers placed together, clearly marked with tender number, bidder name and contact details.

- Late bids and material conditional bids will not be accepted.
- GIPE may seek written clarification of an existing document, but no bidder may improve or change the substance or price after the deadline.
- All tender clarifications/corrigenda will be in writing. Oral statements do not amend the tender.
- GIPE may cancel the process, reject a non-responsive bid or reject all bids in accordance with applicable rules; reasons will be recorded.

5. Evaluation and QCBS

QUALITY GATES APPLY BEFORE PRICE: Pre-tasting technical score $\geq 50/70$; Food Tasting Evaluation $\geq 20/30$; total Technical Score $\geq 70/100$.

Stage	Evaluation	Result
1	Eligibility/legal compliance	Pass/Fail
2	Technical evaluation excluding tasting	Minimum 50/70 to proceed
3	Food Tasting Evaluation	Minimum 20/30
4	Final technical score	Minimum 70/100



Stage	Evaluation	Result
5	Financial Bid	Opened only for qualified bidders
6	QCBS 30:70	Highest combined score = Most Advantageous Bid, subject to due diligence/approval

Technical Criterion	Marks	Scoring Rule
Comparable institutional/residential mess experience	15	1 comparable contract = 5; 2 = 10; 3 or more = 15. Each must have served ≥ 100 persons/day for ≥ 12 months in last 5 years.
Verified client performance	15	Upto Three client references, 5 marks each,
Proposed key personnel	10	Mess Manager 5 + Head Cook 5 based on institutional catering experience.
Staff Hygiene Medical Fitness	10	2 Marks each for uniform cap, hand hygiene, medical fitness, cleaning schedule & pest control, waste disposal system
Operating plan	20	Ten required elements in Annexure 5; 2 mark each.
Food Tasting Evaluation	30	Student component 20 + institutional/expert component 10; Annexure 7.
TOTAL	100	Minimum 70/100 and minimum 20/30 in Food Tasting Evaluation.

QCBS Formula

- Normalized Technical Score (Ts) = Bidder Technical Marks / Highest Technical Marks among qualified bidders x 100.
- Financial Score (Fs) = Lowest Evaluated Price / Bidder Evaluated Price x 100.
- Final QCBS Score = (Ts x 0.30) + (Fs x 0.70). Highest final score is ranked H-1 / Most Advantageous Bid.
- Tie-break: higher raw Technical Score; if still tied, higher Food Tasting Evaluation score; if still tied, lower Evaluated Price; if still tied, transparent draw of lots in presence of tied bidders.



Abnormally Low Bid

If a price appears unsustainable, GIPE may seek a written cost build-up covering food inputs, manpower, LPG/fuel, hygiene/cleaning, overheads and margin. An inadequately justified abnormally low bid may be rejected after reasons are recorded. No automatic percentage cut-off will be used.

6. Food Tasting Evaluation

Food tasting is a formal technical-evaluation stage. To preserve neutrality, GIPE will use an internal confidential coding control for food samples. The coding method and mapping are internal procurement controls and are not disclosed to bidders or evaluators before scoring is locked.

Control	Requirement
Common test	All shortlisted bidders prepare the same notified tasting menu during the same controlled time window.
Identity control	Food presented to evaluators will carry only GIPE-assigned internal sample identification. Bidder branding/identifying material shall not be displayed to evaluators.
Common ingredients	GIPE may provide or centrally approve a common core ingredient basket/grade. Premium ingredients outside the specification are not permitted.
Head Cook	The proposed Head Cook named in the technical bid shall personally participate in preparation.
Serving	Identical serveware, portion size, evaluation window and reasonable temperature control for all bidders.
Scoring	Evaluators score individually before discussion. Signed score sheets are collected and locked before bidder identity is matched for compilation.
Influence	Any attempt to contact/influence evaluators or reveal sample identity may lead to disqualification after due process.

Tasting Panel

Component	Composition / Control
Students	6 hostel students selected from a pre-approved pool, with boys/girls and vegetarian/non-vegetarian representation as practicable. Names not disclosed to bidders in advance.
Institutional / expert	1 independent food/nutrition/hospitality expert + 1 Warden/Student Affairs representative.



Component	Composition / Control
Tender administration	Logistics only; no tasting vote and no access to internal sample mapping before scores are locked.
Conflict control	Every evaluator signs conflict-of-interest and no-contact declaration.

Parameter	Maximum Score
Taste palatability	5
Cooking quality , texture	5
Salt, spice and oil balance	5
Freshness	5
Consistency across dishes	5
Serving temperature & Hygiene/presentation	5
TOTAL	30

Minimum qualifying score: 20/30.

7. Food Safety, Quality and Hygiene

Control	Minimum Requirement
Raw material	Fresh, legally compliant, traceable and within shelf life. Packaged food must carry required legal/FSSAI markings. No expired, damaged or unlabelled material.
Cooking oil	Sealed branded edible oil of approved type. No unlawful/repeated reuse. Used-oil record and lawful disposal required.
Water	Potable water only. Periodic laboratory testing at least once every 6 months and whenever directed after an incident.
Storage	FIFO/FEFO; dry goods off floor; chilled/frozen items at safe temperature; raw/cooked segregation; veg/non-veg segregation where required.
Pest control	Planned service at least monthly and as required; records maintained.
Food handlers	Clean uniform, hair restraint/cap, apron and task-appropriate PPE from Day 1; medical fitness; symptomatic staff kept away from food preparation.



Control	Minimum Requirement
Cleaning	Kitchen, dining, hand-wash and dish-wash areas cleaned after each meal/service period; approved cleaning process and potable water.
Inspection/testing	GIPE may conduct surprise inspection and collect raw/cooked food or water samples for a legally recognised laboratory. Failed sample cost is borne by Contractor, in addition to contractual remedies.
Food incident	Immediately stop affected food, isolate stock, preserve relevant records/sample where available, inform GIPE, cooperate with medical/regulatory response and provide safe replacement food.

8. Manpower and Conduct

- Contractor shall deploy enough staff to meet Mess and Canteen service timings and hygiene standards. The minimum roster proposed in the bid becomes a contractual commitment unless GIPE approves a change.
- All personnel are employees/personnel of the Contractor. Contractor is responsible for wages, statutory contributions, safety, conduct and discipline under applicable law.
- Wages shall be paid on time through bank transfer and statutory records produced when required.
- Police/antecedent verification and medical fitness shall be completed before deployment for personnel working in residential/food-service areas, subject to applicable law.
- GIPE may require removal/replacement for substantiated misconduct, safety risk or incompetence; suitable replacement within 48 hours.
- All food-service staff shall wear clean uniform and name badge/ID from the first day of service.

9. Premises, Rent, Utilities and Canteen Commercial Terms

9.1 For MESS

Item	Contract Term
Monthly rent	Rs. 15,000 + GST per month for use of premises made available under this contract, including kitchen, dining hall and washrooms for the mess
Electricity	Contractor shall bear the electricity bill of the cafeteria as per sub meter . GIPE will raise/communicate the amount based on the relevant electricity bill.
Water	Contractor shall bear and pay 20% of the water bill for the Residential Campus. GIPE will raise/communicate the amount based on the relevant water bill.



Item	Contract Term
Payment time for rent/utilities	Payable within 7 calendar days from GIPE invoice/debit note/communication. For a partial first/last month, monthly rent will be proportionately calculated by calendar days; utility recovery will follow the applicable bill period unless GIPE can identify actual consumption for the partial period.
LPG/fuel	Commercial LPG/PNG/fuel and refills entirely at Contractor cost.
Routine upkeep	Cleaning, pest control, water-purifier upkeep, routine drain blockage removal, consumables and day-to-day operational upkeep at Contractor cost.
GIPE assets	Joint inventory at handover/return. Normal wear and structural repairs are GIPE responsibility; loss/damage due to Contractor negligence/misuse is recoverable.
No property right	Use of GIPE premises is only incidental to this service contract and does not create tenancy, leasehold or any proprietary right.

9.2 For Canteen

Item	Contract Term
Monthly rent	Rs. 20,000 + GST per month for use of premises made available under this contract, including kitchen, dining hall and washrooms for the mess
Electricity	Contractor shall bear the electricity bill of the cafeteria as per sub meter . GIPE will raise/communicate the amount based on the relevant electricity bill.
Water	Contractor shall bear and pay 20% of the water bill for the Residential Campus. GIPE will raise/communicate the amount based on the relevant water bill.
Payment time for rent/utilities	Payable within 7 calendar days from GIPE invoice/debit note/communication. For a partial first/last month, monthly rent will be proportionately calculated by calendar days; utility recovery will follow the applicable bill period unless GIPE can identify actual consumption for the partial period.
LPG/fuel	Commercial LPG/PNG/fuel and refills entirely at Contractor cost.



Item	Contract Term
Routine upkeep	Cleaning, pest control, water-purifier upkeep, routine drain blockage removal, consumables and day-to-day operational upkeep at Contractor cost.
GIPE assets	Joint inventory at handover/return. Normal wear and structural repairs are GIPE responsibility; loss/damage due to Contractor negligence/misuse is recoverable.
No property right	Use of GIPE premises is only incidental to this service contract and does not create tenancy, leasehold or any proprietary right.

9.1 Assets, Equipment, Maintenance and Utilities

1. GIPE shall provide only those premises, furniture, fixtures, kitchen equipment and other assets specifically listed in the Joint Asset / Premises Handover Inventory.
2. Any equipment, machinery, appliance or capital item required for efficient operation of the Mess or Canteen which is not included in the GIPE handover inventory shall be arranged, purchased, installed and maintained by the Contractor at its own cost.
3. Such contractor-provided items may include, as required, refrigerators, deep freezers, mixers/grinders, cooking equipment, storage racks, ovens, induction units, food warmers, display counters, utensils, crockery, water-heating equipment and other machinery necessary for proper operation.
4. All costs relating to purchase, installation, transportation, commissioning, servicing, preventive maintenance, breakdown repairs, spare parts, consumables, AMC, statutory inspection, replacement and other ancillary expenses of contractor-provided equipment shall be borne entirely by the Contractor. No reimbursement shall be payable by GIPE.
5. Contractor-provided equipment shall remain the property of the Contractor and shall be removed at the end of the contract after clearing all dues and restoring the premises to the condition recorded at handover, subject to normal wear and tear.
6. The Contractor shall ensure that all electrical/gas/mechanical equipment used at GIPE is safe, fit for commercial food-service use and compliant with applicable statutory requirements.
7. Equipment supplied by GIPE shall be used carefully. Routine upkeep, cleaning and day-to-day maintenance shall be undertaken by the Contractor. Damage caused by negligence, misuse or improper operation shall be repaired/replaced at Contractor cost. Responsibility for major structural/capital failure not attributable to the Contractor shall remain with GIPE unless otherwise specifically stated in the handover inventory.

9.2 Canteen Menu, Sales and Rates

- The core canteen item list is kept in Annexure 8B based on the previous contract: Tea, Coffee, Milk, Breakfast, Vegetarian Lunch, Non-Vegetarian Lunch, Vegetarian Dinner, Non-



Vegetarian Dinner and Packaged Drinking Water; the canteen may also offer Cold Drinks, Juice, Biscuits, Snacks and High-Tea as approved categories.

- Bidder shall quote canteen rates in Annexure 8B. Accepted rates are maximum selling rates for the initial 12-month contract and may not be increased without prior written approval of GIPE.
- Packaged drinking water and other packaged goods shall not be sold above printed MRP.
- Additional canteen items may be introduced only after written approval of item, quantity/portion and selling price by GIPE.
- Canteen rates are not used in the QCBS financial score for the Hostel Mess; however, quoted canteen rates become binding maximum rates if the bid is accepted.
- GIPE may place separate institutional/event catering orders at mutually accepted written rates; GIPE is not obliged to place all such orders with the Contractor.

10. Student Participation and Monthly Monitoring

GIPE will constitute a Mess Monitoring Committee. Students participate in menu, taste, cleanliness, affordability and feedback review; contractual and financial decisions remain with authorized GIPE officers.

Member	Role
Warden / Student Affairs nominee	Chair; verifies service and escalates food-safety/quality issues.
GIPE Administration nominee	Contract coordination, records interface.
Atleast 4 rotating student representatives	At least 2 from girls' hostels and 2 from boys' hostel; menu, taste, cleanliness, affordability and feedback input.
Contractor Mess/Canteen Manager	Invitee; presents corrective action; no vote.

- Monthly Mess menu will be approved before the month begins. Equivalent substitution only with prior approval, except documented emergency replacement.
- GIPE will maintain QR/digital student feedback and a physical/digital complaint register. For monthly student satisfaction scoring, at least 50 unique student responses will be used; if fewer are received, GIPE may conduct a structured sample survey.
- Urgent food-safety complaints require immediate response. Ordinary service complaints: acknowledge within 2 hours and close within 24 hours unless a written action plan records why more time is reasonably required.



11. Monthly Performance Score

KPI	Weight
Student satisfaction - taste, quality and canteen affordability/acceptability	30
Food quality and menu/rate compliance	20
Hygiene and food safety	20
Quantity, availability and service timing	10
Raw-material quality / traceability	10
Complaint response and closure	5
Staff service, uniform and conduct	5
TOTAL	100

Monthly Score	Contract Consequence
85-100	Satisfactory; normal payment subject to other deductions/recoveries.
75-84	Improvement notice and corrective-action plan within 3 working days.
65-74	5% service-level deduction on monthly Mess service value + corrective action.
Below 65	10% service-level deduction on monthly Mess service value + immediate performance review; GIPE may start termination process.
Repeated poor performance	Two monthly scores below 75 in any rolling 3-month period, or a Critical Food Safety Breach, may trigger termination review regardless of average score.

12. Price, Billing and Tax

1. Mess rates and accepted canteen selling rates are firm for the initial 18-month contract except statutory tax changes expressly applicable.
2. Contractor bears all food, labour, fuel, cleaning, transport, overhead and operating costs not expressly assigned to GIPE.
3. Mess Financial Bid shall show base rates and GST separately. Bidder shall state applicable SAC/HSN/tax basis. QCBS evaluation uses the total evaluated amount including GST as legally applicable on the bid evaluation date.



4. Actual Mess billing will be based on verified meal attendance/consumption records for each meal session using GIPE-approved biometric/QR/electronic system. If the system fails, a manual register jointly certified by the Warden/designated officer and Contractor Manager will be used.
5. Monthly Mess invoice shall be submitted by the 5th of the next month with meal records, approved extras, performance report, statutory compliance documents and valid tax invoice.
6. GIPE will process an undisputed complete invoice within 30 days, subject to deductions/recoveries. No advance payment unless separately approved under applicable rules.
7. GIPE shall deduct tax at source and other statutory deductions under applicable law. GST will be paid/recovered as legally applicable against valid documents.
8. Rent, electricity and water amounts payable by Contractor to GIPE may be adjusted from any amount otherwise payable to Contractor if unpaid after due date, without prejudice to other remedies.

13. Service Deductions and Remedies

Failure	Deduction / Consequence
Unsafe/unfit/adulterated/expired food or failed legal/lab safety standard	Rs. 10,000 per occurrence + replacement/testing/actual loss; immediate suspension of affected item and termination review.
Confirmed poor food quality/taste materially below approved standard	Rs. 3,000 per occurrence after documented committee inspection.
Unauthorized Mess menu deviation / downgrade	Rs. 1,000 per meal session.
Canteen item sold above accepted rate / packaged item above MRP	Refund of excess to affected user where identifiable + Rs. 1,000 per verified occurrence; repeated breach triggers performance review.
Insufficient Mess quantity / student not served during service time	Rs. 3,000 per meal session + cost of alternate food, if arranged.
Meal delay >15 minutes	Rs. 1,000 per session; delay >30 minutes: Rs. 2,000 + alternate arrangement.
Material hygiene failure	Rs. 3,000 per occurrence; immediate corrective cleaning.
Staff without required uniform/ID/PPE	Rs. 100 per person per day.
Key Mess Manager/Head Cook absent without approved substitute	Rs. 2,000 per day.
Complaint not closed within SLA without recorded reason	Rs. 1,000 per complaint per day.



Failure	Deduction / Consequence
Unauthorized Mess closure / abandonment	Rs. 15,000 per day + full alternate-service cost + termination review.
False meal record / overbilling	Recovery of 2 times overclaimed amount + termination/debarment review after due process.
Licence lapse / serious statutory default	Payment hold and immediate corrective notice; service may be suspended where law/safety requires.
Non-payment of rent/utilities	Recovery/set-off from bills/security + applicable contractual action after written notice.

Routine service deductions do not prevent GIPE from recovering actual loss, arranging substitute service at risk and cost, or taking stronger action for a material/critical breach.

14. EMD, Performance Security, Default and Termination

Item	Term
EMD	Rs. 1,00,000. Refund/forfeiture as per tender conditions and applicable rules.
Performance Security Deposit	Rs. 5,00,000. To be furnished within 10 days of Letter of Award / before commencement, in an accepted form. No interest.
Refund of Security	Within 60 working days after contract end and satisfactory handover, after deduction/adjustment of all dues, losses and recoveries, if any.
Non-critical material breach	GIPE may issue a 7-day cure notice.
Food-safety/continuity risk	GIPE may require immediate correction or suspend affected service without waiting for cure period.
Termination for default	Critical food-safety breach, repeated poor performance, fraud/false documents, unlawful conduct, unauthorized subcontracting, abandonment or uncured material breach, subject to applicable due process.
Termination for convenience	GIPE: 30 days written notice. Contractor: 60 days written notice/request and continued service until approved handover date.
Risk and cost	On Contractor default/abandonment GIPE may procure alternate service and recover reasonable additional cost from bills/security or other lawful means.



15. Governing Law and Disputes

The contract is governed by the laws of India and applicable Maharashtra/Pune requirements. Parties shall first attempt written resolution through the Registrar within 15 days of a dispute notice. Courts at Pune, Maharashtra shall have exclusive jurisdiction. Undisputed service obligations shall continue while a dispute is pending, unless GIPE suspends service for safety or legal reasons.



ANNEXURE 1 - Tentative Menu of the Mess

The menu and item basket below are retained from the previous GIPE tender. The weekly/monthly menu shall be prepared from this basket and communicated to the Contractor in advance.

Meal / Category	Menu / Standard
Breakfast (Served unlimited)	Any one of the following: Pohe / Upma / Daliya / Shira / Idli Sambar / Meduvada Sambar / Appam / Dosa / Uttappa / Puri bhaji / Sandwich / Cutlet / Sabudana Khichdi / Sabudana vada / Batata wada Sambar / Misal / Bhaji / Aloo / Methi / Palak Paratha / Boiled Eggs/Egg omelette.
Breakfast beverage	Tea / Coffee.
Lunch / Dinner - Vegetarian (Served unlimited except sweet dish)	Rice/Khichadi + Chapatti/Paratha/Puri + Two Vegetables (Sabji) + Sambar/Dal/Kadhi + Butter Milk/Curd + Salad & Achar + Sweet (On Sunday).
Lunch / Dinner - Non-vegetarian (Served unlimited except non-veg item)	Rice/Khichadi + Chapatti/Paratha/Puri + Sambar/Dal/Kadhi + Butter Milk/Curd + Salad & Achar + Chicken/Mutton/Fish/Egg Curry (150 gm).



ANNEXURE 2 - Permissible Brands of Consumable Items

Consumable Item	Brand
Salt	Iodized salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Nilon's or Tops
Atta	Aashirvad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Britannia / Harvest / Aabad make
Jam	Kissan, Tops
Milk	Toned milk of Mother Dairy, Amul Milk Scheme
Paneer	Amul / Mother Dairy
Tea	Brook Bond, Lipton, Tata, Taj Mahal
Coffee	Nescafe / Bru
Biscuits	Britannia, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell - all varieties
Mixtures / Chips	Haldiram / Bikaner
Mineral Water	ISI marked Kinley / Bisleri / Aquafina
Besan, Dal	Rajdhani / Standard brand
Rice	India Gate, Daawat & Others
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Sweet	Bikaner, Haldiram

Any other brand may be used only after prior written approval of GIPE/Mess & Canteen Monitoring Committee/Warden, and must meet the same or higher legal and quality standard.



ANNEXURE 3 - Technical Bid and Eligibility Checklist

Field	Bidder Details
Name and legal status	
Registered address	
Authorized signatory + designation	
Mobile / email	
PAN	
GSTIN / exemption basis	
FSSAI licence no. / category / validity	
EPF / ESI / other applicable registration	
Years in institutional catering	
Current comparable mess name + daily users	
Average catering turnover - last 3 FY	
Bank/credit facility	
EMD details / exemption basis	

No.	Document	Attached Y/N	Page
1	Legal registration + signatory authority		
2	FSSAI licence		
3	PAN + 3 years ITR acknowledgements		
4	GST registration/return or valid exemption basis		
5	EPF/ESI/applicable labour compliance documents		
6	Experience work orders + performance certificates		
7	Current comparable mess evidence		
8	CA-certified turnover with UDIN + audited accounts		
10	Insurance undertaking		
11	Annexures 4, 5, 6, 7 and 9 signed		
12	EMD proof / valid exemption proof		



ANNEXURE 4 - Experience, Client Reference and Running-Site Inspection

Client / Institution	Users/day	Period	Contact person / phone	Status

GIPE may contact clients directly and verify performance, termination/default history and user complaints relevant to this tender.



ANNEXURE 5 - Key Personnel and Operating Plan

Key Person	Name	Institutional catering experience	Proposed GIPE role
Mess/Canteen Manager			
Head Cook			
Second Cook / Supervisor			

Attach CVs and evidence. The named Head Cook must participate in the Food Tasting Evaluation.

No.	Required Element	Bidder Response / Attachment Ref.
1	Staffing and shift roster	
2	Menu planning and production quantities	
3	Raw-material sourcing and traceability	
4	Receiving/storage/FIFO-FEFO system	
5	Food-safety and temperature/hygiene controls	
6	Cleaning/pest/waste management	
7	Student complaint and feedback process	
8	Emergency continuity/alternate meal plan	
9	Daily records, billing and attendance reconciliation	
10	Food-waste measurement and reduction plan	



ANNEXURE 6 - Technical Evaluation Sheet

Criterion	Max	Bidder Score
Comparable Mess experience	15	
Verified client performance	15	
Key personnel	10	
Staff Hygiene Medical Fitness	10	
Operating plan	20	
Food Tasting Evaluation	30	
TOTAL	100	

Thresholds: Pre-tasting minimum 50/70; Food Tasting Evaluation minimum 20/30; Final Technical Score minimum 70/100.



ANNEXURE 7 - Food Tasting Evaluation Score Sheet

Internal Sample Code: _____ Evaluator Type: Student / Food Expert / Warden-
Student Affairs Date: _____

Parameter	Maximum	Score
Taste palatability	5	
Cooking quality , texture	5	
Salt, spice and oil balance	5	
Freshness	5	
Consistency across dishes	5	
Serving temperature & Hygiene/presentation	5	
TOTAL	30	

Evaluator declaration: I scored independently before discussion, do not know the bidder identity associated with the internal sample code, and have disclosed any conflict of interest. Signature:



ANNEXURE 8 - Financial Bid

To be submitted in a separate sealed Financial Bid cover. All food, labour, fuel, cleaning, overhead, management cost and profit shall be included in the base rate. GST alone shall be shown separately where applicable.

A. Hostel Mess Rates - Used for QCBS

Item	Base Rate / Serving (Rs.)	GST % / Amount	Total Payable (Rs.)
A. Breakfast + tea/coffee			
B. Vegetarian lunch			
C. Vegetarian dinner			
D. Non-veg supplement per serving			
Total			

Evaluated Monthly Price (EMP) for QCBS = $30 \times A + 30 \times B + 30 \times C + 13 \times D$, including GST as legally applicable. This basket is only for bid comparison; actual payment is based on verified meals served.

B. Campus Canteen / Staff & Guest Rates - Not Used for QCBS

No.	Description	Bidder Rate (Rs.)	GST, if any	Total Selling Rate (Rs.)
1	Tea			
2	Coffee			
3	Milk			
4	Breakfast			
5	Lunch (Vegetarian)			
6	Lunch (Non-Vegetarian)			
7	Dinner (Vegetarian)			
8	Dinner (Non-Vegetarian)			
9	Mineral water / Packaged drinking water (1 litre)	As per MRP		As per MRP
10	Cold Drinks			
11	Juice			
12	Biscuits			
13	Snacks			



No.	Description	Bidder Rate (Rs.)	GST, if any	Total Selling Rate (Rs.)
14	High-Tea			

Accepted canteen rates become maximum selling rates for the initial 12-month contract. Packaged items shall not exceed printed MRP. Any additional item/rate requires prior written GIPE approval.

C. Fixed Commercial Terms Payable to GIPE

Item	Amount / Basis
Monthly premises rent	Rs. 15,000 + GST per month.
Electricity	60% of the electricity bill of the Multipurpose Hall.
Water	20% of the water bill for the Residential Campus.
Performance Security Deposit	Rs. 5,00,000.

The bidder confirms acceptance of the above fixed terms without qualification.

Authorized Signatory: _____

Name: _____

Date: _____

Seal: _____



ANNEXURE 9 - Bidder Declarations

1. All information and documents submitted are true, current and verifiable. GIPE may verify them directly with issuing authorities/clients.
2. The bidder has disclosed all current debarment/blacklisting, material litigation and termination/default history relevant to catering services. Where none exists, the bidder states NIL.
3. The bidder and its owners/key persons have no undisclosed conflict of interest in this procurement and have not entered into collusive bidding arrangements.
4. The bidder will not contact or attempt to influence food-tasting evaluators or interfere with GIPE internal sample coding/neutrality controls.
5. If selected, the bidder will obtain and maintain all licences/registrations required for operation at GIPE and comply with applicable food-safety, tax, labour, social-security, municipal, fire and other laws as amended from time to time.
6. The bidder accepts QCBS, quality thresholds, site inspection, Food Tasting Evaluation, student participation, sample testing, monthly KPI scoring, service deductions, fixed rent and utility recovery stated in this tender.
7. The bidder understands that use of GIPE premises does not create any tenancy/leasehold/proprietary right.

Authorized Signatory: _____

Name/Designation: _____

Date: _____

Seal: _____



ANNEXURE 10 - Monthly Mess & Canteen Performance Certificate

KPI	Weight	Score
Student satisfaction - taste, quality and canteen affordability/acceptability	30	
Food quality and menu/rate compliance	20	
Hygiene and food safety	20	
Quantity, availability and timing	10	
Raw material/traceability	10	
Complaint closure	5	
Staff service/uniform/conduct	5	
TOTAL	100	

Month	Critical breach?	Service deductions (Rs.)	Final status

Student feedback sample size: _____ unique students.

Committee observations/corrective action:

Certified by Warden/Chair: _____

GIPE Admin: _____

Student Representative: _____

Contractor Manager (acknowledgement): _____



ANNEXURE 11 - Joint Asset / Premises Handover Form

Item / Area	Qty / Meter No.	Condition at Handover	Condition at Return / Remarks
Kitchen equipment			
Refrigeration / cold storage			
Dining furniture			
Water purifier/cooler			
Canteen counter/service equipment			
Other items - attach inventory			

GIPE representative: _____

Contractor representative: _____

Date: _____



ANNEXURE 12 - Draft Agreement

This Agreement is made on _____ between Gokhale Institute of Politics and Economics, Pune ("GIPE") and _____ ("Contractor") pursuant to Tender No. _____ and Letter of Award dated _____.

Clause	Agreed Term
1. Term	The Contractor shall operate the GIPE Hostel Mess and Campus Canteen for 12 months from _____ to _____ in accordance with the Tender, corrigenda, accepted Technical Bid, Financial Bid, Letter of Award and this Agreement.
2. Contract documents	The above documents form one contract. In case of conflict, the later written corrigendum/Letter of Award prevails, followed by the Tender, accepted Technical Bid and Financial Bid.
3. Mess menu	Hostel and Mess Committee/authorized GIPE committee will decide and communicate the weekly/monthly menu. Contractor shall follow the approved menu.
4. Mess billing	Monthly Mess bill shall be based on verified actual food consumption/attendance per meal session under the Tender.
5. Performance Security	Contractor shall furnish Rs. 5,00,000 refundable Performance Security Deposit. No interest is payable. Refund within 60 working days after contract end and satisfactory handover, after adjusting dues/recoveries.
6. Monthly rent	Contractor shall pay monthly rent of Rs. 15,000 + GST per month for the premises made available for Mess/Canteen operations, including kitchen, dining hall and washrooms and any canteen service area identified in the handover record.
7. Electricity	Contractor shall bear and pay 60% of the electricity bill of the Multipurpose Hall, based on the relevant bill/amount communicated by GIPE.
8. Water	Contractor shall bear and pay 20% of the water bill for the Residential Campus, based on the relevant bill/amount communicated by GIPE.
9. Due date	Rent/electricity/water amounts shall be paid within 7 calendar days from GIPE invoice/debit note/communication. GIPE may set off unpaid dues against Contractor bills/security after written notice.
10. Rates	Accepted Mess and Canteen rates remain valid for the initial 12-month contract, except legally applicable tax changes. Canteen prices shall not exceed accepted rates; packaged goods shall not exceed MRP.
11. Premises upkeep	Contractor shall keep premises and surrounding areas neat, clean and hygienic and bear routine upkeep including cleaning, pest control, water-purifier upkeep and routine drainage blockage removal.
12. Licences	Contractor is solely responsible for obtaining/maintaining FSSAI and all other licences/permissions required for its operations.



Clause	Agreed Term
13. Staff	Contractor shall provide sufficient cooks, waiters/service staff and support staff; ensure proper uniform, conduct, medical fitness and applicable verification/compliance.
14. GIPE assets	GIPE shall provide space, dining tables/chairs and equipment/furniture/fixtures listed in the handover inventory. Contractor shall maintain them and report damage immediately. Negligent loss/damage is recoverable.
15. Other implements	Contractor shall provide all other implements/crockery/cutlery/table linen/livery required for operations and shall procure commercial cooking gas/fuel at own cost.
16. Inspection	GIPE may inspect premises and food and collect raw/semi-prepared/prepared food or water samples for inspection/testing. Unsafe/unfit material may be removed and contractual remedies applied.
17. Student feedback	Contractor shall maintain and respond to GIPE-approved complaint/feedback systems and cooperate with the Monitoring Committee.
18. Independent contractor	Contractor is an independent service provider and solely responsible for personnel, wages, statutory dues, food safety and operations. Contractor personnel do not acquire GIPE employment rights.
19. Indemnity	Contractor shall indemnify GIPE against third-party claims, statutory liabilities, food-safety losses and employee claims arising from Contractor breach/negligence, subject to applicable law.
20. Termination	Termination, cure, safety suspension, risk-and-cost and handover provisions shall be as stated in the Tender.
21. No tenancy	Use of premises is incidental to the service contract and creates no tenancy, leasehold or proprietary right.
22. Disputes	Parties shall first attempt written resolution through the Registrar; courts at Pune have exclusive jurisdiction.

For GIPE: _____

Name/Designation: _____

Date/Seal: _____

For Contractor: _____

Name/Designation: _____

Date/Seal: _____

