

GOVERNMENT OF ANDHRA PRADESH

GOVERNMENT DENTAL COLLEGE & HOSPITAL, KADAPA

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TENDER FOR RUNNING A MESS FOR THE STUDENTS OF GOVT. DENTAL COLLEGE & HOSPITAL, KADAPA

Sealed Tenders are invited from experienced contractors/caterers having adequate experience for running a mess for **one year** from 01-10-2026 for the students of GDCH, Kadapa under the following terms and conditions as mentioned below.

Application Fee: The Tender form should be obtained from this office in any working day on payment of **Rs.2,000/- (Rupees Two Thousand only)** Non- Refundable in the form of Demand Draft drawn in favour of The Principal, Govt. Dental College & Hospital, Kadapa.

Eligibility criteria:

Bidders fulfilling the following eligibility criteria shall be considered for technical evaluation. The bidder shall submit clear, legible and self attested copies of valid documentary evidence in support of each eligibility criterion. Failure to fulfill any mandatory eligibility requirement or to furnish the prescribed documentary evidence may render the bid liable to rejection.

1. **Registration of Bidder:** The bidder shall be a duly registered catering service provider/agency and shall possess a valid certificate of registration/Authorization issued by the competent Authority.
2. **Food safety licence:** The bidder shall possess a valid licence/registration issued by the Food safety and standards authority of India (FSSAI) under the Food safety and standards act 2006.
3. **GST Registration and PAN:** The bidder shall possess a valid Goods and Service Tax (GST) Registration and Permanent Account Number(PAN) and shall be compliant with the applicable tax laws.
4. **Income Tax Returns:** The bidder shall have filed income tax returns (ITRs) for the preceding three (03) Financial years and shall submit copies thereof.
5. **Relevant Experience:** The bidder shall have a minimum of three (03) years experience in providing institutional catering or Hostel mess services to Government departments, Educational institutions, Universities, Public sector undertakings, Hospitals or other reputed organizations. Documentary evidence in the form of work orders, experience certificates or work completion certificates clearly indicating the nature and duration of services provided shall be submitted.
6. **Satisfactory Past Performance:** The bidder shall submit satisfactory performance certificate from at least two (02) clients for whom similar institutional catering or hostel mess services have been successfully provided.
7. **Minimum Annual Turnover:** The bidder shall have an average Annual Turnover of not less than **15.00 Lakhs (Rupees Fifteen Lakhs only)** during the preceding three (03) financial years documentary evidence duly certified by a Chartered Accountant or supported by Audited Financial Statements shall be submitted.

8. **Labour license:** The bidder shall possess a valid labour license issued by competent authority and the applicable labour laws, wherever applicable
9. **Security Deposit:** The successful Tenderer shall furnish a performance Security deposit of **Rs.3,00,000/- (Rupees Three Lakh)** only by way of Demand Draft/Banker's Cheque payable at Kadapa in favour of The Principal, Govt. Dental College & Hospital, Kadapa which will be refunded after completion of the contract period. The contractor shall be permitted to commence his work only after the required deposit has been made.
10. **Earnest Money Deposit:** Earnest Money Deposit of **Rs.25,000/-** has to be furnished in the form of Demand Draft (DD) in favour of The Principal, Govt. Dental College & Hospital, Kadapa and should be submitted along with Technical bid. The EMD amount will be returned back to the unsuccessful bidder and for the successful bidder it will be adjusted in the Security Deposit.
11. The bidder shall **quote as single consolidated rate per student per month** for providing complete Hostel mess services, comprising breakfast, lunch, evening tea and dinner strictly in accordance with the menu schedule and specifications prescribed in Annexeure I.
12. The bidder shall, before quoting the rate, take into account of all costs, expenses and financial liabilities to be born by it under this tender document. The quoted rate shall be firm and inclusive of all applicable taxes, duties, statutory levies, labour and manpower costs, Transportation, cooking fuel/LPG, cleaning materials, Kitchen consumables, overheads and all other incidental expenses necessary for the satisfactory execution of the contract. No additional payment, escalation, or separate claim on any account shall be entertained during the currency of contract, except where arising from a statutory revision mandated by the Government and specially approved by the competent authority.
13. Last date of receipt of completed tender documents 21-09-2026 upto 11 A.M. or if it happens to be Holiday on next working day. Sealed envelopes should be superscribed as “**TENDER FOR RUNNING A MESS FOR THE STUDENTS OF GOVT. DENTAL COLLEGE & HOSPITAL, KADAPA**” and dropped at the Tender box kept at the **Administrative Officer (A.O) Chamber, GDCH, Kadapa**.
14. The tenders received after stipulated time will not be accepted under any circumstances. The tenders received through post or courier will not be accepted. The tenders should drop in the tender box only.
15. Date of opening the tender is on 21-09-2026 at 11:30 A.M
16. The undersigned reserves the right to postpone the date of opening or accept or reject any of all the bids without assigning any reason at any stage.
17. The selected contractor shall commence the mess within seven (07) days from the date of work order.
18. Aadhar card of the Proprietor/Authorized representative and contact details including Mobile/Telephone number should be submitted.

Hostel mess menu (Annexure-I)

Day	Breakfast	Lunch	Snacks/Tea	Dinner
Monday	Rawa/Pindi Idly,Vada, Sambar, chutney	Chapati, Rice, Aakukura pappu, Rasam, curd, Ladies finger/Donkaya fry	Sweet corn/Sweet potato Tea/Coffee/Milk	Chapathi, Chenna masala / veg curry, Rice, Rasam, curd
Tuesday	Poha/Semiya upma with chutney	Poori, Rice, Sambar, Curd, Potato Tomato curry	Aloo bajji, Plaincake, Tea/Coffee/Milk	KaaramDosa(02), chutney, boiled egg, Rice, Gongura pachadi/Mango pachadi, Rasam, curd.
Wednesday	Pongal, Punugulu (Eight pieces), Sambar, chutney	Bhagara Rice, Chickencurry/Fry (250gms), Gongura Rice, Paneer/ Mushroom curry, Gulab jamoon/ Jilebi/Mothichur laddu, Rytha.	Seasonal fruits (Muskmelon, Watermelon, Pappaya, Pine apple)- 200gms Tea/Coffee/Milk	Chapathi (Self made), Rajma, Rice, Rasam, curd
Thursday	Uthappam(Three) chutney (white & Red)	Rice, Menthii pappu, Sambar/Rasam, Bitter guard/carrot fry, Majjiga pulusu, Papad	Punugulu/ Ponganaalu(Eight pieces), Tea/Coffee/Milk	Chapathi, Rice, Ground nut chutney, Brinjal curry, Cabbage/Cauliflower pakoda, Rasam, curd
Friday	Poori and Pulav, Potato Tomato curry, Bombai chutney	Rice, Mudda pappu, Aavakay, Leafy vegetable fry, Bread halva/kesari/ payasam /Rasam, curd	Banana/Egg bajji, Tea/Coffee/Milk	Egg Biriyani/Veg Biriyani, Rytha Gongura chutney
Saturday	Idly/Bisibelle bath, Sambar with chutney	Rice, Sambar, Ragi mudda, Peanut chutney, Beetroot/Beansfry, Rasam, curd	Onion pakoda/cut bujji (Four pieces) and butter milk, Tea/Coffee/Milk	Chapathi/Parota (Two pieces), Chola batora/ Chikkudukaya curry, Rasam,. Rice, curd
Sunday	Dosa (2 types of chutney) White & Red	Chicken Biriyani, Gongura, Rytha, Paneer Biriyani, Cabbage pakoda/chips/sweet paneer/Mushroom curry	Alasandalu vada- 04, Tea/Coffee/Milk	Aloo parota, Tomato pappu, Pickle, vadiyalu, Rice, Rasam, curd, Banana- 01

GENERAL INSTRUCTIONS

1. The Hostel mess services should run in the name “ GOVERNMENT DENTAL COLLEGE & HOSPITAL HOSTEL MESS” and should be displayed in the name boards.
2. The contractor shall bear all the expenses for running the said hostel mess. The college authorities shall provide essential furniture like Tables, Chairs, available utensils, free water supply and aeration of kitchen/canteen/store. Other items/utensils will be the responsibility of the contractor.
3. The contractor should take proper care of furniture, electrical item/equipment etc., supplied by GDC&H, Kadapa. The repair and replacement will be carried out by the contractor at his own cost to the satisfaction of the competent authority.
4. The contractor should keep the hostel mess complex clean. If at any point the hostel mess and its premises are found to be unclean, the contractor shall be held responsible and such action as deemed fit shall be taken by the competent authority.
5. The contractor shall bear all the expenses for running the hostel mess and this institution shall not in any manner be liable for any damage cause due to incidents like theft, burn, fire, electric shock etc., or bear any compensation for damage or injury caused to its workmen while discharging their duties.
6. The contractor should handover the equipment etc., supplied by GDC&H, Kadapa at the time of completion of contract in the same condition except normal wear and tear during the operations of the hostel mess. Any loss/damage for the equipment etc shall be recovered from performance security and any other ways.
7. The hostel mess shall be meant for serving breakfast, lunch, evening snacks etc and such other (Extra add on) items as per the timings listed below and the service will be self service.

MESS TIMINGS	
Breakfast	07:00 A.M to 10:00 A.M
Lunch	12:00 Noon to 02:30 P.M.
Snacks/Tea	04:30 P.M. to 05:30 P.M.
Dinner	07:30 P.M. to 09:30 P.M.

8. The Government Dental College & Hospital, Kadapa will not provide any payment and the bill for catering services will be settled by the students. Bill has to be provided for each and every student separately. The caterer shall collect mess charges directly from the students. Students shall pay the applicable mess charges on or before the 10th of every month. A penalty/late fee of Rs.200/- per student may be recovered, wherever specifically prescribed by the competent authority.
9. Students are permitted to avail deduction in mess bill if they are absent for continuous 10 days with prior permission.
10. **Conference/Meetings/Functions:** The service provider may be considered for catering for various conferences/meetings/functions held at GDCH, Kadapa premises if so desired by the competent authority.
11. The contractor shall keep the hostel mess open and render all necessary services, sale of eatables, Tea etc from 07:00 A.M. to 09:30 P.M. on all days including Sunday and other holidays, if so desired by the competent authority of GDC&H, Kadapa.

12. The contractor will be responsible for maintaining adequate number of persons to run the hostel mess including cooking, distribution of food, disposal of garbage and left over food and cleaning the hostel mess premises etc. Cooking, Cash handling, Serving and cleaning will be maintained separately by the respective manpower of contractor. Sanitation services of this institution will not be extended to the hostel mess area either for cleaning purpose or any other work. Disposal of garbage within the campus is not permitted and should be maintained as per the norms of Municipality.
13. The hostel mess should make arrangements for payments through digital payments such as Phone pay, Google pay, Paytm etc.
14. Maintenance of drainage system line of the hostel mess will be sole responsibility of the contractor. Any blockage in the hostel mess drainage line has to be cleaned by the contractor and in the event of failure to clear the blockage, it shall be cleaned by this institution and the amount involved shall be levied upon/deducted from security deposit without any notice, if the contractor fails to pay.
15. The GDC&H, Kadapa will provide water for washing the utensils. Further in case of water scarcity the contractor should pay the amount for using water for hostel mess purpose as demanded by this institution.
16. The electricity charges shall be payable (as per Government rates) by the contractor on actual consumption through the separate installed by the college.
17. The Principal, GDC&H, Kadapa reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting bodies.
18. The Principal, GDC&H, Kadapa reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final.
19. The Principal, GDC&H, Kadapa reserves the right to terminate the contract at any time without assigning for the reasons mentioned below by giving one month notice to the tenderer.
 - A. Poor quality of food
 - B. Insufficient quantity
 - C. Irregular supply
 - D. Failure to maintain hygiene
 - E. Unauthorised change of menu
 - F. Violation of tender conditions
 - G. Misconduct of staff
 - H. Any unauthorized subletting
 - I. Any other breach of the agreement.
20. The Principal, GDC&H, Kadapa reserves the right to suitable increase/reduce the scope of work put to the tender.
21. **Responsibility for Food Quality:** If the food supplied is found to be deficient in quality or quantity, or if any student suffers inconvenience (food poisoning) or loss due to deficiencies attributable to the contractor, the contractor shall be responsible for the same. Any loss/damage or compensation payable in such circumstances shall be recovered from the contractor as decided by the competent authority.

22. Restrictions on Supply of Food:

The contractor shall not supply food from the hostel mess to: Marriage functions; Private functions; Other departments; Private companies; Other commercial establishments; Outside agencies; or Any unauthorized persons, without prior written permission of the competent authority.

23. Authority of Warden/Deputy Warden:

The Warden/Deputy Warden shall have the authority to inspect the mess and take necessary action in the interest of the hostel and students. The Warden/Deputy Warden shall also have the authority to recommend/cause cancellation of the mess contract where the contractor violates the tender conditions, fails to maintain required standards or where continuation of the contract is considered detrimental to the interests of the hostel, subject to the approval of the competent authority wherever required.

24. Prohibition of Subletting/Transfer:

The contractor shall not transfer, sublet, assign or hand over the mess contract or any part thereof to another person, firm or agency without prior written permission of the competent authority. Unauthorized transfer/subletting shall constitute a breach of the contract and may result in cancellation of the contract and forfeiture/recovery of amounts as per the tender conditions.

25. General Conditions and Final Authority:

The Warden/Deputy Warden shall have the authority to supervise and monitor the day-to-day functioning of the mess, subject to the instructions of the Principal/Superintendent and the Directorate of Medical Education. The hostel authorities shall periodically inspect the quality, quantity, hygiene and service of the mess. Any matter not specifically covered under these terms and conditions shall be decided by the competent authority in accordance with the applicable Government rules, instructions and the terms of the MOU/agreement. Any amendment, addition or modification to the tender conditions shall require approval of the competent authority. The decision of the competent authority shall be final, subject to the applicable statutory provisions and Government rules.

26. Submission of Audit report:

The mess contractor must submit audit report to the institution.

27. The caterer is solely responsible for the payment of minimum wages for their employees as per the Central minimum wages Act and deductions towards P.F., E.S.I., Service Tax etc. The contractor shall be responsible for timely payment of wages to his employees.

28. All the workers working in the mess are to be certified with FOSTAC Training as per FSSAI.

29. All the members of institutional committee shall have the right to visit the hostel and the mess (to taste the food prepared) at any time of the day.

30. The contract shall be awarded for a period of **one year from the date of execution of agreement, of which first 02 months shall constitute a trail period. Continuation of the contract for remaining 10 months shall be subject to satisfactory performance of the contractor, as certified by the institutional committee and approved by the Principal.**

31. Intending bidders are advised to visit and inspect the hostel mess and shall verify the available equipment, vessels, furniture etc., on any working day during office hours by contacting Principal's office in order to have an idea of the work before submission of their bids.

32. **Display of Price list:** The rate list and menu for add on items should be printed and displayed in the hostel mess

33. Contractor should not engage any child labour and persons above the age of 60 years.

34. The contractor is solely responsible for providing drinking R.O. water.

35. Materials:

a) Contractor shall procure and utilize only hygienic and branded provisions and other materials (FSSAI Approved/AGMARK) for cooking and the same may be decided in consultation with institutional committee/Warden. Use of tasting agents/artificial colours is prohibited.

b) The contractor should use AGMARK/FPO/FSSAI or such standard quality of food articles/raw materials for preparation of food approved by relevant regulatory authorities.

c) The institution reserves the right to inspect the materials at any time. Institutional committee shall have the right to examine the accounts, invoices regarding the purchase of materials by hostel mess.

d) The fuel to be used for cooking will be LPG only (Commercial cooking gas) and shall be arranged by the contractor.

36. **Penalty:** Failure to supply food in terms of Quality, Quantity and as per the menu will attract penalty. For not adhering to contractual conditions, Principal, GDC&H, Kadapa shall be free to impose monetary fine as deemed fit on the caterer.

a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. 2,000/- for each occasion will be imposed.

b) If poor quality of rice is used for preparation of food items, a penalty of Rs.2,000/- for each occasion will be imposed.

c) Oil once used should not be reused multiple times. If it is notified penalty of Rs. 1,000/- for each occasion would be levied.

d) Items like Aji-no-moto, Baking soda, coloring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 2,000/- for each occasion will be imposed.

e) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 1,000/- for each occasion will be imposed.

f) If there is any deviation in the approved menu, a fine of Rs. 2,000/- for each occasion will be imposed.

The authority nominated by the Principal, GDC&H, Kadapa shall be the competent Authority with regard to imposition of penalty.

EVALUATION CRITERIA

The bids received in response to this tender shall be evaluated by tender evaluation committee in accordance with the provisions of this tender document and the applicable Government procurement rules.

A. Technical Evaluation: The technical bids shall be examined to determine compliance with the eligibility criteria and other mandatory requirements of this Tender document, including the submission of all documents and documentary evidence prescribed thereunder.

A bid shall be rejected if the bidder fails to fulfill any mandatory eligibility criterion or fails to submit or furnish any document or documentary evidence required in support thereof, contains financial information relating to the quoted rate, or is otherwise materially non-responsive. Only bidder declared technically responsive shall qualify for opening of their financial bids.

B. Financial Evaluation: The financial bids of technically responsive bidders shall be evaluated on the basis of rates quoted.

The Financial evaluation shall be based on the consolidated rate quoted per student per month for providing complete Hostel mess services, comprising breakfast, lunch, evening snacks and Dinner in accordance with the menu and specifications prescribed in Annexure I. The lowest evaluated responsive bidder (L1) shall ordinarily be recommended for award of the contract, subject to the approval of competent authority.

In the event that two or more bidders quote the same lowest (L1) rate, the tied bidders shall be invited to submit revised financial offers in the manner and within the time prescribed by the Tenders Evaluation Committee.

If the tie persists thereafter, the successful bidder shall be determined on the basis of objective criteria such as:

- Experience in providing institutional catering or hostel mess services;
- Past performance in similar assignments;
- Financial capability and annual turnover; and
- Any other objective criterion considered appropriate by the Tender Evaluation Committee.

The recommendations of the tender evaluation committee shall be placed before the competent authority for approval. The decision of the competent authority regarding acceptance of the successful bid shall be final and binding on all bidders.