

Expression of Interest (EOI) for Renting Sports Hostel Mess

Two-Envelope Bidding System

Section 1: General Information

Guru Nanak Dev University invites sealed Expressions of Interest (EOI) from experienced and reputed caterers/food service providers for preparation and supply of three-time meals (breakfast, lunch, and dinner) to the sports students in campus.

EOI applications are invited from eligible parties for renting and operating the mess using a **two-envelope system** comprising Technical Bid and Financial Bid. The menu and rates have been pre-finalized as per Annexure-I & II, and operators must strictly adhere to safety, health, and cleanliness standards. GNDU reserves the right to accept or reject any or all EOIs without assigning any reasons.

Section 2: Key Features with Terms & Conditions:

2.1 General Conditions

- Meals Required: Breakfast, Lunch, and Dinner
- **Number of Students (Approx.):**
 1. For Inter-University coaching camp approx. 500 players in a year @ Rs. 315 per head. Payment will to be released by Directorate of Sports. Diet as per **Annexure-I**.
 2. For Inter-College players approx. 3500 players in a year @ Rs. 150 per head. Payment will be made by the Colleges / players. Diet as per **Annexure-II**
 3. For athletes residing in sports hostel approx. 100 players per day @ Rs. 150 per head. Payment will be paid directly by the player. Diet at per **Annexure-II**.
- **Meal Timings:**
 - Breakfast: 8:00 AM – 10:00 AM
 - Lunch: 01:00 PM – 3:00 PM
 - Dinner: 7:30 PM – 9:30 PM

- Meal timing could be changed according to practice session of different games.
- Menu and rates are predetermined and non-negotiable
- Contract period: Initial 1 year, renewable for five years based on overall annual performance review.
- Regular inspections for compliance monitoring
- Performance security deposit: 2 months' rent or Rs50,000/- (whichever is higher)
- Minimum rent Rs. 15000/- plus 18% GST per month.
- Electricity bill as actual according to sub- meter and also pay Rs. 700/- plus 18% GST per month for use of water.
- Sports session will start from August to March every year and extendable for one to two month as per competitions schedule.
- Use of Mess for commercial & catering purposes with the written permission of Director Sports on payment of Rs.5000/- plus 18% GST per day.
- Must use commercial gas cylinder.

2.2 Scope of Work

The selected caterer / mess contractor shall:

- Use the university's kitchen and dining hall for preparation and service.
- Prepare and serve meals strictly as per the fixed menu and fixed rate.
- Deploy adequate and skilled staff (cooks, servers, cleaners) at own cost.
- Must have standardized crockery for making & serving food.
- Be responsible for timely and uninterrupted meal service.

2.3 Safety, Health, and Cleanliness Standards

Mandatory Compliance Requirements:

- FSSAI guidelines and local food authority regulations
- Raw material shall be fresh and of ISI / AG MARK / FSSAI- approved brands only.
- Daily cleaning and sanitization protocols.
- Regular use of hand gloves, caps and aprons by kitchen staff is mandatory.
- Pest control measures with documentation
- Safe water supply and waste management systems
- Fire safety equipment and emergency procedures
- GNDU have the right to inspect the kitchen, food preparation and storage areas at any time.
- Non- compliance or substandard service may lead to termination of the contract without notice.

Section 3: Bidding Process and Submission Requirements

3.1 Bidding System

- EOI must be submitted using the **Two-Envelope System**
- **Envelope 1:** Technical Bid (containing all technical documents and eligibility criteria)
- **Envelope 2:** Financial Bid (containing only financial proposal)
- Both envelopes must be placed in a larger outer envelope clearly marked "EOI for Mess Operation"
- The checklist for all the enclosed forms must be attached as available at Annexure-III.

3.2 Submission Instructions

- Technical and Financial bids must be submitted in separate sealed envelopes
- No cost indication should appear in the Technical Bid
- Both envelopes must contain the bidder's name and address
- Late submissions will be summarily rejected

Section 4: Technical Bid Requirements

4.1 Eligibility Criteria (Mandatory)

All bidders must meet the following minimum eligibility criteria:

Criteria	Requirement
Experience	Minimum 3 years' experience in operating food service establishments in reputed educational/government institutions serving minimum 250-300 persons. The latest experience certificate(s) must be addressed to Registrar, Guru Nanak Dev University, Amritsar.
Current Operations	Must have ongoing mess/canteen contract for minimum 150 students in educational institutions.
Licenses	Valid FSSAI license, GST registration, PAN, Labour license, ESI/PF registration.
Financial Capability	Bank solvency certificate for Rs.20 lakhs (not older than 6 months)
Annual Turnover	Minimum Rs.30 lakhs average annual turnover for last 3 years
Legal Status	No pending criminal cases or blacklisting by any organization.

4.2 Technical Bid Documents Required

Bidders must submit the following documents in the Technical Bid:

- EOI on Company's Letter Head
- Company registration certificate and profile
- FSSAI license and other statutory approvals
- Experience certificates from previous clients
- Bank solvency certificate (Rs.20 lakhs)
- Annual turnover certificates (CA certified)
- Proposed operational methodology
- Equipment and facility details

Section 5: Financial Bid Requirements

Financial Bid Format

The Financial Bid must contain only:

- Maximum Monthly rental amount with applicable GST for Mess space utilization.
- Any additional Menu with the annexed menu with in the pre-fixed rates (clearly specified)
- No other documents should be included in Financial Bid

Section 6: Evaluation Process and Timeline

Phase 1: Technical Bid Evaluation

- Only technically qualified bidders will qualify for financial bidding.

Phase 2: Financial Bid Evaluation

- Financial bids opened only for technically qualified bidders
- Contract awarded to highest rental bidder among technically qualified bidder. In case two or more bidders quote the same rental amount, preference will be given to the bidder with the highest annual turnover. If the turnover is also the same, then the bidder with the highest relevant experience will be given preference.

Section 7: Disqualification Criteria

Bids will be rejected if:

- Technical bids disqualified.
- Incomplete documentation or missing eligibility certificates
- Any false information or misrepresentation
- Non-compliance with bid submission requirements

Section 8: Submission Details

Deadline: [submission date and time 14.8.2025 upto 5.00 pm.

Address: Registrar Office, Admn. Block, Guru Nanak Dev University, Amritsar

Contact:: Dr. Kanwar Mandeep Singh, Director Sports Mob.No. 98782 11177

Section 9: Declaration

By submitting this EOI, bidders confirm their understanding and acceptance of all terms and conditions, and commit to maintaining the highest standards of food safety, hygiene, and service quality throughout the contract period.

ANNEXURE-I

Sports Hostel Mess Diet rate @ Rs. 315/- per day

	Breakfast	Lunch	Dinner
Monday	4 eggs/paneer, purji, dalia & 3 parantha (mix, simple, aloo, dal, besan) butter, curd & Tea	Dry Sabji, rajma, curd, salad, chapatti, rice, 1 banana plus on season fruit	Chicken / Paneer, dal, salad, chapatti, rice, badam milk kheer, 1 packet milk
Tuesday	4 eggs/paneer, purji, dalia & 3 parantha (mix, simple, aloo, dal, besan) butter, curd & Tea	Dry Sabji, Black chana, curd, salad, chapatti, rice, 1 banana plus on season fruit	Dry Sabji, Mah dal, salad, rice, chapatti, Sweet dish, 1 packet milk
Wednesday	4 eggs/paneer, purji, dalia & 3 parantha (mix, simple, aloo, dal, besan) butter, curd & Tea	Dry Sabji, mix dal, curd, salad, salad, chapatti, rice, 1 banana plus on season fruit	Chicken/ Paneer, Aloo mutter, salad, chapatti, rice, mungi karah, 1 packet milk
Thursday	4 eggs/paneer, purji, dalia & 3 parantha (mix, simple, aloo, dal, besan) butter, curd & Tea	Dry Sabji, Besan Curry, salad, chapatti, rice, 1 banana plus on season fruit	Dry sabji, Aloo Nutri, salad, rice, chapatti, , sweet dish, 1 packet milk
Friday	4 eggs/paneer, purji, dalia & 3 parantha (mix, simple, aloo, dal, besan) butter, curd & Tea	Dry sabji, moongi sabat, curd, salad, chapatti, rice, 1 banana plus on season fruit	Chicken/ Paneer, Dal, chapatti, rice, Sweet dish 1 packet milk
Saturday	4 eggs/paneer, purji, dalia & 3 parantha (mix, simple, aloo, dal, besan) butter, curd & Tea	Dry sabji, rongi, curd, salad, chapatti, rice, 1 banana plus on season fruit	Lemon Chicken / mutter paneer, mungi sabat dal, salad, chapatti, rice, sweet dish, 1 packet milk
Sunday	4 eggs/paneer, purji, dalia & 3 parantha (mix, simple, aloo, dal, besan) butter, curd & Tea	Purian, white chana, curd, salad, 1 banana plus on season fruit	Mah dal, mix veg., salad, chapatti, rice, kheer, 1 packet milk

Note 1 Evening Tea with Biscuit before practice at 4.00 pm.

2 Only Verka or Amul Milk & Butter will be allowed to use.

ANNEXURE-II

Sports Hostel Mess Diet rate @ Rs. 150/- per day

	Breakfast	Lunch	Dinner
Monday	Mix / Simple / Onion / Dal / Paalak / Pyaaz / Besan / Allo Pyaaz Parantha (3 pcs) with Curd and Butter / four slice bread & two egg Omelete / two boiled egg and Tea	Black Daal, Rice, Chapati, Raita, Salad, Achaar	Moongi Sabat Daal, Mix Veg./ Alloo francbin, Kheer, Rice Chapati, Salad, Achaar
Tuesday	Mix / Simple / Onion / Dal / Paalak / Pyaaz / Besan / Allo Pyaaz Parantha (3 pcs) with Curd and Butter / four slice bread & two egg Omelete / two boiled egg and Tea	Rajmah, Rice, Chapati, Raita, Salad, Achaar	Mungi Masar Daal, Alloo Zeera Rice, Chapatti, Salad, Achaar
Wednesday	Mix / Simple / Onion / Dal / Paalak / Pyaaz / Besan / Allo Pyaaz Parantha (3 pcs) with Curd and Butter / four slice bread & two egg Omelete / two boiled egg and Tea	White Chane, Rice, Chapati, Raita, Salad, Achaar	Mutter Paneer, Chana Daal, Gulaab Jamun, Rice, Chapatti, Salad, Achaar
Thursday	Mix / Simple / Onion / Dal / Paalak / Pyaaz / Besan / Allo Pyaaz Parantha (3 pcs) with Curd and Butter / four slice bread & two egg Omelete / two boiled egg and Tea	KarhiP akoda, Rice, Chapati	Maah Sabat Daal, Alloo Bengan/ Bengan Bhartha/ Sewian, Rice, Chapatti, Salad, Achaar
Friday	Mix / Simple / Onion / Dal / Paalak / Pyaaz / Besan / Allo Pyaaz Parantha (3 pcs) with Curd and Butter / four slice bread & two egg Omelete / two boiled egg and Tea	Alloo Mutter/ Rongi, Fried Rice, Chapati, Salad, Raita, Achaar	Black Masar Daal, Ghiya/Kaddu, Custard/ Beasan, Barfi, Rice, Chapatti, Salad, Achaar
Saturday	Mix / Simple / Onion / Dal / Paalak / Pyaaz / Besan / Allo Pyaaz Parantha (3 pcs) with Curd and Butter / four slice bread & two egg Omelete / two boiled egg and Tea	Black Chane, Rice, Chapati, Salad, Raita, Achaar	Mungi Masar Daal, Kofte/ Alloo Dahi, Fried Rice, Chapati, Salad, Achaar
Sunday	Mix / Simple / Onion / Dal / Paalak / Pyaaz / Besan / Allo Pyaaz Parantha (3 pcs) with Curd and Butter / four slice bread & two egg Omelete / two boiled egg and Tea	White Chane, Poori/ Bhathure, Rice, Chapati, chutney, Salad Raita, Achaar	Mix Daal, Palak Paneer Sabji/ Shimla Mirch, Halwa Rice, Chapatti, Salad, Achaar

Note : Only Verka or Amul Milk & Butter will be allowed to use.

Annexure- III

Checklist

Sr. no.	Description	Document attached (pl. mention)
1	Experience Certificate of last three years	
2	FAASI License No.	
3	GST Registration No.	
4	PAN Number	
5	Labour License No.	
6	ESI / PF Registration No.	
7	Bank solvency certificate of Rs. 20 lakhs (not older than 6 months)	
8	Minimum Rs. 30 lakhs average annual turnover for last 3 years	
9	No pending criminal cases or blacklisting by any organization.	
10	EOI on company's letter head	
11	Company registration certificate & profile	
12	Experience certificate from previous clients	
13	Annual turnover certificate	
14	Equipment & facility details	
15	Proposed operational methodology	