

**BIDDING DOCUMENTS AND INSTRUCTION
FOR
RUNNING MESS (GANDHAMARDAN HALL OF RESIDENCE),
GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR**



GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR
Jamunalia, Old Town, Keonjhar– 758 002

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Tender Notification Date	10-07-2026
Nature of work	Running of Mess for around 250+ Boys students
Tender Fees	Rs. 1000/- (Non-Refundable) in favor of "Hostel Warden, Gandhamardan Hall of Residence", payable at Keonjhar
EMD Amount	Rs. 20,000/- (Rupee Twenty thousand only) in favor of "Hostel Warden, Gandhamardan Hall of Residence", payable at Keonjhar
Period for contract	Initially for a period of 1 year that may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents on satisfactory performance.
Last Date of submission of Tender	04-08-2026, 5.00 PM
Date of Opening of Technical Bids	06-08-2026, 03:30 PM at Board Room Block IV
Date of Opening of Commercial Bids	To be announced after evaluation of Technical Bid
Date of Presentation	To be announced after evaluation of Technical Bid
Address for the submission	The Hostel Warden, Gandhamardan Hall of Residence Government College of Engineering, Keonjhar Jamunalia, Old Town, Keonjhar- 758 002
Contact details for any query regarding submission of Bid	Mr. Adiraj Behera (Hostel Warden) Mob. No- 9040257794 / 7682931444 Mail ID- adirajbehera_fmt@gcekjr.ac.in
Scope of Work	The contract is essentially for providing following Messing services to the residents of GHR. The scope of work, covered in the contract, described below: - Cooking and serving meals- Breakfast (Morning), Lunch and Dinner. - Procurement of raw material as per given specification. - Managing and control of stocks and inventories. - Coupon sales. Residents may use these coupons to get extra items not included in the basic menu of the mess. - Cleaning of utensils, kitchen and serving items. - Cleaning of cooking, dining and canteen periphery areas which includes toilet and nearby area also. - Security of the equipment, utensils and other items in the mess. - Maintenance of the equipment in the kitchen and dining areas. - Maintenance of records, ledgers, other records and documents related to running of the mess. - Deployment and supervision of required manpower for the above-mentioned job.

Note: The details of tender documents along with terms and conditions may be downloaded from the College website <http://www.gcekjr.ac.in> and must reach the office of the GCE, Keonjhar on and before 04-08-2026, 5.00 PM, by Speed Post only. No further paper advertisement shall be published for any change/ addenda/ corrigenda/etc.

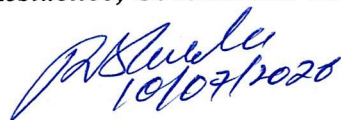
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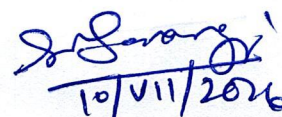
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**Conditions of Tender documents for Running the Mess Facility of
Gandhamardan Hall of Residence, Government College of Engineering,
Keonjhar**

CONDITION 1

1. Sealed tenders are invited for running the mess of the Gandhamardan Hall of Residence, Government College of Engineering, Keonjhar for one year, in two bids:
 - a. Technical/Qualification Bid containing, the information regarding the business, turnover, experience, and other details of the firm, to judge the suitability of the caterer for the Gandhamardan Hall of Residence, Government College of Engineering, Keonjhar hostel mess. (Refer Table:1)
 - b. **Commercial Bid** containing the price of the meal per head/day including all taxes.
 - c. **The bidders must write their full address along with mobile number and mail id on the main envelope in printed form.**
 - d. **The final selection will be based on the presentation and QCBS stands (for Quality and Cost Based Selection) given by the caterer (Price justification, facilities, and the establishment, presentation) in the presence of Purchase Committee members. The decision of purchase committee is final. The committee has rights to cancel the bid without mentioning the reason thereof.**
2. The Technical/Qualification Bids will be opened on **06-08-2026, 03:30 PM** in the presence of Purchase Committee and the tenderers or their authorized representative(s). The authorized representatives of Government College of Engineering, Keonjhar may also do a spot visit of the establishments of the caterers to assess their suitability as part of the Technical/Qualification Bid. The Commercial Bids of only those who are found suitable by the Hostel Committee will be opened on the same day or on a date/time to be decided on that day and will be communicated to such eligible bidders.
3. **The bidders who will qualify for financial bid, before the opening of the financial bid they must intimate the details of person (by their official letter head, and the person must be an employee or owner or partner of the firm) who will present about the catering services and their establishment.**
4. **The bidder should submit the Technical/Qualification Bid and Commercial Bid in SEPARATE sealed envelopes super scribing "Technical/Qualification Bid" and "Commercial Bid", respectively. These two envelopes should be then put in an envelope and sealed properly and superscribed "Messing Tender for Gandhamardan Hall of Residence, Government College of Engineering Keonjhar".**


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5. The tenders supported by Tender Fees of **Rs. 1000/- (Rupees One thousand only)** and EMD of **Rs. 20,000.00 (Rupees Twenty Thousand Only)** through two separate demand draft valid for a period of three months shall be submitted by the Tenderer, issued by any Nationalized Bank, drawn in favor of "Hostel Warden, Gandhamardan Hall of Residence", payable at Keonjhar. Tenders should be addressed to **The Hostel Warden, Gandhamardan Hall of Residence, Government College of Engineering, Jamunalia, Old Town, Keonjhar-758002** and super-scribed "**Messing Tender for GHR, GCE, Keonjhar**".
6. **The Hostel Warden, GHR, GCE, Keonjhar**, reserves the right to reject any or all the tenders or accept them in part or full without assigning any reason(s) thereof. For eligibility criteria, qualifications, price, bid evaluation criteria and other information etc., interested agency(s)/ Firms (s) may visit GCE, Keonjhar Website at <http://www.gcekjr.ac.in>.
7. The successful tenderer who is awarded the contract shall have to make a Performance Security of Rs.2,00,000.00 (Rupees Two Lakhs Only) with **GHR, GCE, Keonjhar** upon award of contract, valid up to one year beyond the date of all contractual obligations.
8. **The tenderer should quote the rate and amount in figures as well as in words as tendered by them.**
9. The tender is not transferable under any circumstances at any stage.

Telegraphic, conditional or incomplete tender forms/bids shall be summarily rejected. Canvassing or influence of any kind, direct or indirect, shall lead to disqualification of the tenderer. Bids in any form other than the prescribed form issued by GHR, GCE, KEONJHAR or incomplete bids will not be entertained and will be summarily rejected.

10. The tenderer who is awarded the contract shall be bound to execute and implement it from **the date of award of contract** by signing an AGREEMENT on the non-judicial stamp paper of the value of **Rs. 100/-** in the enclosed form at his own cost. On acceptance of the tender by the GHR, GCE, KEONJHAR, it will constitute a binding agreement between the GHR, GCE, KEONJHAR and the person so tendering whether such formal contract is or is not subsequently entered into within 07 days of the date of AWARD of contract. Failure to comply with the above conditions will lead to the cancellation of the contract and forfeiture of his earnest money. In the event of any tenderer backing out before the actual award or execution of agreement, the contract being awarded to him, the Hostel Warden will have discretion to forfeit the Earnest Money in full.
11. Bidder should **sign and stamp all the pages** of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.
12. **The firm or its proprietors or partners or owner/s must not be blacklisted by any Government or reputed private organization. After getting work order, if the firm is found guilty (Blacklisted by any organization) the work order will be cancelled immediately.**
13. **If any bidder submits fake documents during the process, the work order will be cancelled within 24 hour without notice.**

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CONDITION 2. Award of mess operation contract:

- I. The bidders qualifying the Technical Evaluation Criteria (Table No. 1) will be called for opening the price bid.
- II. The tender documents contain page number 1 to 21.
- III. Notwithstanding the above, the Purchase Committee, GCE, Keonjhar reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of contract. Also, institute reserves the right to select or reject any bid without assigning any reason thereof.
- IV. The bidders whose bid is accepted will be notified for the award of the contract by the institute. The terms and conditions of the accepted offer shall be incorporated in the contract.
- V. The Bidder should have all the kitchen equipment such as Double Burner Stove, Bain Marie, Gas Cylinder, Vegetable Cutter, Glasses, Breakfast plates, Lunch plates, Kadai, Frying, and Spoons etc. The institute is not having an obligation to provide the above.
- VI. All disputes shall be subject to Keonjhar Jurisdiction only.**

Note: Bidder who do not comply the above points will be treated as irresponsible and no Communication will be given in that regard and allotment will be offered to the next bidder in the merit list.

CONDITION 3: General Terms and Conditions

Mess bidder will be finalized based on his / her experience, contracts executed earlier, capacity to prepare food of all regions, presentation, managerial abilities and other relevant factors as considered appropriate by the purchase committee. If required, a team of Hostel management may also take visits to check up the quality of food being served etc. by the bidder at the place of his/her current contract of catering/mess/canteen services. Mess Bidder (herein after referred as bidder) is required to note that the health, hygienic safety and satisfaction of the hostel inmates is the prime concern of the hostel authority. On behalf of the students of Hostels, the hostel office hereby lays down the following terms and conditions which shall be binding to the bidder.

1. This mess contract is for the period of One Year. If hostel inmates and hostel authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender (Completely based on the feedback of GHR boarders) for another one year.
2. The rates quoted should be inclusive of all taxes.
3. **GST (2%) will be deducted from the monthly bill of the Bidder and will be deposited in GST account of the Government.**
4. **The bidder must have a food license from Govt. of Odisha/India (New/Renewal), labor license (New/Renewal). The GST Number, Labour license, and registered firm must be based on catering service or food serving service. The bid will be rejected, if the firm is registered other than catering services.**
5. Mess service should be provided at the designated places of GHR, GCE, Keonjhar without any extra charge.
6. Terms of Payment: Actual bill is to be submitted by the Bidder in the office in every month. Monthly payment to the Bidder will be made after verification and certification by

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Warden of concerned hostels.

7. Tender documents can be downloaded from the institute website <http://www.gcekjr.ac.in> and must reach the office of the undersigned on or before **04-08-2026, 5.00 PM** by Speed post only along with Demand Draft of Rs 1,000/- (Non-refundable) in favor of "Hostel Warden, Gandhamardan Hall of Residence", payable at Keonjhar.
8. Postal delay will not be considered and the Tender received late will be rejected.
9. The hostel office will provide necessary facilities such as, electricity, furniture. These facilities will be in the charge of the Bidder and he / she will be responsible for any loss/damage other than usual wear and tear. In case of any loss or damage, the bidder will have to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Hostel Warden.
10. Maintaining safety, health and hygienic conditions in and around the mess will be the responsibility of the bidder. Hostel Warden's suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the bidder.
11. The bidder must **install two flycatchers** in dining hall and **a geyser in the utensil cleaning area**, and must pest control the canteen and its surrounding every month.
12. The bidder will provide adequate **fire safety devices** in the cooking area for their own safety.
13. The bidder is required to keep minimum one mess manager, one cook (**Must be a traditional Odia cook**), and a helper for effective functioning and management of the mess. The age of every mess worker must be between 18 to 60 years.
14. The bidder and mess workers have to behave politely with hostel inmates.
15. Smoking and intoxication (drug, alcohol, Gutkha, Tambaku, etc.) is strictly prohibited in the mess as well as Institute premises.
16. One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
17. The bidder must put complain register at the entrance of the mess which will be checked by mess committee/ hostel secretary/ Hostel Warden / Principal on regular basis.
18. If the 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 Hostel Warden is fully empowered to terminate the contract with a short notice of one week. The Hostel Warden and Hostel Committee opinion is final so far as the food quality / mess management is concerned.
19. 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 Hostel Warden's suggestions/instruction in such matters shall be considered as a violation of terms and conditions of the contract and shall invite penalty for the same.
20. Mess workers and cook should be healthy and medically fit. They are required to have a regular medical checkup. These expenses have to be borne by mess bidder themselves. If any mess worker is found medically unfit, he / she may not be given permission to continue his / her duties and mess bidder has to replace him / her immediately without fail.
21. Bidders are required to give company uniform to the mess worker and mess supervisor / mess manager. It is to be ensured that whenever the mess workers are on duty they should be in uniform. The uniform should be cleaned / washed at least thrice in a week.
22. Sample daily menu to be followed by the bidder is attached with this document. Mess Menu will be prepared in consultation with dietician along with hostel management committee. Menu can be changed, to suit the availability of seasonal vegetables and their market supply.
23. The meals should be served at following timings:
Morning Breakfast --07.30 AM TO 09.00 AM
Lunch --12.30 PM TO 2.30 PM
Dinner -- 07.30 PM TO 09.30P.M

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Timings may be changed as and when such circumstances arise.

24. Bidder shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
25. The payment of the bidder will in one / two installments of the actual mess bill within 15 days after depositing the bill.
26. The payment/calculation of mess bill would be on the actual days of operation of the mess. Service charges will not be paid when the mess is not operated due to official breaks/ vacations during the academic year.
27. Bidder shall collect the guest charges directly from the students/guests who are not registered for Meals.
28. Subletting of the contract is strictly not allowed which can lead to termination of the contract.
29. At present this mess contract period is for one year. If hostel inmates and hostel authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender.
30. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
31. All the items to be served in the mess including curd shall be prepared preferably in the mess.
32. The bidder is required to maintain the details/records of all his employees/mess workers. This information along with their photographs shall be submitted to the Hostel- Section in the prescribed format.
33. Tea/coffee/milk shall be served in evening/ at night as per the requirement with permission of the Hostel Warden at the approved rate.
34. Liability/responsibility in case of any accident/fire causing injury/ death to mess worker/s or any of his staff shall be of the bidder. The Hostel Section / Institute authority shall not be responsible by any means in such cases.
35. Bidder shall be solely responsible in case of incidence(s) of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the bidder as decided by the Hostel Warden for such incidence/s.
36. The bidder shall not employ any mess worker whose track record is not good. He / She should not have involved in any crime/offense / police case.
37. Quality control will be done by a committee headed by Dean Students Welfare. The committee will pay surprise visit to the inventory of food items, hygiene, cleanliness, etc. in and around the mess operation area. If the committee doesn't find messing service satisfactory penalty will be imposed on the bidder and a warning will be issued to the bidder. The penalty amount will be decided by the Hostel Warden. If such situation arises three times the contract will stand canceled.
38. Any member of the designated student committee or officer-in-charge or any person authorized by the institute can inspect the mess, kitchen or any process without any prior notice to the Caterer/Vendor.

In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, Warden/Assistant Warden of the respective halls should be intimated immediately and appropriate punitive action shall be taken.

A guide line of different penalties are as follows:

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- a) Caterer/vendor should not compromise with the quality and quantity of food items as mentioned in point no 44. If violated, then a minimum penalty of **Rs. 4,000/-** will be imposed on the caterer/vendor.
 - b) A Complaint register must be available in the dining hall. If violated then a minimum penalty of Rs. 1000/- per day will be deducted from the Messing Bill.
 - c) Complaints of insects and/or any foreign object in food items would invite a fine up to **Rs. 4,000/-** on the caterer, depending on the frequency and gravity.
 - d) Mess timing must be followed by the caterer. In case of delay in start and/or early closure of mess will attract a fine up to **Rs. 2,000/-**. During the closure time if boarders are there in queue, they must be served.
 - e) All the food items must be available during the mess time. If violated, a penalty up to **Rs. 4,000/-** will be imposed.
 - f) Complaints regarding un-cleaned utensils would lead to a fine of up to Rs. 4,000/- on the caterer/vendor, depending on frequency.
 - g) At any point of time, the workers, if found without dress code, a fine of up to Rs. **1000/-** would be imposed on the caterer/vendor.
39. Storage / consumption of any alcoholic drink/liquor are strictly prohibited. The bidder shall not serve any of such substance/drink in mess/hostel. Smoking, consuming gutkha, tobacco, pan, etc. is also prohibited in hostel premises.
 40. The bidder has to follow all labor laws / government laws in regard of employing the mess workers. The bidder shall be solely responsible for any dispute/violation of labor laws/government laws.
 41. The bidder shall be completely responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, he has to take action as suggested by the Hostel Warden.
 42. The bidder shall provide other prepared food items like biscuits, wafers, namkins and flavored milk etc. in consultation with the Hostel Warden whenever such need arises.
 43. The following brands of grocery items are permissible to be used.
 - a) **Atta:** Shaktibhog/Ashirwad/Punjab Aata/Fortune as per approval by Hostel Warden
 - b) **Sunflower:** Fortune/Saffola/Freedom/ Patanjali as per approval by Hostel Warden
 - c) **Mustard Oil:** - Kachi Ghani/Double Hiron/Patanjali/Freedom/Fortune/Engine as per approval by Hostel Warden
 - d) **All type of Masala:** Catch/Badshah/Everest/MDH/Ruchi as per approval by Hostel Warden
 - e) **Ghee/butter:** Amul/Omfed/Britannia/Mother Dairy/ as per approval by Hostel Warden
 - f) **Tea:** Tata Tea/Taj Mahal/ Brook Bond / as per approval by Hostel Warden
 - g) **Salt:** Tata/Annapurna/ Ashirwad / as per approval by Hostel Warden
 - h) **Besan:** Fortune/Patanjali /Ganesh/ Grihasthi, as per approval by Hostel Warden
 - i) **Noodles:** Maggie/Top Roman / Knorr/ as per approval by Hostel Warden
 - j) **Rice:** Lachkari/FAVO (Usuna) /Neelakantha, Baba,Patanjali any other equivalent to this / as approved by Hostel Warden.
 - k) **India Gate/ Kashmiri Keshar (Arua)**
 - l) **Dal:** arhar dal / Dal (Mug) Kora dal No. 1 (Non-polished good quality) as approved by Hostel Warden
 - m) **Milk / Curd/Paneer:** Amul /Omfed/ Pragati/ as per approval by Hostel Warden

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- n) **Papad:** Sriram/ Lizzat
- o) **Soya Badi :** Grihasthi, Nutrella, Ruchi, Fortune, Patanjali
- p) **Maida, Suji :** Utkal, Patanjali
44. Mess will be closed as per the prior instructions of Hostel Warden during vacation.
45. Bidder shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.
46. Drainage line to be maintained/ repaired in case of blockage due to wastage of food material by the bidder at his/her own expenses.
47. The contractor shall not appoint any sub- contractor for the work assigned to him without the written permission of the Mess Committee/ Hostel Warden. Also, no part of the contract, nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever.
- 48. FESTIVE SPECIAL MEALS: As directed by Hostel Warden for special menu for such occasion based on holiday calendar of the Institute with no extra cost.**
49. Arbitration - Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during the extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the principal of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on both parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
50. Safety Regulations - In respect of all labour, employed directly or indirectly by contractor to perform the assigned job as part of the agreement, the contractor shall make necessary arrangements for the safety and security of workmen at his own cost as per safety codes of the CPWD, Indian Standards Institution, the Electricity Act, various safety regulations, rules and orders made there under and such other acts as applicable.
51. Fulfillment of Statutory Provisions - The contractor shall be responsible for fulfilling the requirement for all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts, etc. Hence, noncompliance or violation of any of these provisions of any of the Acts would lead to the immediate termination of the contract. The contractor shall maintain all records required to be maintained under statutory enactments and the Hostel Warden and his authorized representatives shall be entitled to inspect all such records at any time. No worker below the age of 18 (eighteen) years shall be employed for the mess work. The Contractor has to pay the salary to workmen in presence of Hostel Warden and/or his authorized representatives as per payment of wages act every month for immediate previous months work without waiting for clearance of his pending bills. Failing which a penalty equivalent to 5% of monthly bill value shall be imposed on contractor.
52. Accident or Injury to Workmen- the Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor through claim from

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insurance company. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereof.

53. At any circumstances the staff/employee of bidder/contractor shall not have any claim what so ever for any type of employment with BJHR, GCE, Keonjhar.
54. The bids shall be evaluated under the Quality and Cost Based Selection (QCBS) method in the ratio of 70:30, with 70% weightage assigned to the Technical Evaluation and 30% weightage assigned to the Financial Evaluation.
55. List of Food items with Menu:

Days	Breakfast	Lunch	Dinner
Monday	Upma, Matar curry, Banana (2 Nos.)/ Boiled Egg (1 Piece)	Jeera Rice, Dal-fry, Mix veg, finger chips	Roti, Mix Veg Dalma, Rasgulla
Tuesday	Bara (5pcs), Matar curry, Banana (2 Nos.)/ Boiled Egg (1 Piece)	Rice, Dal, Fish(2pc)/ Mushroom Masala, Salad	Roti, Chili Gobi/chili Soyabean
Wednesday	Idly, Sambar & Chatni, Banana (2 Nos.)/ Boiled Egg (1 Piece)	Rice, Dal, Chicken Kasa/Paneer, Dahi Salad	Egg curry(2pcs)/Mix Veg, Roti
Thursday	Chakuli Pitha, Matar curry Banana (2 Nos.)/ Boiled Egg (1 Piece)	Rice, Dalma, Ambula Rai, Pampad	Roti, chole Masala, bundi
Friday	Puri (4pc), Alu Curry, Banana (2 Nos.)/ Boiled Egg (1 Piece)	Rice, Dal, Fish(2pc)/ Mushroom Masala, Salad	Roti, chicken curry/paneer Curry
Saturday	Chakuli Pitha, Aludum, Banana (2 Nos.)/ Boiled Egg (1 Piece)	Rice, Dal, Egg Curry (2pcs)/Seasonal Curry/ Colly Flower curry, Badi Chura curd	Roti, Veg Tadaka, & Egg Tadaka, Gulabjamun (1 pc)
Sunday	Dosa with chutney, Banana (2 Nos.)/ Boiled Egg (1 Piece)	Fried Rice, Dal, Chicken kasa/ Paneer masal, Bundi Raita	Roti, chili Chicken/mushroom Chilli / Paneer Chilli

- ❖ Biriyani , Raita / Gravy once a month on Sunday
- ❖ Achar/Pickel is available every day.

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TABLE 1: TECHNICAL /QUALIFICATION BID

Sl. No	Particular	
1.	Must have minimum 3 years' experience and technical expertise in undertaking works exclusively with Catering services, at Government institutions (like NITs, IITs, any other Govt. educational institutions etc).	Details of Previous Contracts (Work order)
2.	Last 3 year's Turnover (2024- 2025 ,2023-24, 2022-23)	Attach necessary Proof(Audited Balance sheet of last 3 years)
3	Form 5: Format For Solvency Certificate (Present solvency should be 1 cr minimum)	Yes/No
5	GST deposit certificate (GSTR 3B) 2025-26	Attach necessary Proof
5	Name of the applicant/ Firm , Registered Office	Attach necessary Proof
6	Type of Organization: (Whether proprietorship, partnership, Private Ltd., 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)	Attach necessary Proof
7	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number	Attach necessary Proof
8	Food License Number given by Government of Odisha/India (Municipality/Health Department/GOI)	Attach necessary Proof
9	PAN No & Aadhaar No.	Attach necessary Proof
10	IT return of last Three Financial Year (2024- 2025, 2023-24, 2022-23)	Attach necessary Proof
11	GST Registration Certificate.	Attach necessary Proof

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12	Form-6 Affidavit mentioning that he/she was not blacklisted earlier by 1 st class Magistrate	Yes/No
13	EPF Registration (should have at least 10+ team members registration certificate details in FY (2024-25 or 2025-26) for firm in catering operation).	Attach necessary Proof/ ECR copy & Challan to be provided for the present year.
14	ESI Registration (should have at least 10+ team members registration certificate details in present FY (2024-25 or 2025-26) for firm in catering operation)	Attach necessary Proof/Payment receipt to be enclosed.
15	Labor license issued by State/Central Government authority	Attach necessary Proof
16	Trade license issued by govt-of Odisha/Govt. of India/ Any other State (preferable)	Attach necessary Proof
17	Food Safety and standards authority of India (FSSAI) certificate	Attach necessary Proof
18	Whether 24x7 service and support will be available	Undertaking must be attached form bidder letter pad
19	ISO Certification is mandatory like ISO: 9001 etc.	Attach necessary Proof
20	Form 1: Details of Previous Contracts	Yes/No
21	Form 2: Undertaking must be attached form bidder letter pad	Yes/No
22	Form- 3: Tender/Conditions acceptance Letter form bidder letter pad	Yes/No
23	Form 4: Certificate of Ethical Practices	Letter must be attached form bidder letter pad
24	Police verification certificate (2024-25 or 2025-26)	Undertaking must be attached form bidder letter pad
25	Tender Fees (Rs. 1000/-)	Yes/No
26	EMD (Rs. 20, 000/-)	Yes/No
27	Two Bids (Technical and Price Bid)	Yes/No
28	Tender Documents duly signed in every page with stamp by the bidder	Yes/No
29	All the documents must be arranged in serially with Page no on all the pages (Preferable)	Yes/No

Place:

Date:

(Name, Designation and Signature with Seal of the Company)

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S. S. S. S.
10/11/2020

Technical & Financial Evaluation		
Sl No	Experience in Government Institution (IIT/NIT/Central/State Universities/Medical Colleges etc)	2 Marks per eligible Institution.
1		
2		
3		
4		
5		
6		
7		
Total (Max 14 Marks):		
Sl. No.	No. of Hostel Residents served at a single location in a Government Institution (The bidder shall submit Work Orders/Experience Certificates clearly indicating the number of hostel residents/students served at the location)	3 Marks for 200-300 students 7 Marks for 300-500 students 10 Marks for above 500 students
1		
2		
3		
Total (Max 10 Marks):		
Sl No	Average Annual turnover from Mess service contract for last 3 years (FY 22-23, 23-24, 24-25)	3 Marks for Rs. 2-5 Crore. 7 Marks for 5-10 crore. 10 Marks above 10 crore
1		
2		
3		
Total (Max 10 Marks):		
Sl No	Valid license of FSSAI	Central-4 Marks State -2 Marks
1		
2		
Total (Max 06 Marks):		
Sl No	ISO Certification (like, ISO 22000, ISO 9001, ISO 14001, ISO 45001,etc.)	2 Marks for each ISO Certification
1		
2		
3		
4		
5		
Total (Max 10 Marks):		
Sl. No.	Technical Presentation	Menu Planning- 05 Marks Hygiene & food safety-05 Marks Operation & Innovation-05 Marks Sustainability & waste management plan-05 marks
1		
2		
3		
4		
Total (Max 20 Marks):		

Praveen
10/07/20

S. S. Rangaraj
10/11/2020

Sl No	Daily Price quoted for breakfast, lunch and dinner per day to each student.	The lowest bid shall be given a financial score (FS) of 30 marks. The financial score (FS) of other bidders will be determined using the formula: $FS = 30 \times \frac{FP}{F}$, in which FP is the lowest financial bid, and F is the financial bid of the particular bidder.
Total (Max 30 Marks):		

Praveen
10/07/20

S. S. S. S.
10/11/2020

1: DETAILS OF PREVIOUS CONTRACTS

Period of Contract		Name and Address of the Organization with reference Letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

Period of Contract		Name and Address of The Organization With reference Letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Place:
Date:

SIGNATURE OF THE TENDERER WITH SEAL

10/10/26

10/11/2016

FORM 2: Undertaking

I/We hereby undertake that if any information given in the technical bid/Tender Document is found false/incorrect at any stage after opening of the tender, the bid shall be rejected and EMD/Bid Security shall be forfeited and in case of successful bidder the Performance Guarantee will be forfeited by GHR, GCE, Keonjhar.

**Name & Signature of the
Contractor**

Or

**Authorized signatory
With seal of the Agency/Company**

Praveen
10/07/26

Sr. Sangeet
10/11/2026

FORM- 3: TENDER/CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

Date: -----

The Hostel Warden

Place: -----

Gandhamardan Hall of Residence

Government College of Engineering

Jamunalia, Old Town,

Keonjhar-758002

Subject: Acceptance of Terms & Conditions of **Bid Ref no. DSW/GCE-02/GHR** Date: **10-07-2026**

Dear Sir,

1. We have purchased/downloaded the tender document(s) for the above-mentioned Tender Work from the GCE, Keonjhar website- website <http://www.gcekjr.ac.in> as per your advertisement, given in the above-mentioned website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No.____to_____(including all documents like table, forms annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Signature
10/07/26

Signature
10/07/2026

FORM 4: CERTIFICATE OF ETHICAL PRACTICES

(This document shall be duly signed by the tenderer and to be attached with Technical Bid)

1. I/We assure the GHR, GCE, Keonjhar that neither I/We nor any of my /our workers will do any act/s, which are improper / illegal during the execution of the contract awarded to us.
2. Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities /practices in my/our dealing with the organization/institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. We will keep the messes and its surroundings hygienic, neat & clean. It is our responsibility.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Place:

Date:

Prasenjit
10/07/20

S. Sanyal
10/11/2020

FORM 5: FORMAT FOR SOLVENCY CERTIFICATE
(On Bank's Letter Head)

Bid Ref no. DSW/GCE-02/GHR

Date: 10-07-2026

TO WHOM IT MAY CONCERN

This is to certify that to the best of our knowledge and information,

M/s.....
.....
.....

..... (Bidders name with complete address), a customer of our Bank, is respectable, and is capable of executing orders to the extent of Rs..... (Rupees) as disclosed by the information and records which are available with us. M/s have been

Our customer since..... to date and has been granted the following limits, at present, against various facilities granted by the Bank:.....
.....

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its officials. This certificate is issued at the specific request of the customer for the purpose of participating in G.C.E, Keonjhar Tender No-

Signature of Authorized Person

Name:

Date:

Seal:

Pr. K. S. S.
10/07/20

[Signature]
10/07/2026

FORM 6: AFFIDAVIT
(To be furnished on non-judicial stamp paper duly attested)

I/We/M/s _____ are registered as Mess Contractor/ Service Provider as per Registration Certificate No. _____ issued By _____ having registered office at _____ and manufacturing/supply base at _____ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders or Mess Contract have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non completion of work/catering service/supply order by any State/UT/Central Government or by any authority.

Place: _____

DEPONENT

Date: _____

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place : _____

DEPONENT

Date : _____

Pr. B. S.
10/07/20

S. S. S.
10/11/2020

Commercial/Financial Bid

DAILY MESS RATE: Rates Quoted (As per Sample Menu Attached in this tender Document)

Sl. No.	Description	Rate in Figure	Rate in Words
1.	Breakfast		
2.	Lunch		
3.	Dinner		
Total Rate per day-per student as per sample menu			
* These prices include all kind of material & transportation cost, GST and profit margin of contractor. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.			

Hostel Warden
Gandhamardan Hall of Residence
GCE, Keonjhar

Pran
10/07/26

S. Swaraj
10/11/2016