

**GOVERNMENT POLYTECHNIC, BHUBANESWAR**  
Plot No.-1, Chandrasekharpur, Bhubaneswar, Dist:-Khordha,Pin Code-751023  
**Phone-0674 -2300947, E-mail ID-principalgpbbsr@gmail.com**  
**EXPRESSION OF INTEREST FOR RUNNING HOSTEL MESS**

Sealed bids are invited for providing mess facilities on fixed daily cost basis from interested firms having **valid food license from competent authority for Ladies Hostel** located inside the Institution campus. The duly filled up two bids i.e. Technical bid & Financial Bid with all required supporting documents duly signed on each page in two separate sealed envelopes super scribed as Technical bid & Financial bid respectively may be submitted in a single sealed cover super-scribing as **“Tender for Providing Mess facility for Ladies Hostel ”** addressed to The Principal, Government Polytechnic, Bhubaneswar& should reach on or before **30.12.2023 by 03PM.**The **tender document must be sent through speed post only.** Quoting rates for the menu is compulsory and is to be kept inside the Financial Bid envelope failing which the bidding will be summarily rejected. Comparative statement will be prepared considering the price quoted by the bidders. The bidder has to enclose a demand draft of **Rs. 1000/-(Rupee one thousand only) towards Tender paper cost (which is Non-refundable) drawn in favor of the Principal, Government Polytechnic, Bhubaneswar.**

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/BC from any nationalized bank in favour of the Principal, Government Polytechnic, Bhubaneswar payable at Bhubaneswar and should be submitted by **Speed Post** only 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

Plot No.-1, Chandrasekharpur, Bhubaneswar, Dist:-Khurdha, Pin Code-751023

Phone-0674 -2300947, E-mail ID-principalgpbbbsr@gmail.com

### TENDER DOCUMENT FOR PROVIDING MESS FACILITIES TO Ladies HOSTEL MESS

Interested firms having valid food license from competent authority are to apply for providing mess facility for Ladies Hostel (Breakfast, Lunch and Dinner) on fixed daily cost basis. Strength of Ladies Hostel—300appx

**The duly filled two bids i.e. Technical bid & Financial bid with all required supporting documents in two separate sealed envelopes super scribed as Technical bid & Financial bid may be submitted in sealed cover super-scribing as “Tender for Providing Mess facility for Ladies Hostel addressed to The Principal, Government Polytechnic, Bhubaneswar on or before 30.12.2023 by 03PM.** The bidding firm must have good experience of running hostel mess of approximately 500+ students with proven capability of providing similar services in the past for **at least three years**

The various dates relating to Tender process for running Hostel mess at Ladies Hostel of Govt. Polytechnic, Bhubaneswar are as mentioned below: -

1. Date for downloading of tender documents **11.12.2023** onwards
2. Last date & time of receipt of Tender Documents at G.P.BBSR—**30.12.2023( 3PM)**
3. Date & Time for opening of
  - a) Technical bids -**05.01.2024 (Morning Session)**
  - b) Financial bids of eligible bidders-**05.01.2024 (Afternoon Session)**

As part of the application, an interested caterer should submit the following items in a sealed cover on the address given above:

#### 1. **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/Institution Canteen.
- 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

#### 2. **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 5.**
- (b) It would also contain details of the persons and their numbers to be deployed in the mess /canteen for providing services.

3. **E.M.D. of Rs.50,000/-** only (Re-fundable without interest) in shape of bank draft /B.C from any nationalized bank in favour of Principal, Government Polytechnic, Bhubaneswar 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/-. 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.5,00,000/- (Rupees Five Lakhs) only for Hostel Mess** in form bank guarantee from any Nationalized Bank in favour of the Principal, Government Polytechnic, Bhubaneswar 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 out rightly 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 Technical bids shall be opened on the scheduled date & time in the office chamber of the Principal, Government Polytechnic, Bhubaneswar 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, Bhubaneswar 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 with the following requirements:

Three similar nature completed works (*preferably two of them should be in Govt. Educational Institutions*) each having not less than 500 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. **2020-21, 2021-22 & 2022-23** duly audited by a Chartered Accountant should not be less than **50 Lakhs** per each financial year.
3. The applicant should have on his pay roll sufficient number of trained employees for proper execution of the contract.
4. The applicant must submit an **Affidavit** regarding declaration as to the firm/ organization has not been blacklisted by any office. No notice is served for non-compliance of tender terms and conditions during any period of service provided to clients.

### 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 food supply to Ladies Hostel boarders.
- 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 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.
- For running of Institution Canteen the successful bidder shall supply food on cash payment/token purchase.
- 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 empanelled 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)<br>Pudina<br>Coconut<br>Chutney<br>&Subzi                                | Pakudi (100 gm)<br>Tomoto<br>sauce<br>Potato Curry (gravy base)            | Bread Chup with potato stuff (3pcs)<br>Chutney,<br>AluMatar            | Puri (04 pieces)<br>AluMatar  | Toasted Bread- (medium size) 4 pieces with jam&Boiled Egg (1 piece)<br>Alu masala stuff for vegetarian | Upma<br>Sambar, Coconut<br>Chutney and<br>AluMatar                                  | Parattha&<br>Curry   |
| LUNCH     | Rice<br>Odia special<br>dalma<br>Bhaja<br>Khata  | Rice<br>Dal<br>Papad<br>Potato<br>Curry/<br>Seasonal<br>vegetable<br>item. | Rice<br>Dal<br>Bundi Rita<br>Chicken Potato<br>Curry /<br>Chili Paneer | Rice<br>Dal<br>Papad<br>AluPotala<br>Curry / Alu<br>Gobi Curry        | Rice<br>Dal<br>Raita<br>FishPotato<br>Curry /<br>MatarPaneer   | Rice<br>Dal<br>Navaratna<br>Korma<br>BundiRaita,<br>Papad                           | Rice ,<br>Dal<br>Papad<br>Alu Prawn(05<br>pcs) Masala<br>/ChilliPaneer<br>(04 pcs) |
| DINNER    | Rice & Roti<br>Dal<br>PotalaAlu<br>curry or<br>Kobi Alu (as<br>per season)<br>Vermicelli | Rice & Roti<br>Dal<br>PlainTadka<br>with 50<br>gmssujikhee<br>r.           | Rice & Roti<br>Dal<br>Egg Alu curry /<br>PaneerAluMata<br>r            | Rice & Roti<br>Odia Special<br>Dalma<br>Bhaja<br>SujiHalwa<br>(100gm) | Rice & Roti<br>Dal<br>Vegetable and<br>Fish Chinchhida<br>/ Mix<br>Vegetable&<br>Gulab jamun           | Rice & Roti<br>Dal<br>Besana Alu curry<br>(gravy based)<br>Alupotala /<br>kobibhaja | Chicken Biriyani<br>/ Veg Biriyani<br>and Raita                                    |

|                  |  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|--|
| Kheer<br>(100gm) |  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|--|

- 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.  
VegeterianThali: Norma| 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, milk maid etc). Rice Kheer to be served of 100-125 grams per plate.  
Non-VegeterianThali :  
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 approx 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

### **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 atleast 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 100gram 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 machhamunda, 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 /aamKhata.

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 fifty 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 equipments brought by the successful bidder into the Hostel/Institution 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. Both for Hostel Mess & Institution Canteen.
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 off 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 mess. No male workers are to be deployed in Ladies Hostel. Only one male person is allowed to cook in the mess if female one is not available for cooking.
- The hostel office will provide necessary facilities such as electricity and 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 upto 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 on regular basis.
- If the Hostel Mess management 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 management 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: -

- a) Students will submit the mess out/Canteen cut application before they leave the hostel.
- b) Hostel Mess cut will be given to the students for the whole vacation duration if duration is approved by hostel superintendent.
- c) 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.
- d) 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.
- e) No mess off shall be allowed for any other reason.

### **Average Rate per day for all the hostels:-**

|                     |                  |
|---------------------|------------------|
| <b>Breakfast</b>    | <b>Rs.</b> _____ |
| <b>Lunch</b>        | <b>Rs.</b> _____ |
| <b>Dinner</b>       | <b>Rs.</b> _____ |
| <b>Total Amount</b> | <b>Rs.</b> _____ |

(In words \_\_\_\_\_)

### **Tentative Timings for Hostel Mess:**

The following timings will be followed:

Breakfast: 8.30AM to 9.30AM  
Lunch: 12.30PM to 2.30PM  
Dinner: 08.30PM to 10PM



**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.C. 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: \_\_\_\_\_

7a. Income tax return filed for financial 2020-21,2021-22& 2022-23  
years( copies to be enclosed)

b. Service tax, Sales 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 2020-21 ,2021-22 and 2022-23.

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

Financial Year 2020-21, Financial Year 2021-22& Financial Year 2022-23.

11. ESI and EPF payment information to the employees for the last three years i.e. 2020-21 , 2021-22& 2022-23.

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)**

| Description of Item | Price ( inRs.) |
|---------------------|----------------|
| Breakfast           |                |
| Lunch               |                |
| Diner               |                |
| <b>Total</b>        |                |

(Total price in words : \_\_\_\_\_)

## **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 Bhubaneswar Courts only.

## Specific Terms and Conditions

### Mode of Operation:

1. The successful bidder would provide breakfast, lunch and dinner in the mess hostel . There 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 above.
2. If any boarder has not signed up for a given meal, he/she can take the meal on payment basis, if so desired.
3. **The successful bidder need to provide breakfast, lunch, evening snacks and dinner to Institute guests as and when required at the approved daily cost and Institute will settle the bills.**
4. 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. **Failure to comply with quality and (or) quantity will lead to financial penalty including forfeiture of the whole amount collected on that day/ food from the students.**
5. 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.
6. The successful bidder should have a valid commercial LPG connection license from a Regd. Local dealer to use the commercial LPG cylinders for the purpose of fuel in the Hostel kitchen
7. 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.**
8. **Two lady supervisors will always be present during the serving time of breakfast, lunch and dinner in ladies hostel mess.**

### Employees:

1. The successful bidder will have to register all his/her employees with the authority who will be working in the Hostel Mess/Institution Canteen 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.
4. **Only one male person is allowed if female person is not available to cook.**
5. **No male person is allowed to stay in ladies hostel at night.**
6. **The employees are not allowed to enter the rooms of any boarder.**

**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, Bhubaneswar through the Principal, Government Polytechnic, Bhubaneswar (hereinafter called Government Polytechnic, Bhubaneswar) of the one part and \_\_\_\_\_ resident of \_\_\_\_\_ (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, Bhubaneswar may call for the advice of any Medical Officer/Food and Sanitary Inspector on matters of hygiene in the Hostel Mess/Institution Canteen 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, Bhubaneswar 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, Bhubaneswar shall not have an employer-employee relationship with the employees of the successful bidder. The successful bidder undertakes to keep Government Polytechnic, Bhubaneswar 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, Bhubaneswar is purely contractual and Government Polytechnic, Bhubaneswar 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, Bhubaneswar 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, Bhubaneswar 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, Bhubaneswar with necessary area/premises i.e. one dining hall, 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 Government Polytechnic,

Bhubaneswar 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. 5,00,000/- (Rupees Five 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, Bhubaneswar by any omission or discrepancy on the part of the successful bidder or his/her employee. Government Polytechnic, Bhubaneswar 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, Bhubaneswar 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, Bhubaneswar 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  
Government Polytechnic, Bhubaneswar  
Full Name:

Signature of the  
Successful Bidder

Full Name

WITNESS:

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

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

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

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