

**TENDER DOCUMENT FOR**  
**EXPRESSION OF INTEREST FOR RUNNING HOSTEL MESS**

**Tender No. 699 dated: 04.06.2026**

**Govt. Polytechnic, Kendrapara**

**OFFICE OF THE PRINCIPAL,**  
**GOVT. POLYTECHNIC, KENDRAPARA**  
**Website: <https://gpkendrapara.edu.in>**  
**E-mail: [principalgpkendrapara@rediffmail.com](mailto:principalgpkendrapara@rediffmail.com)**

**Price: Rs.1000/-**

**An Account Payee DD/Banker's Cheque of Rs.1000/- in favour of "Principal Govt Polytechnic, Kendrapara" towards cost of tender payable at Kendrapara must be submitted along with tender paper.**

**BIDDER'S COVERING LETTER**

To,

**THE PRINCIPAL  
GOVT. POLYTECHNIC, KENDRAPARA.**

Ref:           Tender No: \_\_\_\_\_ Date: \_\_\_\_\_

Sir/Madam,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this. We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract. We agree to abide by this bid for a period of 30 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this.....Day of.....(the Month and year) Signature of Authorized Signatory.

.....in capacity of  
.....

Duly authorized to sign the bid for and on behalf

of.....

**The cost of bid document: Rs.**

Crossed DD No.....dated.....Drawn on bank:

.....Payable at Kendrapara

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

Tender No:.....Date.....

**To**

**THE PRINCIPAL,  
GOVT. POLYTECHNIC, KENDRAPARA**

Dear Sir/Madam,

Subject: Authorization for attending bid opening on .....(Date) in the  
Tender for expression of interest for running hostel mess for the Govt. Polytechnic,  
Kendrapara,(TenderNo:.....)

..... Following person is hereby authorized to  
attend the bid opening for the tender mentioned above on behalf  
of..... (Bidder) In order of  
preference given below.

**Name & Specimen Signature with Designation**

Or

Officer authorized to sign the bid Documents  
on behalf of the bidder.

**Note:**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.



OFFICE OF THE PRINCIPAL  
**GOVERNMENT POLYTECHNIC, KENDRAPARA**

(At/Po-ChatraChakada, Via-Derabish, Dist-Kendrapara, Pin-754289), Ph. No.-06727-263300  
E-Mail Id-principalgpkendrapara@rediffmail.com, Web site:gpkendrapara.edu.in.

Letter No. \_\_\_\_\_/Dt. \_\_\_\_\_

**EXPRESSION OF INTEREST FOR RUNNING HOSTEL MESS**

Sealed bids are invited from the interested firms/ vendors having **valid food license from competent authority** to run the Girls and Boys hostel mess on fixed daily cost basis inside the Institution campus. The intending vendors/ Firms have to fill up both Technical Bid & Financial Bid with all required supporting documents duly signed on each page and to be sealed in two separate envelopes superscribed as Technical bid & Financial bid respectively and both the envelopes to be kept in another single envelope superscribing as "**Tender for Providing Mess facility for Girls' Hostels, Boys Hostel**" addressed to the Principal, GOVERNMENT POLYTECHNIC, KENDRAPARA and it should reach at Govt. Polytechnic, Kendrapara **by Speed Post** on or before **30<sup>th</sup> June, 2026 at 5.00 PM**. The bidder has to enclose a demand draft of **Rs. 1000/- (Rupee one thousand only)** towards **Tender paper processing fee (which is Non-refundable)** drawn in favor of the Principal, GOVERNMENT POLYTECHNIC, KENDRAPARA

Further the Tender document should be accompanied by a refundable **Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only)** in shape of BD/BG from any nationalized bank in favour of the Principal, GOVERNMENT POLYTECHNIC, KENDRAPARA payable at KENDRAPARA failing which the bid document shall be rejected. The sealed bid received after due date will not be entertained. Financial bid of those parties will be considered, who are found suitable and qualify in the Technical Bid. The Authority reserves the right to reject any or all tenders without assigning any reason thereof.

**GOVERNMENT POLYTECHNIC, KENDRAPARA**

(At/Po-ChatraChakada, Via-Derabish, Dist-Kendrapara, Pin-754289), Ph. No.-06727-263300  
E-Mail Id-principalgpkendrapara@rediffmail.com, Web site:-gpkendrapara.edu.in.

**TENDER DOCUMENT FOR PROVIDING MESS FACILITIES TO BOYS' AND GIRLS' HOSTEL**

Interested firms having valid food license from competent authority are to apply for providing mess facility for Girls' hostels and Boys' Hostel (Breakfast, Lunch and Dinner) on fixed daily cost basis in the Institution campus. The cost per a single meal for Breakfast, Lunch and Dinner shall be same for all the hostels irrespective of numbers of boarders.

Approximate strength of Girls' Hostel -250  
Approximate Strength of Boys' Hostel-100  
College Canteen (Successful Bidder will run the canteen and the rate will be fixed by the Approval of Mess Committee)

Sealed bids are invited from the interested firms/ vendors having **valid food license from competent authority** to run the Girls and Boys hostel mess on fixed daily cost basis inside the Institution campus. The intending vendors/ Firms have to filled up both Technical Bid & Financial Bid with all required supporting documents duly signed on each page and to be sealed in two separate envelopes superscribed as Technical bid & Financial bid respectively and both the envelopes to be kept in another single envelop super-scribing as "**Tender for Providing Mess facility for Girls' Hostels, Boys Hostel**" addressed to the Principal, GOVERNMENT POLYTECHNIC, KENDRAPARA on or before **30<sup>th</sup> June, 2026 at 5.00 PM**. The bidder has to enclose a demand draft of **Rs. 1000/- (Rupee one thousand only)** towards **Tender paper processing fee (which is Non-refundable)** drawn in favor of the Principal, GOVERNMENT POLYTECHNIC, KENDRAPARA

The bidding firm must have good experience of running hostel mess of approximately 200 students or proven capability of providing similar services in the past for **at least three years**. It should be noted that the staff involved would be properly dressed and shall be well trained with aspects of hygiene and sanitation. Preferably all ladies staff for Girls' Hostel mess to be deployed in the catering group who will always be present in the Girl's hostel mess during the serving of breakfast, lunch & dinner.

**The various dates relating to Tender process for running Hostel mess at Girls' Hostels, Boys' Hostel of GOVERNMENT POLYTECHNIC, KENDRAPARA are as mentioned below:-**

1. Date for downloading of tender documents 05.06.2026 onwards
2. Last date & time of receipt of Tender Documents at GOVERNMENT POLYTECHNIC, KENDRAPARA — 30.06.2026 up to 5.00PM
3. Date & Time for opening of
  - a) Technical bids - 01.07.2026 at 11.00AM.
  - b) Financial bids of eligible bidders- 02.07.2026 at 11.00 AM

**A. Technical Bid:**

- It shall contain information regarding business turnover, experience and other details of the firm to judge the suitability & eligibility of the caterer for mess facilities
- Self-attested documents indicating ESI and EPF payment to the employees need to be furnished for the preceding three years.
- Self-attested copy of valid Food License Certificate from the competent authority.
- Copy of latest GST registration certificate

**B. Financial Bid:**

- (a) It is required to quote the average rate of Breakfast, Lunch & Dinner on daily basis as per Menu-I details for Hostel Mess furnished at **page number 8**.
- (b) It would also contain details of the persons and their numbers to be deployed in the mess for providing services.

**C. E.M.D. of Rs.50,000/- (Rupees Fifty Thousand) only (Re-fundable without interest) in shape**

of Bank draft / B.G from any nationalized bank in favour of Principal, **GOVERNMENT POLYTECHNIC, KENDRAPARA** should be enclosed with the technical bid document failing which the bid document will be rejected.

**Financial bid of only those firms will be considered who are found suitable and qualify in the eligibility criteria & Technical bid.**

**Bidder is required to put his/her signature with seal on each page of the bid document.**

The contract will be awarded initially for a period of one year to the successful bidder. This period may be extended on satisfactory performance after a review. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/- (For Hostel Mess). Institute reserves the right to reject some or all the applications without assigning any reasons whatsoever. If the Tenderer finds the lowest quoted rate substantially high in comparison to the present rate at other Educational Institutions situated in nearby localities, then a standard rate will be fixed after negotiation between the Tender and successful bidder.

The successful bidder will have to deposit a performance security of **Rs.2,00,000/- (Rupees Two Lakhs) only for Hostel Mess** in form bank guarantee from any Nationalized Bank in favour of the Principal, **GOVERNMENT POLYTECHNIC, KENDRAPARA** covering the period of contract. In case the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful bidder.

**Conditional bids shall not be considered and will be outrightly rejected.**

All entries in the tender form should be legible and filled clearly. If the space for information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the cuttings if any in the technical bid must be initiated by the person authorized to sign the tender bids.

The bids shall be opened on the scheduled date & time in the office chamber of the Principal, **GOVERNMENT POLYTECHNIC, KENDRAPARA** in presence of the bidders or authorized person of the firm if any who wish to be present on the spot at that time.

**The Principal, GOVERNMENT POLYTECHNIC, KENDRAPARA reserves the right to accept/reject or cancel any or all bids without assigning any reason thereof.**

## General Instructions:

### 1. Eligibility Criteria:

1. The applicant should have a valid food license from competent authority and be in catering business for a minimum period of three years as on March 2026 with the following requirements:  
Three similar natures completed works (*preferably two of them should be in Govt. Educational Institutions*) each having not less than 300 persons on its dining strength since the last 36 months.  
**Note: Similar nature of work means running of large messes of Institutions / Central Government / Central Autonomous Bodies / Central Public Sector Undertaking / Large Industrial Establishment/ Organizations / Companies on continuous basis throughout the year.**
2. The applicant's average annual financial turn-over (gross) in catering services during the last 3 (three) years i.e. **2022-23, 2023-24, 2024-25** duly audited by a Chartered Accountant.
3. The applicant should have on his pay roll sufficient number of trained employees for proper execution of the contract.
4. The bidder must not be blacklisted earlier for Mess Services. An affidavit in this regard must be submitted along with the bid document.
5. Bidders without past experience can also be considered, in case of non-availability of suitable bidders having past experience.

### 2. Scope of Work:

The successful bidder is expected to provide the following services:

- Cooking and serving meals (breakfast, lunch and dinner) in the hostels.
- Facilitates for procurement of raw materials for and on behalf of the Hostel Mess.
- Managing and control of stocks and inventories.
- Add-on sales (approved by Mess Committee/ Institution Administration). Boarders, Students and Staff may use these add-ons to get 'extra' items not included in the basic menu outlined for Hostel Mess.
- Cleaning of utensils, kitchen and serving items for Hostel Mess.
- Cleaning of cooking, dining and auxiliary areas for Hostel Mess.
- Security of the equipments, utensils and other items in the Mess.
- Maintenance of the equipments in the kitchen and dining area.
- Maintenance of books, ledgers, other records and documents related to running of the mess.
- Deployment and supervision of required man power for the above-mentioned tasks.
- Maintain discipline in the dining hall, kitchen of hostels.
- Supply qualitative hygienic food to students and staff in the Mess.
- No outsiders will be allowed into the Mess kitchen without specific permission of the authority.
- Successful bidder may be assigned with the work order for all the hostels or any one of the hostels depending upon the lowest quoted rates. It's the discretion of the Authority.
- In case there will be a tie, the Authority is authorized to decide the parameters to be considered for finalization of the tender.

As can be noted from the above, operational services shall NOT INCLUDE preparation of menu and any policy matter related to running the Mess. All such decision will be the direct responsibility of the relevant executives of the Mess Committee/Institution Administration.

**Accounting and Payment:**

- The firm (Successful bidder) shall collect mess dues from the boarders on monthly basis/semester wise as per mutual agreement. The rates for all the items, must have been prior approved by the competent authority. Apart from this, no other amount shall be collected from the boarders by selected bidder.
- The rates so fixed are inclusive of all taxes, duties, and levies etc. imposed by the State/Central Government and local bodies from time to time.
- The successful bidder shall be accountable for on-the-spot sales of add-ons and its accounting.
- The price rates shall be in force for the entire period of contract and shall not be revised under any circumstances. **In case of any extension granted on expiry of one year contract, the same price rate approved earlier shall be in force for the next period of contract.**

**Important Notes:**

1. The Mess Committee/Institution Administration reserves the right to:
  - i) Amend the scope and value of the contract
  - ii) Amend the rate of the contract
  - iii) Award the contract of the mess to any empaneled agencies
  - iv) Check the quality and quantity of food at any point of time.
2. For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.
3. Effort on the part of the agencies or its agent to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited.

**Menu Details for Hostel Mess (Menu-I)**

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	Chakuli (4 pcs) Pudina Coconut Chutney & Subzi	Idly(4 pcs medium size) Sambar, Coconut Chutney	Bara( 4 pcs medium size) with guguni	Puri (04 pieces) Alu Matar	Toasted Bread- (medium size) 4 pieces with jam and butter &Boiled Egg (1 piece) Alu masala stuff for vegetarian	Upma Sambar, Coconut Chutney and Alu Matar	Dosa (01 no) with potato masala of 100gms appx, Sambar, Coconut Chutney
LUNCH	Rice Odia special dalma Bhaja Khata	Rice Dal Papad Egg Potato Curry / Nava Ratna Korma	Rice Dal Bundi Rita Chicken Potato Curry / Chilli Paneer	Rice Dal Papad Alu Potala Curry / Alu Gobi Curry	Rice Dal Raita Fish Potato Curry / chilly Mushroom	Rice Dal Navaratna Korma Bundi Raita , Papad	Rice , Dal Papad Vegetable Fish Chinchhida / Mix Vegetable
DINNER	Rice & Roti Dal Potala Alu curry or Kobi Alu (as per season) Vermicelli Kheer (100gm)	Rice & Roti Dal Egg Tadka / PlainTadka with 50 gms suji kheer. *Egg tadka 1 egg count per head	Rice & Roti Dal Egg Alu curry / Paneer Alu Matar	Rice & Roti Odia Special Dalma Bhaja Suji Halwa (100gm)	Rice & Roti Dal Vegetable and Fish Chinchhida / Mix Vegetable& Gulab jamun	Rice & Roti Dal Besana Alu curry (gravy based) Alu potala / kobi bhaja	Chicken Biriyani / Veg Biriyani and Raita

1. **Special items (No extra amount chargeable)** - Special items are to be cooked on any special day/ festive day. The days will be communicated by hostel superintendent to the contractor. In a period of 06 months, a max of 04 times special items are to be served.

Vegeterian Thali :

Normal menu as per the day with minor modification like Jeera Rice, and additional item of Rice Kheer ( addition of good quality milk, milk powder, cashew, kismis, milkmaid etc). Rice Kheer to be served of 100-125 grams per plate.

Non-Vegeterian Thali :

Normal menu as per the day with minor modification like Jeera Rice and additional item Prawn curry consisting of 5 pieces of medium size prawn(50grams) (price of prawn appx Rs.300 per kg) and four pieces potato.

2. Rice and Dal both are unlimited.
3. In dinner, Roti will be served 4 pieces or Rice with 2 pieces of Roti as per the choice of the student
4. The charges for extra consumption of items will be decided by the hostel mess committee.

**SPECIFICATION OF THE FOOD ITEMS TO BE PROVIDED TO THE STUDENTS:**

The specifications mentioned under are indicative and can be taken as a standard for food serving in the hostel mess.

- Butter: 5gms
- Bread: 4-slises (medium)
- Jam: 10gms
- Curd: The density must be more than 1.75kg/litre
- Raita: Curd quality as specified above along with finely chopped onion, cucumber and tomato.
- Poori must be fried in refined oil and must have at least 10cm diameter.
- Paratha must be at of at least 15cm in diameter.
- Bread Omelet: 1Set of Bread Omelet must consist of 2 slices of bread and 1egg.
- Salad: Must contain Onion, Tomato, Cucumber, and Carrot with minimum amount of 100gms per person.
- Chapathi / Roti : Must be "Well baked" and should be of at least 15cm diameter. Should be made from wheat flour only. No maida should be added.
- All dal items: must have minimum density of 1.4 kg per litre.
- Vegetable mix: A minimum quantity of total 75 gm of all vegetables (in equal quantities) must be present in mixed vegetable curry
- Aloo mutter masala and gobi masala: A minimum quantity of 125 gms (ingredients in equal quantities) must be present in it per serving.
- Veg. Biryani: 350-400 gram Basmati rice should be used for making biriyani. It must at least contain soyabean, carrot, beans, with minimum quantity of 75gms.
- RASGULLA AND GULAB JAMUN: minimum quantity of 50gms per person
- Sambar: pulses must be enough to have density more than 1kg/litre.
- Chicken Biryani Approx. 350-400 gram [125 gram chicken (4 piece chicken)]
- Paneer curry 100 gram paneer (6-8 pieces) + 50gram gravy
- Chicken curry 100 gram chicken (5pieces) + Potato (3 pieces) 50gram gravy
- Fish Curry – 01 piece of fish with 03 pieces of potato, gravy based with addition of mustard paste.
- Egg Curry – 02 pieces of egg with 02 pieces of potato .
- Fish Chhinchida : Use different vegetables with machha munda, small size prawn etc.
- Poha will contain potato , onion, peanuts, cauliflower, carrots ,curry leaves, kismis in appropriate proportion and others (if any).
- Prickles will be served daily in lunch and dinner
- Bhaja will be only of (parwal)/ green beans . Bhaja will have 50% alu and 50%vegetables.
- Odia special dalma will contain toor dal and equal proportion of vegetables like potato, carrot, pumpkin, brinjal, green papaya, onion, tomato, and will be made with ghee and garnished with crushed fresh coconut per plate.
- Khata will be of tomato Khata /aam Khata.
- The items which are mentioned but not in the hostel sample canteen menu are likely to be

served as top up and the price of items are to be decided by the hostel mess committee. For any items not mentioned above, quantities will be fixed by mutual consensus between the hostel mess committee and the successful bidder.

**The menu can be changed by mutual consensus between the hostel mess committee and successful bidder.**

**Note on the Menu:**

1. The successful bidder will be required to provide suitable item for sick boarders in lieu of the regular meals.
2. For the boarders observing fasts, the successful bidder will provide the substitute items in lieu of the regular meal after a minimum number of ten boarders ask for the substitute meal.
3. The successful bidder will not serve any item whose rates have not been approved by the competent authority beforehand.
4. Non-Veg should be served as per the menu irrespective of any religious festival. In this regard, the decision of the hostel mess committee shall be final.
5. The successful bidder will procure/arrange the utensils for cooking as well as serving food including plates, tumblers, spoons etc.
6. All equipment brought by the successful bidder into the Hostel premises must be registered with the hostel authorities.
7. The successful bidder will be responsible for cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygiene and sanitation, for both Hostel.
8. The successful bidder will also provide soap cake/liquid soap for the wash basins in the mess/dining area.
9. The successful bidder should take preventive measures to avoid any fire hazards inside the kitchen or dining hall of Hostel Mess.

**Hostel Mess Area:**

- The Contractor must have proper racks to keep its items, nothing should be kept on floor.
- The Contractor has to take utmost care for disposal of left-over food, no left-over food should be disposed of in the drains which will block the drain and will produce foul smell. The Contractor should make their own arrangement for the disposal of the leftover food at their own cost.
- The Contractor must submit the list of workers and their ID proof (Aadhar Cards) who are to work in the Canteen/mess. No female workers are to be deployed in Boys Hostel and no male workers are to be deployed in Girls Hostel.
- The hostel office will provide necessary facilities such as electricity and dining furniture. These facilities will be in the charge of the firm and he / she will be responsible for any loss/damage other than usual wear and tear. In case of any loss or damage, the firm will have to replace the lost items / carry out necessary repair (if the repair is up to Rs.1000/-), subjected to approval and instructions of the Authorities.
- The bidder must put complaint register at the entrance of the Hostel Mess which will be checked by Hostel Mess Committee etc. on regular basis.

- If the Hostel Mess of the bidder is not up to the mark or, the quality of the food is found below standard or unhealthy or unhygienic, then Management is fully empowered to terminate the contract with a short notice of one week. The Hostel Committee's opinion is final so far as the food quality / Hostel Mess is concerned.
- The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored / preserved after meals, not following superintendent's suggestions / instruction, in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.

**Hostel Mess cut:-**

Hostel Mess cut will be given to students as per following conditions: -

- Students will submit the mess out cut application before they leave the hostel.
- Hostel Mess cut will be given to the students for the whole duration if duration is approved by hostel superintendent.
- Hostel Mess cut amount will be deducted from final bill of the respective month and it will be disbursed/adjusted in next month to the eligible students.
- Hostel Mess cut will be given to the students in ground of medical reason after necessary approval from Hostel Superintendent irrespective of no. of days. However, if sick meals are provided during hostel stay, these days will be counted as normal days and no mess cut will be allowed.
- In a month a total of minimum 25 days will be compulsory for consumption of meals in hostel canteen where the month is having full working days. The minimum 25 days will be proportionately adjusted where the mess opens other than the first day of month. Further, in case of reopening of mess after any vacation, the days are to be adjusted proportionately. In case where a hostel boarder joins on a different date other than the reopening days after vacation, then the days are to be counted from the date of his entry into hostel (hostel superintendent approval is necessary) and not from the date of reopening of institute.

Average Rate: Breakfast	-	Rs.
Lunch	-	Rs.
Dinner	-	Rs.
Total per day	-	Rs.

**Tentative Timings for Hostel Mess:**

The following timings will be followed:

Breakfast: 8AM to 9.30 AM in all working days

Lunch: 1PM to 2.30 PM on all working days

Dinner: 8.30PM to 10 PM on all days

**Application Form for Technical Bid**

1. Name of the Registered Company/ Cooperative/Agency:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Complete Address of the Registered Office:

3. a. Registration Number and date of registration of company/cooperative/agency: \_\_\_\_\_
- b. Shops and Establishment Act registration No. \_\_\_\_\_
- c. Food License Certificate number with date & Period of validity .--  
\_\_\_\_\_
- d. EPF Registration No. and date: \_\_\_\_\_
- e. ESI Registration No. and date: \_\_\_\_\_
- f. GST Registration No. and date: \_\_\_\_\_
- g. E.M.D.of **Rs.50,000/--** B.D/B.G. No \_\_\_\_\_ / dt. \_\_\_\_\_

4. PAN Number: \_\_\_\_\_

5. Type of Organization

(whether proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed):

6. Name of the Proprietor, Partners/Directors of the applicant with addresses and phone numbers: \_\_\_\_\_

7. a. Income tax return filed for 2022-23, 2023-24 and 2024-25  
financial years (copies to be enclosed)

7. b. Service tax/GST Registration Number (copy of certificates to be enclosed)

8. Whether police verification certificate of all the staff presently engaged by the firm is kept on record with the firm: Yes / No

9. Enclose performance certificates for catering from previous clients between the years 2022-23, 2023-24 and 2024-25

10. Annual turnover (enclose copy of balance sheet duly audited by C.A. for each year.

Financial Year 2022-23  
Financial Year 2023-24  
Financial Year 2024-25

11. ESI and EPF payment information to the employees for the last three years i.e. 2022-23, 2023-24 and 2024-25

12. Years of relevant experience:

13. List of similar completed works executed during the last 36 months (see the eligibility criteria)

Sl No.	Location of the work	Name of organization	Contract amount (Rs.) if any	Contract Period	Name & Contact No. of the client

Signature of applicant with seal

**Notes:**

1. Information has to be filled up specifically in the format provided.
2. For applicants not providing details or with insufficient details, their tender document shall be rejected.

**APPLICATION FORM FOR FINANCIAL BID**

**1. Average Rate per day (Menu-I for Hostel Mess)**

Breakfast – Rs. -----

Lunch – Rs.-----

Dinner-Rs.-----

**Total Amount Rs.-----**

**(In words----- )**

2. Details of persons and number of persons (including lady supervisors) to be deployed in the Hostel Mess for providing services.

**UNDERTAKING BY THE APPLICANT**  
**(To be submitted along with the Technical Bid)**

I \_\_\_\_\_ S/O \_\_\_\_\_

Resident of \_\_\_\_\_

\_\_\_\_\_ hereby

Solemnly agree to abide by the Terms & Conditions of the Tender.

Any breach of the Clause/Clauses will render my contract null and void.

I have understood completely this tender document and the terms and conditions therein. I agree to serve the eatables on the rates as decided from time to time and pay the license fee and other related charges on time. I have also understood that I have to maintain the high standard quality and hygiene of all the eatables.

**Signature of the Bidder with date**

**Stamp (if, any)**

**SELF ATTESTED COPY**  
**(To be submitted along with the Technical Bid)**

**Annexure – IV**

I/We (Name) \_\_\_\_\_ Contractor/Firm/individual

\_\_\_\_\_ do hereby solemnly affirm and declare that the individual/firm are not black listed by any Govt./Semi Govt. /Public Sector/ Corporation/office or any other entity.

**DEPONENT**

**DATE & TIME**

**THE ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

**DATE & TIME**

**DEPONENT**

## GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT

1. Initially the permission to run the Hostel Mess will be given for one year. The Mess Committee/Institution Administration will judge the performance of the firm after completion of one year. After reviewing the performance, permission to run the Hostel Mess may be considered for renewal for a period as deemed suitable by the Mess Committee/Institution Administration.
2. If at any stage, the involvement of the firm (successful bidder) in any uncalled-for activity is found inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license is liable to be terminated by the competent authority by giving one month's notice to the caterer. **In case successful bidder wants to terminate the contract, he/ she shall have to give a minimum of three months' notice to the Institute.**
3. The premises of the Hostel Mess will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the competent authority.
4. The successful bidder will not be permitted to franchise the Hostel Mess for any other commercial activity outside the scope of student hostel
5. No person with any offensive police record shall be employed to work in the Hostel Mess.
6. Safety measures are to be provided by the successful bidder himself/ herself/themselves.
7. Any change like timing of operation and any change /additional item to be included will require the permission of the competent authority.
8. The successful bidder will ensure and comply with the provisions of various municipal and other Rules/ Regulations/ Laws of the Government prescribed from time to time.
9. The Institution shall not be responsible in case any dispute takes place between the successful bidder and his/her employees.
10. Legal disputes, if any, shall be subject to the jurisdiction of KENDRAPARA Courts only.

## Specific Terms and Conditions

### **Mode of Operation:**

1. The successful bidder would provide breakfast, lunch and dinner in the mess hostels. Each of these will have certain items mandatory for the successful bidder to provide as a part of the basic menu. Besides these, certain other items (add-ons) will be available on extra messing. The mandatory items are listed in the detailed menu attached in Menu-I (Page No.5).
2. Bidders shall engage preferably **all ladies' staffs in the Girls Hostel** for preparation of food and serving breakfast, lunch and dinner. No male workers are permitted to enter into ladies hostel premises. Similarly, no female workers are permitted to work in boys hostel during 6.00 PM to 6.00AM.
3. For each of the meals or extra items, it will be mandatory for the successful bidder to serve the items of a fixed weight/size at price decided prior and approved by competent authority.
4. All items will be cooked in the kitchen of the Hostel Mess by using LPG. No cooked item, except some snacks identified beforehand, will be brought from outside.
5. On special occasions, the menu will be identified by the Mess Committee and the rates for the same will be approved by the competent authority before the actual event. **The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal.**

### **Employees:**

1. The successful bidder will have to register all his/her employees with the authority who will be working in the Hostel Mess along with a copy of their photographs, residential details etc.
2. The successful bidder will have to ensure that the employees are in clean and proper uniform, maintain personal hygiene and maintain discipline in the campus.
3. No person below 18 years of age will be employed by the successful bidder.

Specific terms and conditions for running the Hostel Mess shall be fixed with mutual consensus between the Successful Bidder and Institution Administration.

**Signature of applicant with seal**

**AGREEMENT ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-**

**AGREEMENT**

This agreement made on this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ between GOVERNMENT POLYTECHNIC, KENDRAPARA through the  
Principal GOVERNMENT POLYTECHNIC, KENDRAPARA of the one part and  
-----  
resident of ----- proprietor, (hereinafter called the 'Successful  
bidder') on the other part.

**WHEREAS IT IS NOW AGREED BETWEEN THE PARTIES AND WITNESSETH AS FOLLOWS:**

1. That the items of the menu, which the firm (successful bidder) would be, expected to supply in the Mess are cited in the menu details.
2. That the rates for various items during the period of contract will remain fixed.
3. That hostel mess committee may also decide to include additional items (add-ons) in the menu for a mutually agreed extra charge between both the parties. The caterer should collect these extra charges directly from the students and institute should not be held responsible for these payments. These additional items should be made available as per a decided schedule, however, need not be compulsory for all students. This will be purely optional. Each boarder may choose additional item at his/her own choice.
4. That the food served by the successful bidder shall be wholesome and clean and competent authority /or nominee of the competent authority may at any time enter upon the premises allotted to the Caterer for the purpose of this agreement/contract and take away samples free for purposes of inspection, trial or analysis and the competent authority or any nominee's decision about the desirability or quality of the articles offered for consumption in the dining hall shall be final.
5. That a committee, nominated by the competent authority, will monitor the quality of the food and other items supplied by the caterer including services.
6. GOVERNMENT POLYTECHNIC, KENDRAPARA may call for the advice of any Medical Officer/Food and Sanitary Inspector on matters of hygiene in the Hostel Mess and such advice of the Medical Officer/Food and Sanitary Inspector shall not be contested by the successful bidder.
7. (a) That the successful bidder would provide a sufficient number of cooks, waiters and other helpers in the kitchen, dining hall and Hostel Mess and shall take all reasonable precautions to see that these waiters and helpers while on duty attire themselves in the uniform approved by the competent authority and are professional, civil, sober and honest in their dealings with the hostel residents and staff and any other users of their services.

(b) That the successful bidder shall only employ in his/her service such persons whose antecedents have been verified by the police and who have also been medically examined at the bidder's own cost and to the satisfaction of the competent authority. The successful bidder shall be required to give an undertaking to the competent authority to this effect.

The successful bidder shall not make any additions/alterations in the premises provided by GOVERNMENT POLYTECHNIC, KENDRAPARA for use as kitchen and allied purposes to the successful bidder during the currency of this agreement and/or otherwise.

8. The successful bidder undertakes to keep the premises, kitchen, dining room and other area connected therewith neat, clean and tidy at all times and in accordance with the health/hygienic bye-laws.

9. That all the workers providing the services under this Agreement shall be employees of the successful bidder and GOVERNMENT POLYTECHNIC, KENDRAPARA shall not have an employer-employee relationship with the employees of the successful bidder. The successful bidder undertakes to keep GOVERNMENT POLYTECHNIC, KENDRAPARA harmless and indemnified against any demand/claim of wages, provident fund, Employees State Insurance and any other such dues of its employees. The relationship between the successful bidder and GOVERNMENT POLYTECHNIC, KENDRAPARA is purely contractual and GOVERNMENT POLYTECHNIC, KENDRAPARA is not responsible and/liable for the employees and for staff of the successful bidder.

10. Notwithstanding anything contained in the clauses above if any employee and/ staff member of the successful bidder in the opinion of GOVERNMENT POLYTECHNIC, KENDRAPARA is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the successful bidder shall forthwith remove that person from GOVERNMENT POLYTECHNIC, KENDRAPARA Campus, with immediate effect and replace him/her suitably.

11. That the successful bidder shall have no right or interest in the premises allotted for kitchen, dining hall and other allied purposes and he/she shall have no right or interest to remain in possession thereof at the end of this Agreement or on the termination thereof at any time.

12. That service hours in the Hostel Mess shall be as given above provided that the timings may be modified by the competent authority if and when considered necessary.

13. All the Boarders in the Hostel shall take their breakfast and meals in the dining hall and the successful bidder shall not be authorized to serve the meals in the rooms of the Hostel except with the written permission of the competent authority.

14. The successful bidder shall obtain instructions from competent authority along with the type of menu that may be served in the official lunches/dinners/tea parties to the participants or guests.

15. The successful bidder shall display the approved menu with rate prominently in the dining hall of all the hostels.

16. The successful bidder shall be provided by GOVERNMENT POLYTECHNIC, KENDRAPARA with necessary area/premises i.e. one dining hall at Girls Hostel, one dining hall at Cafeteria one kitchen and requisite furniture and/or gadgets and he /she shall be responsible for the proper maintenance of both, the premises as well as the furniture and other gadgets provided by at GOVERNMENT POLYTECHNIC, KENDRAPARA

The responsibility for proper maintenance and safety/security of all fitting and fixtures will be of the successful bidder.

**17.** The successful bidder shall pay a sum of **Rs. 2,00,000/- (Rupees Two Lakhs)** only for **Hostel Mess** as security deposit which shall be refunded without any interest thereof, at the end of the contract after adjusting the amount of any damage caused to the GOVERNMENT POLYTECHNIC, KENDRAPARA by any omission or discrepancy on the part of the successful bidder or his/her employee. GOVERNMENT POLYTECHNIC, KENDRAPARA will have right to review the working of this agreement from time to time and if at any point of time it is found that the successful bidder has failed to fulfill any of the conditions of this agreement or that his/her working is unsatisfactory, GOVERNMENT POLYTECHNIC, KENDRAPARA may curtail the agreed period of this agreement and terminate this agreement with a **notice period of one month** and make good any losses suffered by GOVERNMENT POLYTECHNIC, KENDRAPARA out of the security deposit made by the successful bidder.

**18:** That the successful bidder shall maintain a suggestion book for recording of suggestions for improvement by the boarders and the staff. Such suggestions, after having the approval of Mess Committee, should be forthwith acted upon by the successful bidder. The suggestion and complaint book should be kept open for the inspection of the and the competent authority or his nominee.

**19.** The successful bidder shall keep and maintain a register at the entrance of the dining hall wherein all boarders will sign before taking meals.

**20.** Any other valid issue related to running of Hostel Mess shall be sort out by mutual consensus between both the parties

I agree to the terms and conditions laid out in the clauses above in entirety in presence of the witnesses mentioned below.

Principal

Signature of the Successful Bidder  
Full Name:

GOVERNMENT POLYTECHNIC, KENDRAPARA

Full Name:

WITNESS:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

