

TENDER DOCUMENT FOR
EXPRESSION OF INTEREST FOR RUNNING HOSTEL MESS

Tender No. 1229 dated: 31.10.2026

Govt. Polytechnic, Puri

OFFICE OF THE PRINCIPAL,
GOVT. POLYTECHNIC, PURI
Website: <https://www.gppuri.in>

E-mail: governmentpolytechnicpuri@rediffmail.com

Price: Rs.1000/-(One Thousand Only); Non refundable

An Account Payee DD/Banker's Cheque of Rs.1000/- drawn in favour of “Principal Govt. Polytechnic, Puri”, payable at Brahmagiri Puri towards cost of tender must be submitted along with tender paper.

Table of Contents	Page no.
<u>Packing Instructions</u>	<u>3</u>
<u>Expression of Interest</u>	<u>4</u>
<u>Tender Document</u>	<u>5-10</u>
<u>Annexure I Bidder's Cover Letter</u>	<u>11</u>
<u>Annexure II Application Form for Technical Bid</u>	<u>12</u>
<u>Annexure III – Undertaking by the Bidder</u>	<u>13</u>
<u>Annexure IV - General Terms & Conditions for award of Contract</u>	<u>14</u>
<u>Annexure V- Undertaking for not being under liquidation</u>	<u>15</u>
<u>Annexure VI- Undertaking for not being blacklisted</u>	<u>16</u>
<u>Annexure VII- Application form for Financial Bid</u>	<u>17</u>
<u>Annexure VIII LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING</u>	<u>18</u>
<u>Annexure IX Agreement</u>	<u>19-21</u>

Packing Instructions:

1. Documents mentioned below must be packed in three sealed envelopes.
2. The contents of the three envelopes must be as mentioned below.
3. Each envelope must be marked clearly as Tender Forwarding Letter, Technical Bid & Financial Bid respectively.
4. The three envelopes must be packed in a larger sealed envelope, addressed to the following:

To

**THE PRINCIPAL, BIJU PATTNAIK INSTITUTE OF TECHNOLOGY, PURI
(GOVERNMENT POLYTECHNIC, PURI)
AT –MOTO, PO-CHAPAMANIK VIA-BRAMHAGIRI, DIST. –PURI, ODISHA
PIN-752011**

Envelope:1

1. Tender forwarding letter
2. DD/Bankers Cheque of Rs. 1000/- as tender cost

Envelope 2 : Technical Bid

1. Annexure I – Bidder's Cover Letter
2. Annexure II- Application form of Technical Bid
3. Annexure III – Undertaking by the Bidder
4. Annexure IV - General Terms & Conditions for award of Contract
5. Annexure V- Undertaking for not being under liquidation
6. Annexure VI- Undertaking for not being blacklisted

Envelope 3: Financial Bid

1. Annexure VII- Application form for Financial Bid

OFFICE OF THE PRINCIPAL, BIJU PATTNAIK INSTITUTE OF TECHNOLOGY, PURI
(GOVERNMENT POLYTECHNIC, PURI)
At-Moto Po-Chapamanik via-Bramhagir Dist-Puri-752011Ph.: 06752235988
E-mail id:governmentpolytechnicpuri@rediffmail.com Website:www.gppuri.in

Letter No. 1230 /Dt. 31.10.2026

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 the same will be packed as per the packing instruction superscribing as **“Tender for Providing Mess facility for Girls’ Hostel, Boys Hostels”** addressed to the Principal, GOVERNMENT POLYTECHNIC,PURI and it should reach Govt. Polytechnic, Puri **by Speed Post only** on or before **25.11.2026** **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, PURI

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, PURI payable at Brahmagiri, PURI 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.

Principal
Govt. Polytechnic, Puri

**OFFICE OF THE PRINCIPAL, BIJU PATTNAIK INSTITUTE OF TECHNOLOGY, PURI
(GOVERNMENT POLYTECHNIC, PURI)**

At-Moto Po-Chapamanik via-Bramhagir Dist-Puri-752011Ph.: 06752235988

E-mail id:governmentpolytechnicpuri@rediffmail.com Website:www.gppuri.in

(I)TENDER DOCUMENT FOR PROVIDING MESS FACILITIES TO INSTITUTION HOSTELS

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-100

Approximate Strength of Boys' Hostel-300

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 envelop superscribing as **"Tender for Providing Mess facility for Institution Hostels"** addressed to the Principal, GOVERNMENT POLYTECHNIC, PURI on or before **25.11.2026 by 5.00 PM**. The bidder has to enclose a demand draft/ Bankers Cheque of **Rs. 1000/- (Rupee one thousand only) towards Tender paper processing fee (which is Non-refundable) drawn in favor of the Principal, GOVERNMENT POLYTECHNIC, PURI, payable at Brahmagiri, Puri.**

The bidding firm must have good experience of running Government Institute hostel mess of at least 300 students or proven capability of providing similar services in the past for **at least three years**.

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

1. Date for downloading of tender documents 02.11.2026 onwards
2. Last date & time of receipt of Tender Documents at GOVERNMENT POLYTECHNIC, PURI **by Speed Post** only up to 5.00 PM, dated 25.11.2026.
3. Date & Time for opening of Technical bids and Financial bid at 11.30 AM on 26.11.2026.

(III) BID SPECIFICATIONS:

A. Technical Bid:

- i. It shall contain information regarding experience and other details of the firm to judge the suitability & eligibility of the caterer for mess facilities.
- ii. Self-attested copy of valid Food License Certificate from the competent authority.
- iii. Copy of latest GST registration certificate.
- iv. Copy of MSME registration certificate or other similar registration certificates.
- v. 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 October 2026 with the following requirements.
- vi. Atleast 3 years of experience of running mess facility in govt. educational institution with minimum capacity of 300 students
- vii. The bidding firm must be of sound financial health and must furnish sworn affidavits on ₹100 non judicial stamp papers declaring :
 - a. They are not blacklisted from providing mess services.
 - b. The firm should not be under liquidation, court receivership or similar proceeding, should not be bankrupt. Bidder to submit undertaking to this effect with bid .

B. Financial Bid:

The bidder must quote the average rate of Breakfast, Lunch & Dinner on daily basis as per Menu details given in Section-IV (4) for Hostel Mess in the format furnished at **Annexure-IV**.

C. Earnest Money Deposit (E.M.D)

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 banks only in favour of Principal, **GOVERNMENT POLYTECHNIC, PURI** should be enclosed with the technical bid document failing which the bid document will be rejected.

D. Bank Guarantee:

The successful bidder will have to deposit a performance security of **Rs. 2,00,000/-**(Rupees Two Lakhs only) for Hostel Mess in form of bank guarantee from any Nationalized Bank in favour of the Principal, **GOVERNMENT POLYTECHNIC, PURI** 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.

E. Instructions Regarding the Bids:

1. 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 tampering is permitted in the financial bid form. In such cases, the tender shall be summarily rejected.
2. The bids shall be opened on the scheduled date & time in the office chamber of the Principal, **GOVERNMENT POLYTECHNIC, PURI** in presence of the bidders or authorized person of the firm if any, who wish to be present on the spot at that time with duly signed authorization letter.
3. 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 must 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 govt. Educational Institutions of the state, then a standard rate will be fixed after negotiation between the Tenderer and successful bidder.
4. **The Principal, GOVERNMENT POLYTECHNIC, PURI reserves the right to accept/reject or cancel any or all bids without assigning any reason thereof.**
5. **Financial bid of only those firms will be considered who are found suitable and qualify in the Technical bid.**
6. **Bidder is required to put his/her signature with seal on each page of the bid document.**
7. **Conditional bids shall not be considered and will be out rightly rejected.**
8. In case there will be a tie, the firm having more experience will be preferred
9. 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 at the discretion of the Authority.

(IV) General Instructions:

1. Scope of Work:

The successful bidder must provide the following services:

- a. Cooking and serving meals (breakfast, lunch and dinner) in the hostels.
- b. Facilities for procurement of raw materials for and on behalf of the Hostel Mess.
- c. Managing and control of stocks and inventories.
- d. 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 on payment food will be provided to parents, guest of the institution and faculties.
- e. Cleaning of utensils, kitchen and serving items for Hostel Mess.
- f. Cleaning of cooking, dining and auxiliary areas for Hostel Mess.
- g. Security of the equipments, utensils and other items in the Mess.
- h. Maintenance of the equipments in the kitchen and dining area.
- i. Maintenance of books, ledgers, other records and documents related to running of the mess.
- j. Deployment and supervision of required manpower for the above-mentioned tasks.
- k. Maintain discipline in the dining hall, kitchen of hostels.
- l. Supply qualitative hygienic food to students and staff in the Mess.
- m. Maintain hygienic ambiance inside of the mess and the place where utensils are washed.
- n. Successful bidder has to prepare the food in the cooking area of 200 seated Boys Hostels and serve the food to boarders in adjacent dining hall of 200 seated hostel, in the dining hall of cafeteria for 100 boarders and in girls hostel dining hall for 100 girl boarders.
- o. The bidders are strongly advised to visit the institute for assessing the ground conditions of kitchen & dining place before bidding.

2. Accounting and Payment:

- a. The firm (Successful bidder) has the sole responsibility to collect mess dues from the boarders on monthly advance basis as per the specified rate in the agreement.
- b. The firm must furnish a money receipt to each student month wise after receiving the mess dues from them.
- c. The price rates shall be in force for the entire period of contract and shall not be revised under any circumstances.
- d. Monthly bill containing the details of meals consumed and payable amount for each boarder should be displayed in the mess notice board at the end of each month.

3. Important Notes:

The Mess Committee/Institution Administration reserves the right to:

- a. Check the-quality and quantity of food at any point of time.
- b. Reject the application/ tender of the agencies whose owner/agent tries to exercise influence or to pressurize the Institute for this contract. Canvassing of any kind is prohibited.
- c. To cancel the contract of the successful bidder running the mess on grounds of deficiency of service or mass complaints of hostel boarders etc. and award the contract for the remaining period of the year to the next suitable bidder firms from among the bidders.

4.Menu Details for Hostel Mess

DAY	BREAKFAST	LUNCH	DINNER
MONDAY	BARA, CHOP, / CHUDA SANTULA MUTTOR CURRY	RICE, DAL , SOYABEAN CURRY, DAHI SALAD	RICE, DAL, KABULI CHANA, BHAJA, RUTI
TUESDAY	UPMA, PAKUDI, MUTTOR CURRY	RICE, DAL, FISH CURRY, MIX VEG	RICE, DAL,RUTI, MACHHA GHANTA, BUTA CURRY / VEG TADAKA
WEDNESDAY	BOILED EGG/ BUTTER, BREAD	RICE, DAL,CHICKEN, PANEER, DAHI SALAD	RICE, DAL,RUTI,EGG, POTAL CURRY
THURSDAY	ETILI, MUTTOR CURRY, CHATANI	RICE, DALAMA,DAHI BAIGANA, PAMPAD	RICE, DAL, RUTI, VEG TADAKA/ BHAJA
FRIDAY	BOILED EGG/ BUTTER, BREAD	RICE, DAL, FISH CURRY, POTAL CURRY, SALAD	RICE, DAL, RUTI, MACHHA GHANTA/ BUTA DAL CURRY
SATURDAY	CHAKULI, MUTTOR CURRY	RICE, DAL, EGG CURRY, BESAN CURRY, PAMPAD	RICE, DAL, RUTI,SOYABEAN CURRY
SUNDAY	UPMA, MUTTOR CURRY	RICE, DAL, CHICKEN CURRY, PANEER CURRY	RICE, DAL,RUTI, EGG, BUTA CURRY

- Chicken Biryani twice in a month
- Rice & Dal both are unlimited
- Veg dish only for vegetarian students & non-veg dish only for non- vegetarian students on Tuesday, Wednesday, Friday, Saturday and Sunday.
- Special items (No extra amount chargeable)** - Special items are to be prepared on any special / festive day. Such days will be communicated by hostel administration 2 days in advance to the firms and such occasions will be maximum up to 04 times per semester.

5. SPECIFICATIONS OF THE FOOD INGREDIENTS:

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

- Butter:5 gms/ Boiled Egg 1 nos.
- Bread:4-slices (medium)
- Jam:10 gms
- Curd: The curd must be of good quality and consistency equivalent to the branded curd available in the market like:- Amul/ Omfed/ Pragati/ Milky moo
- Raita: Curd quality as specified above along with finely chopped onion, cucumber and tomato.
- Poori must be fried in refined oil and must have atleast 10 cm diameter.
- Salad: Must contain Onion, Tomato, Cucumber, and Carrot with minimum amount of 100 gms per person.
- Chapathi/Roti: Must be “Well baked” and should be of atleast 15 cm diameter. Should be made from wheat flour(Atta) only. No maida should be added.
- All dal items must use dal @ 40 grams per students
- Vegetable mix: A minimum quantity of total 75 gm of all vegetables (Containing adequate amount of leafy & green seasonal vegetables apart from potato)must be present in mixed vegetable curry
- Veg.Biryani:300-gram good quality long fine grain rice should be used for making biriyani. It must at least contain soya bean, carrot, beans, with minimum quantity of 75gms.
- Chicken Biryani Approx.300 gram[125 gram chicken(4 medium size chicken piece)]

- m. Paneer curry 100 gram paneer (6-8 pieces)+50 gram gravy
- n. Chicken curry 100 gram chicken(5 pieces)+Potato(3 pieces) 50 gram gravy
- o. Fish Curry–01 piece of fish with 03 pieces of potato, gravy based with addition of mustard paste.
- p. Egg Curry–02 pieces of egg with 02 pieces of potato.
- q. Fish Ghanta: Use different vegetables with machha munda, small size prawn etc.
- r. Chuda Santhula will contain potato, onion, peanuts, cauliflower, carrots, curry leaves, kismis in appropriate proportion and others (if any).
- s. Pickles will be served daily in lunch and dinner
- t. Bhaja will have 50% alu and 50% seasonal vegetables.
- u. 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.
- v. Khata will be of tomato khata/mango khata.
- w. The items which are mentioned but not in the hostel sample canteen menu are likely to be
 - i. In refinedoil fortune / Saffola refined oil,
 - ii. Engine/ Double hiren mustard oil,
 - iii. Everest /MDH masala must be used.
- x. The edible oil for use must be in packets only . Tin oil container is prohibited for use.
- y. Reuse of burnt cooking oil is strictly banned.

The menu can be changed by mutual consensus between the hostel Mess Committee/Boarders and successful bidder within the price range.

6. General Guidelines to be followed:

1. The successful bidder will be required to provide suitable items for sick boarders in lieu of the regular meals.
2. 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.
3. Hostel mess has to run on holidays/ vacations only if at least 10% of the boarders are present in the hostel.
4. The successful bidder will procure/arrange all the utensils for cooking as well as serving & dining.
5. 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 including cleaning personals & materials required for cleaning.
6. The successful bidder will also provide soap cake/liquid soap for the wash basins in the mess/dining area.
7. The successful bidder should take preventive measures to avoid any fire hazards inside the kitchen or dining hall of Hostel Mess.
8. The successful bidder must keep all grocery, Vegetable, etc properly stored away from insects, chemicals, and other harmful substances;; nothing should be kept on floor to maintain health & hygiene. All prepared food should be properly covered after cooking.
9. The successful bidder 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 bidder should make his/her own arrangement for the disposal of the leftover food outside institute at his/her own cost.
10. The successful bidder 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.
11. The hostel office will provide necessary facilities such as electricity and dining furniture. The firm will be in the charge of these facilities and will be held responsible for any loss/damage other than usual wear and tear.
12. 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. During cooking & serving of food proper hygiene must be maintained.

13. If the quality of the food is found below standard or unhealthy or unhygienic, then Authority is fully empowered to terminate the contract with a short notice of one week. The decision of Principal/ Authority in consultation with the Hostel Committee will be considered final as far as the food quality / Hostel Mess is concerned.
14. 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 treated as violation of terms and conditions of contract and shall invite penalty for the same.

7. Mandatory meals/ meal relaxation criteria:

In a month, a minimum of 25 days will be compulsory for consumption of meals in hostel canteen without any government declared vacation or illness of students duly approved by hostel administration.

8. Tentative Timings for Hostel Mess:

The following timings will be followed:

Breakfast: 8 AM to 9.45AM on all days
Lunch: 2.00 PM to 2.30 PM on all days
Dinner: 8.00 PM to 10 PM on all days

BIDDER'S COVERLETTER

To,

**THE PRINCIPAL
GOVT. POLYTECHNIC, PURI.**

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 Brahmagiri, Puri

Signature
With stamp of bidder

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. Food License Certificate number with date & Period of validity.

c. GST Registration No. and date:_____

d. 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)/MSME:

6. Name of the Proprietor, Partners/Directors of the applicant with addresses and phone

numbers: _____

7. 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 mentioning number of students served for at least 3 years including 2025-26 for qualifying.

10. List of similar completed works executed by the bidder in government/Govt. undertaking Institutions

Sl No.	Name of Govt. Organization/ Institution	Complete Address of the organization/ Institution	Name & Contact No. of the client	Student capacity Served	Contract Period
					Grand Total_____

Signature of applicant with seal

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

I/we _____ S/O _____
At _____ Po _____, Ps _____

Dist. _____ Pin _____ do hereby

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

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

I/ We have understood completely this tender document and the terms and conditions therein.

I/We 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/we have also understood that I have to maintain the high standard quality and hygiene of all the eatables.

Signature
With stamp of bidder

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 contract 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 own arrangement.
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 PURI Courts only.
11. The successful bidder can't sublet the mess to any other bidder/proprietor/ individual If any such complain arises the contract will be cancelled.
12. The proprietor (not the representative of proprietor) of successful bidder have to attend physically meeting once in a week with hostel administration during lunch or dinner time at canteen, for ensuring the smooth management & enhance quality of service in larger student interest.
13. 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.
14. 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.
15. 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
16. No person below 18 years of age will be employed by the successful bidder.

Principal
Govt. Polytechnic, Puri

Annexure- V

PROFORMA OF UNDERTAKING IN NON-JUDICIAL STAMP PAPER OF Rs. 100/-

(For not being under liquidation, court receivership or similar proceedings non-bankrupt)

Sub.: Declaration for not being under liquidation, banned, court receivership or similar proceeding non-bankruptcy

WE herewith declare that:

1. We are not under liquidation, court receivership or similar proceedings.
2. We are not bankrupt.

Place:

For.....

Date:

(Sign of Authorized signatory and Stamp of Firm)

PROFORMA OF UNDERTAKING IN NON-JUDICIAL STAMP PAPER OF Rs. 100/-

(For non-blacklisting declaration in non-judicial stamp paper of Rs. 100/-)

Sub: Declaration for Non-Blacklisting

Tender Reference No:_____

Name of Tender/Work:-

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any Regulatory Authorities in India for any kind of fraudulent activities.

(Signature of the Bidder, with Official Seal)

APPLICATION FORM FOR FINANCIAL BID

1. Average Rate per day per person (Menu mentioned in tender document for Hostel Mess in Sl. No. IV (4) and page no. 7)

Breakfast– Rs.-----

Lunch– Rs.-----

Dinner- Rs.-----

Total Amount Rs.-----/day

(In words-----)

Signature
With stamp of bidder

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

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

To

**THE PRINCIPAL,
GOVT. POLYTECHNIC, PURI**

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, Puri, (Tender No:.....).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

Signature With stamp of 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.**

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

This agreement made on this _____ day of _____ between GOVERNMENT POLYTECHNIC, PURI through the Principal GOVERNMENT POLYTECHNIC, PURI of the one part and _____ resident of ----- proprietor, (here in after called the 'Successful bidder') on the other part.

WHERE AS 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, PURI 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 be binding of 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, PURI 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 by-laws.

9. That all the workers providing the services under this Agreement shall be employees of the successful bidder and GOVERNMENT POLYTECHNIC, PURI shall not have an employer-employee relationship with the employees of the successful bidder. The successful bidder undertakes to keep GOVERNMENT POLYTECHNIC, PURI 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, PURI is purely contractual and GOVERNMENT POLYTECHNIC, PURI 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, PURI 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, PURI 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 mentioned in tender document 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 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, PURI.

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, PURI by any omission or discrepancy on the part of the successful bidder or his/her employee.

18. GOVERNMENT POLYTECHNIC, PURI 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, PURI 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, PURI out of the security deposit made by the successful bidder.

19. That the successful bidder shall maintain as 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 competent authority or his nominee.

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

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

PRINCIPAL
GOVERNMENT POLYTECHNIC, PURI

Signature of the Successful Bidder

Full Name:

Full Name:

WITNESS:

1. _____ 3. _____

2. _____ 4. _____