

Bid Ref No. 403/Date: 27-02-2026

**BIDDING DOCUMENTS AND INSTRUCTION
FOR THE ARRANGEMENT OF THE GALA NIGHT DINNER
ON
12TH APRIL 2026
GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR**



**GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR
JAMUNALIA, OLD TOWN, KEONJHAR- 758 002**

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Tender Notification Date	27 th February, 2026
Nature of work	Gala Night Dinner Arrangement for 1600 Persons
Tender Fees	Rs. 1000/- (Non-Refundable) in favour of "Principal, GCE, Keonjhar", payable at Keonjhar
EMD Amount	Rs. 10,000/- (Rupee Fifty thousand only) in favour of "Principal, GCE, Keonjhar", payable at Keonjhar
Payment Norms	After the successful Completion of the Event
Last Date of submission of Tender	20-03-2026, 5.00 PM
Date of Opening of Technical Bids	23-03-2026, 10.30 AM at Board Room
Date of Opening of Commercial Bids	25-03-2026, at 10.30 AM at Board Room
Address for the submission	The Principal, Government College of Engineering, Keonjhar Jamunalia, Old Town, Keonjhar- 758 002
Contact details for any query regarding submission of Bid	Dr. Soumya Ranjan Mallick Mob. No- 9437545820 Mail ID- soumyamallick_fmnm@gcekjr.ac.in Dr. Sudhansu Sekhar Mishra Mob. No- 9438533060 Mail ID- sudhansumishra_fmnm@gcekjr.ac.in
Scope of Work	The contract is essentially for serving Silver Jubilee Gala Dinner. The scope of work, covered in the contract, described below: <ul style="list-style-type: none"> a. Cooking and serving Dinner on the event date b. Procurement of raw material as per given specification. c. Managing and control of stocks and inventories. d. Cleaning of utensils, kitchen and serving items. e. Cleaning of cooking, dining and periphery areas which includes toilet and nearby area also. f. Security of the equipment, utensils and other items in the area given for food preparation. g. Maintenance of the equipment in the kitchen and dining areas. h. 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 20-03-2026, 5.00 PM, either by Registered/ Speed Post only. No further paper advertisement shall be published for any change/ addenda/ corrigenda/etc.

Dr. Soumya Ranjan Mallick
27/02/2026

Dr. Sudhansu Sekhar Mishra
27/II/2026

**Conditions of Tender documents for the Arrangement of Gala Night
Dinner at Government College of Engineering, Keonjhar**

CONDITION 1

1. Sealed tenders are invited from the agency/food contractor/eligible catering agencies from Odisha for the Arrangement of Gala Night Dinner for 1600 Persons at Government College of Engineering, Keonjhar on 12th April 2026 on the occasion of Silver Jubilee Celebration- The service provider shall ensure provision of hot food arrangements (through induction systems or insulated/heated containers) for all persons, along with special 200 crockery plates, glasses and spoons for delegates, and arrange 10–12 round tables with a total seating capacity of 40–50 persons. All tables & chairs must be properly covered with clean white tablecloths.” The service provider shall deploy adequate serving staff, and all personnel must be neatly dressed in proper uniform. Staff shall wear appropriate safety attire while serving, including head caps/hair nets, gloves, aprons, and any other necessary protective gear to ensure hygiene and food safety standards are maintained at all times.
 - 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 Gala Night Dinner Arrangement at Government College of Engineering, Keonjhar. **(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.**
2. The Technical/Qualification Bids will be opened on **23-03-2026, 10.30 AM** in the presence of Institution 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 Institution Purchase 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 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 “*For The Arrangement Of Gala Night Dinner on 12th April 2026 at Government College of Engineering, Keonjhar*”.
4. The tenders supported by Tender Fees of **Rs. 1000/- (Rupees One thousand only)** and EMD of **Rs. 10,000.00 (Rupees Fifty 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 “Principal, GCE, Keonjhar”, payable at Keonjhar. Tenders should be addressed to **The Principal, Government College of Engineering, Jamunalia, Old Town, Keonjhar-758002** on or before **20th March 2026**.
5. **The Principal, 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.geekjr.ac.in>.

6. **The tenderer should quote the rate and amount in figures as well as in words as tendered by them.**
7. The tender is not transferable under any circumstances at any stage.
8. 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.
9. Bids in any form other than the prescribed form issued by The Principal, 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. 10/-** in the enclosed form at his own cost.
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.

CONDITION 2. Award of 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 14.
- III. Notwithstanding the above, the Principal, 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

The bidder will be finalized based on his / her experience, contracts executed earlier, capacity to prepare food of all regions, managerial abilities and other relevant factors as considered appropriate by the tender committee. The Bidder (hereinafter referred as bidder) is required to note that the health, hygienic safety and satisfaction of the guests of **Gala Night Dinner (12th April 2026)** are the prime concern of the college authority. On behalf of the Purchase Committee hereby lays down the following terms and conditions which shall

B. L. Mani
27/4/2026

J. Sarangi
27/4/2026

be binding to the bidder.

1. This dinner contract is for the period of one day only.
2. The rates quoted should be inclusive of all taxes.
3. **GST (2%) will be deducted from the total bill of the Bidder and will be deposited in GST account of the Government.**
4. **The bidder must have a food license from Odisha Govt. (New/Renewal), labor license (New/Renewal), and a registered office in Odisha.**
5. Mess service should be provided at the designated places of Gala Night, GCE, Keonjhar without any extra charge.
6. Terms of Payment: Actual bill is to be submitted by the Bidder in the office of Principal through proper channel within 7 days after the completion of the event.
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 **20-03-2026, 5.00 PM** either by Registered/ Speed post only along with Demand Draft of Rs. 1,000/- (Non- refundable) in favor of "Principal, GCE, Keonjhar", payable at Keonjhar.
8. Postal delay will not be considered and the Tender received late will be rejected.
9. The institution 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 has to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Principal.
10. Maintaining safety, health and hygienic conditions in and around the event area will be the responsibility of the bidder.
11. The bidder and mess workers have to behave politely with the guests.
12. Smoking and intoxication (drug, alcohol, Gutkha, Tambaku, etc.) is strictly prohibited in the mess as well as Institute premises.
13. Mess workers and cook should be healthy and medically fit.
14. Bidders are required to give company uniform to the mess worker and mess supervisor / mess manager. It is to be ensured that whenever the workers are on duty they should be in uniform. The uniform should be cleaned / washed at least thrice in a week.
15. The meals should be served at following timings: Dinner - **08.00 PM TO 11.00 P.M**
Timings may be changed as and when such circumstances arise.
16. Subletting of the contract is strictly not allowed which can lead to termination of the contract.
17. All the items to be served in the mess including curd shall be prepared preferably in the space provided by the authority.
18. 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.
19. 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

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27/II/2026

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.

20. Safety Regulations - In respect of all labor, 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.
21. 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, non compliance or violation of any of these provisions of any of the Acts would lead to the immediate termination of the contract.
22. 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 insurance company. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereof.

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R. Manick
27/02/2026

R. Manick
27/II/2026

TABLE:1 TECHNICAL /QUALIFICATION BID

Sl. No	Particular	
1.	Must have minimum 2 years' experience in the similar type of works.	Details Of Previous Contracts (Work orders)
2.	Last 3 years' Turnover (1 Crore in last 3 years) (2022-23, 2023- 2024, 2024-25)	Attach necessary Proof(Audited Balance sheet of last 3 years)
3	Last 1 year GST deposit certificate	Attach necessary Proof
4	Name of the applicant/ Firm :	Attach necessary Proof
5	Registered Office in Odisha:	Attach necessary Proof
6	Year of establishment :	Attach necessary Proof
7	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
8	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number	Attach necessary Proof
9	Food License Number given by Government of Odisha (Municipality/Health Department)	Attach necessary Proof
10	PAN No./ TIN /Aadhar No.	Attach necessary Proof
11	IT Return of last Year (2024-25)	Attach necessary Proof
12	GST Registration No.	Attach necessary Proof

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27/11/2026

13	Form-6 Affidavit mentioning that he/she was not blacklisted earlier by 1 st class Magistrate	Yes/No
14	ESI Registration	Attach necessary Proof
15	Labor license issued by Government authority	Attach necessary Proof
16	Trade license issued by Govt. of Odisha	Attach necessary Proof
17	Food Safety and standards authority of India (FSSAI)	Attach necessary Proof
18	Form 1: Details of Previous Contracts	Yes/No
19	Form- 3: Tender/Conditions acceptance Letter	Yes/No
20	Tender Fees (Rs. 1,000/-)	Yes/No
21	EMD (Rs. 10,000/-)	Yes/No
22	Two Bids (Technical and Price Bid)	Yes/No
23	Tender Documents duly signed in every page with stamp	Yes/No

Place:

Date:

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

Since
27/02/26

R. L. Malik
27/02/2026

R. L. Malik
27/02/2026

FORM 1: DETAILS OF PREVIOUS CONTRACTS

Period of Contract		Name and Address of the Organization with reference Letters	Value of Contract and other Details	Remarks
From	To			

Place:

Date:

SIGNATURE OF THE TENDERER WITH SEAL

S. Adina
27/02/2026

S. P. Manick
27/02/2026

S. Saranya
27/II/2026

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 Principal, GCE, Keonjhar.

Name & Signature of the Contractor

Or

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

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Chandra
27/02/26

Ramaiah
27/02/2026

J. Sarangi
27/02/2026

FORM- 3: TENDER/CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

To
The Principal
Government College of
Engineering Jamunalia, Old
Town,
Keonjhar-758002

Date: -----

Place: -----

Subject: Acceptance of Terms & Conditions of **Bid Ref. No. 403/** Date: **27-02-2026**

Dear Sir,

1. We have purchased/downloaded the tender document(s) for the above-mentioned Tender Work from the GCE, Keonjhar website www.gcekjra.ac.in as per your advertisement, given on 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)

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27/02/26

S. L. Manick
27/02/2026

S. Sarangi
27/II/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 Principal, 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:

Adhara
27/02/26

S. D. Sarker
27/02/2026

S. Sarker
27/II/2026

MENU

Starter

- Veg Soup
- Chicken Soup

Main Course (Veg)

- Plain Rice
- Jeera Rice
- Tawa Roti/Puri
- Paneer Butter Masala
- Mushroom Chilly
- Dal Makhani

Main Course (Non-Veg)

- Chicken Masala
- Fish Masala

Salad & Accompaniments

- Green Salad
- Raita
- Papad

Desserts

- Gulab Jamun/ Rasgola
- Chena Pais
- Ice Cream (3 flavours)
- Lemon Soda

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27/02/26

Almaick
27/02/2026

S. Sarangi
27/II/2026

Commercial Bid

Sl. No.	Description	Rate in Figure	Rate in Words
1.	Total Cost for the Gala Night Dinner preparation and serving 1600 Persons		
* 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 overwriting is permissible.			

D. D. Dora
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