



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
GHATIKIA, MAHALAXMI VIHAR, BHUBANESWAR-751 029**

Tender No. OUTR/CW/Mess Catering/2025-26/17

Date: 12/08/2025

Notice Inviting Tender

Odisha University of Technology and Research, Bhubaneswar invites online tender through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> under two bid systems (i.e. **Cover-I:** Technical Bid and **Cover-II:** Price Bid) from eligible bidders/well-established and reputed catering agencies for providing Catering Services to different Halls of Residences of the University. The Agencies must be holding valid licenses under Contract Labour (Regulation & Abolition) Act, 1970, Food License, FSSAI Certificate and must be registered with EPF, ESI, GST, PAN etc. Incomplete bids will be rejected summarily. The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The last date of submission of bid is 08/09/2025 up to 6.00 PM and will open on **09/09/2025** at 11.00 A.M. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available at our university website www.outr.ac.in and <https://tendersodisha.gov.in>.

IMPORTANT: Prospective bidders are advised to regularly visit the University website/e-tender portal for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the University website/e-tender portal.

REGISTRAR

Tender No. OUTR/CW/Mess Catering/2025-26/17

Date: 12/08/2025

**TENDER FOR SELECTION OF AGENCIES FOR
PROVIDING CATERING SERVICES FOR
STUDENTS' HALL OF RESIDENCE**

**AT OUTR,
BHUBANESWAR
THROUGH E-PROCUREMENT**



**Odisha University of Technology and Research
Ghatikia, Mahalaxmi Vihar Bhubaneswar-751029
Website : www.outr.ac.in**

SECTION-I**NOTICE INVITING TENDER**

Registrar, Odisha University of Technology and Research, Bhubaneswar, invites online tender through **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in> under two bid systems from eligible bidders/ well-established and reputed catering agency for providing Catering Services to different Halls of Residences of the University.

Critical Information

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/CW/Mess Catering/2025-26/17 Date: 12/08/2025
2	Period during which tender document will be available on website www.outr.ac.in / https://tendersodisha.gov.in	13/08/2025, 6.00 p.m. to 08/9/2025 6.00 pm
3	Tender Fee(Non- Refundable)	Rs. 5,000/- (Rupees Five thousand only) in shape of Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
4	Bid security (EMD) : (refundable but Non-interest bearing) ; EMD Amount (Will be accepted only through D.D/Banker's Cheque. The bid security is exempted to the MSE bidders only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs.25,000/-(Rupees Twenty five thousand only) Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
5	Type of Bid	Two Bid ; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Date of publishing	13/08/2025 at 6.00 p.m.
7	Document Down loaded Start date	14/08/2025 from 10.00 a.m.
8	Last date & time for uploading of bid	08/09/2025 upto 6.00 P.M.
9	Date & time of opening of Technical Bid	09/09/2025 at 11.00 A.M.
10	Date & time of opening of Financial Bid	Through the e-tender portal to be intimated later/ by e-mail to the technically qualified bidders.
11	Performance Guarantee	Rs. 5,00,000/-(Rupees Five Lakh) only
12	Contract Period	One year from the date of award which may be extended for another two years subject to satisfactory performance on year to year basis.
13	Pre bid meeting	No
14	Bid Validity	120 days from the date of opening of bid
15	For any technical query please contact	Prof. Deba Prakash Satapathy Ph.No. 9861761399 e- mail: chiefwarden@outr.ac.in
16	DD towards EMD and Tender document fee should be sent to addressing	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

REGISTRAR

1.2. Please refer e-Procurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.outr.ac.in & <https://tendersodisha.gov.in>

1.4 The bidders may submit their bid only through uploading the softcopy in the e-Procurement Tenders Odisha Portal <https://tendersodisha.gov.in>. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.

1.5 The Authority may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the e-Procurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the e-Procurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enroll on the e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link “**Online Bidder enrolment**”. At the e-Procurement Portal, which is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Procurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class-III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Already enrolled in e-procurement Odisha may ignore the above instructions.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 SUBMISSION OF BIDS

2.6.1) Bids shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.3) Bidder has to select the payment option as "offline" to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.4) Bidder should prepare the DD for Tender Cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.5) The bidders shall download the pre bid clarification if any for the service and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.

2.6.6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the

tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.7) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.10) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.6.12) The offer must be submitted in Two Bid – Two Cover only though uploading in the e procurement Portal, before the last date & time for bid submission.

2.6.13 Bidders must submit their digitally signed bids in first Envelop contains the following documents:

(i) Cover 1.

a) Tender cost and EMD Details (Original Instrument shall be sent to Tender Issuing Authority)

b) Technical Bid & Bidder's details.

c) All relevant documents to be submitted as per tender document, Checklist Annexure X and as per other Provisions of NIT. All Annexures (excluding price bid) duly filled & signed to be submitted along with the technical bid.

(ii) Cover 2.

a) Price Bid. (in BoQ Ms-Excel format, as per Annexure) and

2.6.14 Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted.

2.6.15 Bidders have to quote average rate per day per student only, as per the BoQ format.

2.6.16 Bidders shall fill all the boxes in BoQ. No Box should be left blank.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha e-Procurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the submission of the bids online through the e-Procurement Portal(URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add /modify /delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents

CONTENTS OF TENDER DOCUMENTS

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SECTION-II

1. ELIGIBILITY CRITERIA :

The bidder should meet the following minimum eligibility criteria :

1. The Caterer must have provided Catering Services to the reputed Government Organizations / Autonomous Bodies and Universities like IITs, NITs, Central/State Universities and reputed Private Educational Universities for **at least Three years or more** as on 31st March 2025.
2. Status: The bidder shall necessarily be a legally Valid entity either in the form of sole proprietorship, partnership, Limited or Private Limited company established under the Companies Act/Society constituted/registered under relevant Act.
3. The caterer must have valid Food License from FSSAI.
4. The Caterer must be registered with GST, EPF, ESI, Income Tax for which the agency has to submit copy of the PAN, GST, EPF and ESI Registration etc.
5. The Caterer must have Contract Labor License.
6. Copy of Audited Balance sheet, Profit & Loss Statement and Income Tax Return for last three financial year ending on 31st March 2024.
7. The Caterer must have an average annual turnover **1,00,00,000/- (Rupees One Crore Only)** or more from **Catering Services only** during the last three Financial Years **[2021-22, 2022-23 & 2023-24]** in the books of Account and need to submit CA Certified Audited Profit & Loss Accounts and Balance Sheet of the Caterer during **01.04.2021 to 31.03.2024**.
8. The Caterer must have successfully completed **3 (three) similar works of 500 persons or more in each** catering services like IITs, NITs, Central/ State Universities and Private reputed Educational Universities/CPSU/Large Industrial Establishment/Companies on its dining strength during the 3 years ending as on 31st March 2025:
9. The Caterer must submit Customer Satisfactory Performance Report (CSPR) from same organizations for which experience certificate is being submitted for the Financial Year in which they have provided the qualifying Catering Services. Such CSPR must be signed by the authorized signatory of the eligible organization concerned along with work order.
- 10 The complete details of clients of the Caterer must be enclosed with the technical bid; Client(s) address, name of contact person with phone numbers must be listed in the enclosure.
11. The caterer must have Trade license issued by the local municipal authority/District Labour Officer caring on business of commercial purpose (Food business)
12. The Caterer must submit an undertaking that the Catering Agency has not been blacklisted in any organization and no case is pending with the police or in court of law against their name, as per Annexure-VII.

SECTION - III

2. INSTRUCTION TO BIDDERS:

2.1 TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

- 2.1.1 **Tender Cost (non-refundable) of Rs. 5,000/- (Rupees Five thousand only) and EMD / Bid Security (refundable) of Rs. 25,000/- (Rupees Twenty five thousand) only** in the form of Demand Draft (DD) in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.
- 2.1.2 EMD / Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30 days after the award of contract to successful bidder.
- 2.1.3 Bidder registered with Ministry of MSME / GoI as per public procurement policy for Micro & Small Enterprises (MSE) are exempted categories from payment of EMD provided that the registration certificates issued by agencies must be valid as on closing date of tender. The bidder has to submit the Bid Security Form as per the **Annexure-VIII**.
- 2.1.4 EMD and Tender Fee should reach physically through speed post/register post/courier, in an envelope & super-scripted with the subject, tender reference number addressing to **Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, Odisha on or before the last date of submission.
- 2.1.5 The scan copies of the DD towards tender cost and EMD should be uploaded in the Technical Bid Cover.
- 2.1.6 Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.
- 2.1.7 The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being H1 {**Final Evaluated Score (FES)** stands highest} shall be liable to forfeiture.
- 2.1.8 **Amendment to bid documents**
At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on university website and e-tender Portal.
- 2.1.9 The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid not substantially responsive to the Bid document in every respect will be at the bidders' risk and may result in rejection of the Bid.
- 2.1.10 The Technical bids shall be opened on the scheduled date and time (as mentioned in tender eProcurement Portal (URL: <https://tendersodisha.gov.in>)).

3.2. SUBMISSION OF BIDDING DOCUMENTS

The tender is to be submitted electronically in two separate Cover **No.1 (Cover A)** and **Cover No. 2 (Cover B)** and contents as indicated below:

3.2.1. Bidders must submit their digitally signed bids in first Cover contains the following documents:

A. Cover 1 Shall contain the scan copy and uploaded of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the **Firm/Agency**. Qualification documents:

○ Such as

- Bid Securing Declaration Form for EMD Exemption (**Annexure – VIII**)
- Copies of the Income Tax return (last three financial years) and copy of PAN
- Firm Registration & GST Registration certificate.
- Copy of the valid Food License from FSSAI
- Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities, State Universities, Govt. Institutions /Colleges etc. with Customer Satisfactory Performance Report (CSPR)
- Annual average turnover for last 3 financial years (2021-22 , 2022-23 & 2023-24)
- Criminal Liability Form
- All other documents as per attached Annexures (**II to X** Except Price BoQ)

B. Cover 2

Price Bid. (Cover -2 in BoQ Ms-Excel format.)

3.2.2 The offer must be submitted in Two Bid - Two covers only though uploading in the eProcurement Portal, before the last date & time for bid submission.

3.2.3 Tender document (s) and all enclosures must contain the signature of the competent authority of the firm.

3.3 CLARIFICATION OF BIDS: In case any bidder requires any clarification, bidder can feel free to raise their query on or before the last date of submission of tender document.

3.4 PERFORMANCE SECURITY GUARANTEE / SECURITY DEPOSIT (Non Interest bearing)

3.4.1 Successful bidder shall have to deposit performance security amount of Rs. 5,00,000.00 (Rupees Five Lakh only) within 15 days from the date of issue of LOI/Work Order, in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank” in the form of Demand Draft (DD) / Bank Guarantee (BG) The Security Deposit shall remain valid for 60 days beyond the date of completion of all contractual obligation. In case the contract is further extended , the Bank Guarantee will have to be renewed accordingly. Else the same amount will be deducted from the bill amount towards Performance Security.

3.4.2 The amount of performance security so withheld will be discharged after the warranty period is over. The Security Deposit will not attract any interest.

3.4.3 If the contractor fails or neglects any of the bid obligations under the contract it shall be lawful for OUTF to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

3.4.4 The Security Deposit shall be liable to be forfeited in case of any breach of terms and conditions of the contract.

4. BID PRICES:

4.1 **The rate quoted through this tender are inclusive of all taxes, duties, and levies etc. imposed by the State/Central Government and Local bodies as on the dates of award of the work. GST may be charged extra. The bidder must have mentioned the taxes separately in the financial bid.** The price should be indicated as per BOQ/Price Schedule as per the Format under Financial Cover in Ms Excel.

4.2 A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

5. VALIDITY OF BID: 120 days from the date of opening of Technical Bid.

6. COST OF BID: The Caterer shall bear all costs associated with the preparation and submission of his bid. The University will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

7. VISIT TO THE UNIVERSITY: It shall be deemed that the Caterer has undertaken a visit to the University and is aware of the operational conditions prior to the submission of the bid. The cost of such visit shall be borne by the Caterer.

8. The University reserves the right to cancel the tender fully or partially without assigning any reason thereof.

NOTE: *At any time before the deadline for submission of proposals, the University reserve the right to add / modify / delete any portion of this document by the issuance of a Corrigendum, which will be published on the Univesity website and (Tenders Odisha) Portal <https://tendersodisha.gov.in>. The corrigendum shall be binding on all the bidders and will form part of the bid documents.*

1. SCOPE OF WORK OF THE CATERER

The successful bidder is expected to provide the following services:

- a. Cooking and serving meals (breakfast, lunch and dinner) in the Halls as per the Menu and time.
- b. Facilitates for procurement of raw materials for and on behalf of the Hall Mess.
- c. Managing and control of stocks and inventories.
- d. Add-on sales (approved by Mess Committee/ University Administration). Boarders, Students and Staff may use these add-ons to get 'extra' items not included in the basic menu outlined for Hall Mess.
- e. Cleaning of utensils, kitchen and serving items for Hall Mess.
- f. Cleaning of cooking, dining and auxiliary areas for Hall Mess and maintain hygienic condition.
- g. Security of the equipment's, utensils and other items in the Mess.
- h. Maintenance of the equipment's in the kitchen and dining area.
- i. Maintenance of books, ledgers, other records and documents related to running of the mess.
- j. Deployment and supervision of required man power for the above-mentioned tasks.
- k. Maintain discipline in the dining hall, kitchen of halls.
- l. Supply qualitative hygienic food to students and staff in the Mess.
- m. No outsiders will be allowed into the Mess kitchen without specific permission of the authority.
- n. Successful bidder may be assigned with the work order for maximum of two Halls. Work order may be issued to a single firm for maximum two Hall mess depending upon the lowest quoted rates. The selection will be the discretion of the Authority

- o. In case there will be tie, the University Authority is authorized to decide the parameters to be considered for finalization of the tender.
- p. The OUTR authority may negotiate with the L1 Bidder regarding the quoted rates if it feels that the quoted rates are higher.

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 hall Warden to the caterer. In a period of 06 months, a maximum of 04 times special items are to be served.

2. Vegetarian Thali :

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

3. Non-Vegetarian Thali :

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

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

4. QUALITY STANDARDS FOR RAW MATERIALS AND PREPARED FOOD IN HALL/HOSTEL MESS

General Guidelines:

- The following specifications serve as standards for the preparation and serving of food in the hall mess of Odisha University of Technology and Research.
- All food items must be prepared using fresh, good-quality ingredients, adhering to hygiene norms and nutritional standards.
 1. Butter Chipleets (**no margarine**) will be of Amul /Britannia
 2. Jam will be of Kissan /Tops/ Weikfield
 3. Oil will be of sunflower/ rice-bran oil: Dhara/Sundrop/Saffola/ Nature Fresh/ Fortune
 4. Oil (Mustard): Dhara/Fortune/ Nature Fresh
 5. Rice will be of good quality (long grain thin as approved by council)
 6. Wheat flour Atta must be of Ashirwad/Annapurna/Fortune
 7. Milk will be of toned milk of OMFED/Milkymoo/Amul (No addition of water)
 8. Pickles will be of Tops/Priya/MTR/Mothers
 9. Salt will be Tata iodized/Annapurna for all purposes
 10. Masalas will be of either Ruchi/Catch/Bharat/Everest or any branded company.
 11. Papad will be of Lijjat/DNV/Mother's/ Madhuri/Shriram
 12. Ghee will be of Amul/ OMFED/Mother Dairy/Britannia
 13. Bread will be of Diamond/Modern/Paris Bakery/Britannia
 14. Sauce/ketchup will be of: Maggi/Kissan/TOP/MTR/Delmonte
 15. Ice cream will be of Amul/Mother Dairy
 16. Paneer will be of Amul/Omfed/Britannia/Mother Dairy

17. For Biryani India Gate/ Daawat long grain Basmati Rice to be used.
18. Rice for kheer: Gobindo bhog rice of reputed brand.
19. Millet based food at least once a week
20. Soya Chunks (Nutella/Fortune)
21. For handwash (Dettol/Lifebuoy), cleaning of utensils (Vim/Prill Liquid), and floor cleaning (Lizol/Nimyle) to be used.
22. The water used in cooking and drinking must be filtered and safe for consumption.
23. Use of Dalda/Vanaspati Ghee is strictly prohibited.

5. SPECIFICATION & QUANTITY 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 hall mess.
- Butter: 5gms
- Bread: 4-slises (medium)
- Jam: 10gms
- Raita: Curd quality as specified above along with finely chopped onion, cucumber and tomato.
- Poori must be fried in refined oil and must have at least 10cm diameter.
- Paratha must be at of at least 15cm in diameter.
- Bread Omelet: 1Set of Bread Omelet must consist of 2 slices of bread and 1egg.
- Salad: Must contain Onion, Tomato, Cucumber, and Carrot with minimum amount of 100gms per person.
- Chapati / 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: Dal preparations must maintain sufficient density to ensure uniform consistency and meet nutritional standards.
- 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 appropriate density.
- Chicken Biryani Approx. 350-400 gram [125 gram chicken (4 piece chicken)]
- Paneer curry 100 gram paneer (6-8 pieces) + 50gram gravy
- Chicken curry 100 gram chicken (5pieces) + Potato (3 pieces) 50gram gravy
- Fish Curry – 02 piece of fish, gravy based with addition of mustard paste.
- Egg Curry – 02 pieces of egg with 02 pieces of potato .
- Fish Chhinchida : Use different vegetables with fish head, small size prawn etc.
- Poha will contain potato , onion, peanuts, cauliflower, carrots ,curry leaves, kismis in appropriate proportion and others (if any).
- Prickles will be served daily in lunch and dinner
- Bhaja will be only of (parwal)/ green beans . Bhaja will have 50% alu and 50%vegetables.
- Odia special dalma will contain toor dal and equal proportion of vegetables like potato, carrot, pumpkin, brinjal, green papaya, onion, tomato, and will be made with ghee and garnished with crushed fresh coconut per plate.
- Khata will be of tomato Khata /aam Khata.

- The items which are mentioned but not in the hall menu are likely to be served as top up and the price of items are to be decided by the hall mess committee.
- For any items not mentioned above, quantities will be fixed by mutual consensus between the Hall mess committee and the successful bidder.

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

6. Note on the Menu:

The successful bidder, the caterer will be required to provide suitable item for sick boarders in lieu of the regular meals.

For the boarders observing fasts, the successful bidder will provide the substitute items in lieu of the regular meal after a minimum number of ten boarders ask for the substitute meal.

The successful bidder will not serve any item whose rates have not been approved by the competent authority beforehand.

Non-Veg should be served as per the menu irrespective of any religious festival. In this regard, the decision of the hall mess committee shall be final.

The successful bidder will procure/arrange the utensils for cooking as well as serving food including plates, tumblers, spoons etc.

All equipment's brought by the successful bidder into the Hall/University premises must be registered with the hall authorities.

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 Hall Mess.

The successful bidder will also provide soap cake/liquid soap for the wash basins in the mess/dining area.

The successful bidder should take preventive measures to avoid any fire hazards inside the kitchen or dining hall of Hall Mess.

8. Hall Mess Area:

- The Caterer must have proper racks to keep his items and nothing should be kept on floor.
- The Caterer has to take utmost care for the disposal of leftover food; no leftover food should be disposed of in the drains which will block the drain and will produce foul smell. The Caterer should make their own arrangement for the disposal of the leftover food at their own cost.
- The Caterer must submit the list of workers and their ID proof (Aadhaar Cards) who are to work in the mess. No female workers are to be deployed in Boys Hall and Minimum two female workers are to be deployed in Ladies Hall of Residence.
- The Hall 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 up to Rs.1000), subjected to approval and instructions of the Authorities.

- The bidder must put complaint register at the entrance of the Hall Mess which will be checked by Hall Mess Committee on regular basis.
- If the hall mess management by the Caterer is found to be unsatisfactory, or if the quality of food is below standard, unhealthy, or unhygienic, the University reserves the right to terminate the contract. Additionally, penal action as deemed appropriate by the OUTR authorities shall be taken.
- 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 Warden's suggestions / instruction, in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.

“Mess off”:-

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

- a) Students will submit the mess off application before they leave the hall of Residence/Hostel.
- b) Mess off will be given to the students for the whole duration if duration is approved by Hall/hostel Warden.
- c) Mess off 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) Mess off will be given to the students in ground of medical reason after necessary approval from Hall/Hostel Warden irrespective of no. of days. However, if sick meals are provided during Hall/hostel stay, these days will be counted as normal days and no mess off will be allowed.

DINING TIMINGS

Breakfast	07:00 a.m. - 09:30 a.m.	All days
Lunch	12:30 p.m. – 2.00 p.m.	All days
Dinner	08:30 p.m. - 10:00 p.m.	All days

[Note: The above schedule is subject to change by the order of Hall Competent Authority.]

Location and approximate capacity

(Four different caterers will be awarded as mentioned below)

LIST OF HALLS OF RESIDENCE AT OUTR, BHUBANESWAR FOR PROVIDING CATERING SERVICE

Sl. No	Hall Name	Location	Capacity
1.	APJAKHR (Boys)	Inside Campus	520
2.	RHR (Boys)	Inside Campus	480
3.	KHR (Girls)	Inside Campus	520
4.	KCHR (Girls)	Inside Campus	520
5.	1st Year Boys Hostel, Ghatikia	Outside Campus Ghatikia	105
	New Rented Hostel, Ghatikia	Outside Campus Ghatikia	75

Note : The 1st year Boys' Hostel and New Rented Hostel outside of University at Ghatikia will be treated as a single unit.

- i) **Hall of Residence (KHR) :** Proposed number of students residing, are around **520** (Caterer-I)
- ii) **Hall of Residence (KCHR) :** Proposed number of students residing, are around **520** (Caterer-II)
- iii) **Hall of Residence (APJAKHR):** Proposed number of Students residing, are around **520** (Caterer –III)
- iv) **Hall of Residence (RHR):** Proposed number of Students residing, are around **480** (Caterer –IV)
- v) **1st year Boys Hostel & New Rented Hostel, Outside campus, Ghatikia,** Proposed number of students residing are around -180 (105 + 75) (To be allotted to one of the above caterers)

NB:

- The 1st year Boys' Hostel and New Rented Hostel at Ghatikia will be treated as a single unit.
- As per the decision of committee, **Four** different caterers will be offered to provide catering service to the above mentioned **Five** different Halls.
- If situation demands, one caterer (will be decided by the committee) may have to serve two hall of residence or caterer/s in the panel list may be offered to provide catering services at any of the Five halls of residence (KHR/KCHR/APJAKHR/RHR/Out Side Campus Hostel), based on the requirement.**
- The student numbers mentioned above are tentative and prior information about the number of students availing mess facility will be intimated.
- The Caterer shall ensure mess arrangement (same regular menu) during summer/winter vacations/ other times at each hall of residence when total number of students may reduce (it may be even less than 50) at the regular cost decided in the tender. During these periods, the University may also decide to close the dining facilities totally.
- In case, due to pandemic or owing to any other reasons, if University may deemed fit, to restrict the number of students in hall of residence or to vacate hall of residence entirely, then in such case the caterer will not be given any kind of establishment charges for period when hall of residence vacated entirely.

SECTION-IV

GENERAL INSTRUCTIONS

1. EVALUATION CRITERIA FOR TECHNICAL BID:-

a. BID EVALUATION PROCEDURES

A. BID EVALUATION PROCEDURES

1. Technical bids will be opened on the specified date & time by Tender Evaluation Committee duly constituted by the competent authority of OUTR Bhubaneswar. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. Financial bids of those bidders whose technical bids are found valid / suitable / acceptable, shall be opened by the Committee to be intimated well in advance through e-procurement portal.

B. CLARIFICATION ON TECHNICAL BID EVALUATION

1. Technical bids shall be evaluated based on the available documents submitted by the bidder and the methodology adopted by the committee. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid.
2. If a bidder does not provide clarification on its bid asked for in the University's request for clarification, the bid may be treated as not valid and liable for rejection.
3. University also reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

C. FINANCIAL BID PROCEDURE & EVALUATION

1. The Financial Bids of all technically qualified Bidders shall be opened on the appointed date and time and will be intimated to all eligible bidders in advance.
2. Tender for this contract will be assessed in accordance with **Least Cost Based Selection (LCBS) basis.**
3. The quote mentioned by the bidder in the financial bid shall be arranged in chronological manner having lowest quote **as L1**. Other bidders as L2, L3, L4... and so on as per LCS method.

AWARD OF CONTRACT:

OUTR Bhubaneswar shall award the contract to the Bidder (s) whose Bid has been determined to be substantively responsive, eligible and qualified, technically suitable and **has quoted lowest as L1 and others if agreeing with L1 price in following criteria.**

- **The bidders ranked as L2, L3, L4 and so on, in the merit list will be asked to match the L1 Price and upon agreeing contract will be awarded as the merit list to first Four bidders.**
- **On Matching to L1 price by Bidders, the contract will be awarded as follow:**
 - **L1 Bidder will be given a chance to choose Hall of Residence among Four options.**
 - **L2 Bidder will be given a chance to choose Hall of Residence among rest of three options.**
 - **L3 Bidder will be given a chance to choose Hall of Residence among rest of Two options.**
 - **L4 Bidder will be considered to provide catering service in the last Hall of Residence.**

- **Catering Service in Hostel outside the campus will be allotted to any one of the above caterers at the discretionary of the evaluation committee.**
- **A panel/waiting list of caterers will be prepared and it will remain valid for a period of one year.**
- **In the event any non-execution of the contract by an awardee for any reason then bidder from the waiting list will be given offer for that contract with same terms and conditions.**
- **If, adequate number of Bidders are found not suitable for running the mess of any hall, the bidders as per merit list will be asked to run the additional mess. The decision of the University in this regard will be considered as the final decision.**

- e) **Note :** In case multiple bidders quotes Lowest Price (L1), then the bidder having highest annual average turnover in last three financial years (2021-22,2022-23,2023-24) shall be considered as L1 bidder.
- f) Other bidders will be ranked as L2, L3, L4 and so on as per the above method.

SECTION –V

TERMS AND CONDITIONS OF THE CONTRACT

1. The caterer after award of contract shall mobilize its resources for execution of the work as per terms of contract.
2. The contract shall be awarded initially for **One Year**. It can be further extended, as per University requirement, subject to the satisfactory performance.
3. The Caterer shall discharge its responsibility strictly adhering to this scope and shall ensure proper food service as per frequency indicated in the contract.
4. The Caterer while discharging, its aforesaid of responsibility shall carry out the instructions of Chief Warden/Warden/Asst. Warden or any authorized person from time to time.
5. Caterer's performance will be evaluated at any time during each month based on various factors including quality and quantity of food, cleanliness and hygiene, service quality and punctuality. Non-compliance with the menu, serving unhygienic food, very poor performance in a month or poor performance twice in a row may result in an immediate monetary fine or contract may be terminated.
6. Mess facilities consisting of kitchen and dining halls will be provided by University at all the locations as stated in Section - III. Prospective Caterers may inspect available facilities with prior appointment. They may contact Hall Office of the Chief Warden/Warden for this purpose.
7. The hall of residence is going to provide some of the kitchen equipment & furniture. The assets and equipment's provided by the University shall be property of the University and Caterer shall be merely the custodians of such assets and equipment's. However, it will be sole responsibility of the Caterer to arrange utensils and any additional equipment required for cooking food in kitchen(s), and serve it in dining halls. **Caterer will not make any demand for any extra equipment and utensils for food preparation and catering.** Kitchen equipment available in the Hall of Residence by the University must be utilized by the Caterer. Daily maintenance of the equipment is the sole responsibility of the Caterer. **Caterer will bear the complete cost of the repairing and maintenance of the issued equipment. It is the responsibility of the caterer to return back all the issued equipment and utensils in the working condition at the end of contract.** For serving food, the Caterer need to use their own stainless steel jugs, plates, cutleries, and glasses. **Use of any polyethylene utensils is strictly prohibited in the mess. Drain connected to kitchen area needs to be cleaned on regular basis by the caterer. If the caterer fails to clean, then the hall of residence office will arrange for immediate cleaning and the cost with appropriate penalty will be deducted from the mess bill.**

8. Breakfast, Lunch and Dinner must be served as per the menu, sample menus as have been furnished in **Annexure -I.**
9. **Type of service:** Self-service with minimum of one counter for every 200 students or part thereof. For differently abled persons there must be a provision for serving on the table.
10. University shall provide the following:
 - a) Water for drinking, cooking, washing and cleaning.
 - b) Electricity for the exclusive purpose of running the dining facilities at prevailing rates on the basis of metered consumption or as per decision of the University.
 - c) Every effort must be exercised by the Caterer to minimize electricity and water usage.
11. Hall authorities reserve the right for surprise visit of Mess and checking of food quality.
12. Procurement of the following items is the responsibility of the caterer with the approval of the hall of residence authority:
 - a. Branded provisions, Ice cream, butter, Jam and milk
 - b. Fresh quality vegetables and fruits
 - c. The Caterer shall make own arrangements for the commercial gas cylinders as well as cooking and serving utensils.
 - d. The Caterer has to make their own arrangements for procuring utensils, gadgets, equipment etc. to run the system efficiently. All the equipment brought by the Caterer into the Hall of Residence premises must be registered with the Hall of Residence office.
 - e. Caterer shall not use any colors/chemicals while preparing food.
 - f. Major civil and electrical work will be attended to by the University. Minor maintenances job such as replacement of tube lights, bulbs, maintenance of kitchen equipment are the responsibility of the Caterer.
13. The Caterer shall use only branded raw materials and best quality resources within expiry period for preparing food. The list of preferred brands is given above. The Hall Authority reserves the right to check the raw materials used for cooking and the cooking processes for compliance with the approved list.
14. **Use of Analogue or synthetic or adulterated paneer:** To ensure the quality of paneer, the mess caterer must regularly perform the iodine test to check for any signs of analogue, synthetic, or adulterated paneer. If the use of such paneer is detected, the caterer will be held responsible and a fine of ₹10,000 will be imposed.
15. Following shall be the responsibilities of the Caterer regarding hygiene and cleanliness:
 - i) **Personal & Food hygiene** (it includes personal cleanliness of mess workers, general health, fitness, dress code in the kitchen, cleanliness of their staff rooms)
 - a. The food must be prepared in clean, hygienic and safe conditions. The food served in the mess must follow acts and rules as prescribed by the Food Safety and Standards Authority of India (FSSAI).
 - b. The serving persons must wear gloves, caps, apron while serving the food. Handling of food with bare hands is strictly prohibited.
 - c. The mess workers must not chew tobacco/pan masala/gutkha, etc. in the mess premises.
 - ii) **Kitchen hygiene** (it includes work area hygiene and equipment hygiene)
 - a. The kitchen, dish washing area, etc. must be washed with water and soap solution and mopped, after every meal (breakfast, lunch, and dinner). The areas must be disinfected after every meal and periodic fumigation should be done as and when required.
 - b. High quality hygiene, sanitation and safety must be maintained at kitchen and dining halls. All the

surrounding area of the mess premises must be cleaned and washed daily. The drain carrying the wash water **must be cleaned by the caterer** at least once in a week.

- c. All the cooking burners/stoves, tawa, potato peeler, vegetable cutter, dough maker, grinders need to be cleaned properly everyday. Fans, Water Coolers and purifier should be cleaned and maintained properly.
 - d. The Caterer will be responsible for cleaning of the dustbins in the kitchen & dining area for maintaining proper hygiene.
- iii) Pest control in the Kitchen area, Dining area and the Storage area should be carried out through licensed agencies at least once a month by the caterer

iv) **Food Service area hygiene**

- a. After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, katoris (bowl), glasses, spoons, forks, knives etc., must be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water. All the vessels should be available for cooking the next meal. The cleaning material used should be of approved quality.
- b. Dining hall & the hand washing area must be washed with water and soap solution and mopped, after every meal.
- c. The kitchen and the serving area should be maintained as per the standard of a three-star hotel.

v) **Waste disposal and dish wash area hygiene**

- a. The garbage collected from the kitchen, dining halls, dish wash area must be disposed daily. The surroundings must be kept clean and hygienic.
- b. **The Caterer should also provide branded liquid soap for the hand wash areas.**
- c. In case, the cleaning of kitchen and dining is not found satisfactory, the Hall of Residence can clean that area and cost for the same will be deducted from the mess bill. **Caterer is completely responsible for buying and maintaining dustbins.**
- d. Disposal of waste generated every day from kitchen and dining area should be carried out as per solid waste management rule 2016 & local municipality rules. Caterer under no circumstances shall dispose plastic and food waste into the drainage.

16. The food cooked in the dining facility shall not be served in other places inside/ outside the campus without the prior approval of the hall of residence authority. The Caterer shall not serve food cooked outside the dining facility. Raw material stored in the Mess should be for the exclusive use for the student dining facilities in the University campus and outside hostel only.

In case of caterer executes outside order within the respective hall of residence premises, this can be executed after prior intimation to hall of residence authority and approval. The orders will be subjected to payment of hall of residence overhead charges 5% of the order value or as decided by the hall of residence authority. The caterer should maintain the records of such orders executed using hall of residence infrastructure.

17. Under special circumstances, the Caterer shall cater for additional number of students/staff members, as requested by the University at short notice.

18. The Caterer shall not assign, sublet or part with the possession of the licensed premises and properties of the University therein or any part thereof under any circumstances.

19. On expiry/termination of the license, the Caterer shall vacate the licensed premises. All fixtures, furniture etc. which are University properties should be handed over to the University in good and tenable conditions as it has been handed over to the Caterer at the time of occupation of the dining facility, else appropriate fine will be charged on the caterer. Cost of repair charges for mishandling and willful damage will be

- deducted from the Performance Security.
20. The Caterer shall not construct or make any structural alterations or install additional fittings inside the premises of the work place without prior written approval from the competent authority.
21. The selected Caterer shall start the dining facility from the date informed by the hall of residence management.
- 22. The mess workers engaged by the Caterer must abide by the following guidelines:**
- a. Minimum staff strength per shift in each category shall be deployed. There are two shifts in a day which covers morning Breakfast and Lunch in the first shift while Dinner comes in the second shift. Based on the requirements, the University reserves the right to order for increasing the staff strength in case of unsatisfactory service/performance.
 - b. Mess workers shall not act in any way detrimental to the interest of the University.
 - c. They are not employees of the University and shall not have any claim whatsoever on the University
 - d. Engagement of required staff, providing uniforms, etc. shall be done by the caterer. The workers should be neat and clean and should always use hand gloves, caps and aprons while working (hair found in food is not acceptable). Caterer should provide a minimum of two pairs of uniform to the workers and ensure that workers report for duty in clean uniforms.
 - e. The Caterer shall provide ID Cards to the staff.
 - f. Must follow the instructions as directed by the competent authority of the University.
 - g. They shall not participate in any strike or protest in any form.
 - h. University shall provide limited living accommodation to the staff engaged by the Caterer. Such accommodation shall be handed over to the University in vacant state on termination of the contract and at any time earlier at the instruction of the University.
 - i. All the workers are required to do their duty maintaining proper hygiene, cleanliness and safety precautions.
 - j. The profile of all the workers should be submitted to the Hall of Residence Office for approval and the workers should be employed only on the approval by the Competent Authority.
 - k. The caterer must take safety measures for the workers working under him. It is the sole responsibility of the caterer if anything untoward happens to the workers during their working hours within the premises.
 - l. Well trained and experienced Mess Managers and Cooks are required to be deployed by the caterer. Also the other workers should have experience in working in large canteens, hotels and should have the knowledge and aptitude of preparing/serving food both vegetarian and non- vegetarian foods under proper hygienic condition.
 - m. No person with any criminal record will be allowed to work in the Hall of Residence Mess.
 - n. The Caterer should ensure that the payment is made to the staff as per Minimum Wages Act.
 - o. The manpower working for the Caterer should wear uniform and display their name badges.
 - p. Documents required to be uploaded in eprocurement portal should be clearly visible
- 23. i. Employment of child labour, defined as per relevant labour laws, is strictly prohibited.**
- ii. The Caterer will maintain a register with the name, age, address and ID proof of all the employees working at a given time at the mess and provide the same to hall office. The Caterer shall report any changes in the list of staff to the Hall Authority.
24. University is a “**NO SMOKING ZONE**”. The Caterer should ensure that the mess workers engaged DO NOT SMOKE while working. The Caterer must ensure that personnel do not indulge in drinking alcohol

or any other intoxicants and are not under the influence of alcohol or other intoxicants in the University and in Hall area. The Caterer shall ensure that the mess worker shall not indulge in any sort of “Gambling” inside the University campus and Hall area. Smoking, consumption/distribution of alcohol, use of gutka by the employees, defacing of premises is strictly prohibited in the hall of residence. In case any mess worker is found under the influence of alcohol and banned substance, a fine of Rs. 5,000/- will be imposed on the first instance to caterer and it will be doubled for second instance and will lead to penalty as decided by the Hall Management on caterer.

25. The Caterer should ensure that all employees are free of communicable & contagious diseases.
26. All expenses related to the functioning of the employees engaged by the Caterer shall be in the scope of the Caterer.
27. The Caterer is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Government of India and Government of Odisha norms as applicable and should meet any other statutory and non-statutory benefits/obligations. The record of duty hours and pay structure should be maintained as per rules, for inspection by the government authorities.
28. Periodic cleaning of fixtures (including lights, fans and other kitchen equipment) shall be carried out by the Caterer maintaining the record which will be checked by the University.
29. Caterer must make their own arrangements for house-keeping of the dining and kitchen area. The kitchen, washing area and store rooms shall be maintained neat and clean at all time.
30. Caterer shall not use electric chapati/dosa making plates (hot plates), rice cookers and such equipment which has high wattage.
31. In case of any conferences, short term course etc. organized by the University, the Caterer may provide the same daily meal at the same quoted rate.

GENERAL TERMS & CONDITIONS

1. Termination of Contract :

If at any stage the involvement of the Caterer in any uncalled for activity is found, inside or outside the premises of the University, which may bring disrepute to the University, the license is liable to be terminated by the Competent Authority by giving **15 days’ notice**. In case Caterer wants to discontinue the contract, he/ she has to give minimum **three months’ notice**.

2. The premises of the 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.
3. Safety measures are to be provided by the Caterer himself/ themselves.
4. The University shall not be the party in case any dispute takes place between the Services provider and his employees. The Caterer shall be fully responsible for their employees.
5. **It is mandatory to have at least 1 helper per 30 residents. 2 cooks and 2 assistant cooks for first 400 residents, and beyond that, for additional 200-400 residents 1 cook and 1 assistant cook must be deployed as well. This minimum amount of workforce must be present in two different teams, so as to operate in two shifts of duration of eight hours each. Further, 1 Manager must be present in each shift. One of the supervisors should ensure quality control and hygiene.**
6. All items will be cooked in the kitchen of the Hall of Residence. No cooked items will be brought from outside.

7. On special occasions, the menu will be identified by the Mess Committee and the rates for the same will be approved by the Warden 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. **Surplus Food Management: It is advisable to distribute the surplus food (remaining after serving all residents and mess staff) to homeless or needy individuals.**

9. **PENALTY:**

Minimum penalties for violation of rules, terms and conditions (it will be imposed by the Mess Committee/Hall authority):-

9.1 The caterer will be fined in case of violation of the following rules. As and when mess committee proposes a fine it will be informed to the representative of the Caterer or mess manager and fine will be imposed with consent of the Warden as mentioned below.

9.2 Any member of the designated student committee or officer-in-charge or any person authorized by the University can inspect the mess, kitchen or any process without any prior notice to Caterer/Vendor.

9.3 In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, appropriate punitive action shall be taken.

A guide line of different penalties are as follows:

9.3.1 Unavailability of Complaint Register in the mess hall/discouraging the complaint would lead to a fine of Rs. 5,000/- on the caterer/vendor.

9.3.2 Three or more complaints within a two-week period of insects and/or foreign object cooked along with food or found in any food item would invite a fine of Rs. 10,000/- on the caterer.

9.3.3 If food for any meals gets over within timings of mess and waiting time is more than 15 minutes for lunch or dinner, and 10 minutes for breakfast or tea & snacks, then a fine of Rs.10,000/- would be imposed on the caterer/vendor. The timing for that meal will be extended equivalent to delay time.

9.3.4 Five or more complaints of unclean utensils within a week period would lead to a fine of Rs. 2,000/- on the caterer/vendor.

9.3.5 Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of **Rs. 5,000/-** for each occasion will be imposed.

9.3.6 Use / storage of items like Aji-no-moto, Baking soda, coloring items etc is strictly prohibited. If they are found in the kitchen premises / prepared food a penalty of **Rs. 10,000/-** for each occasion will be imposed.

9.3.7 Kitchen should be kept clean. If it is not kept clean, a fine of **Rs. 5000/-** for each occasion will be imposed.

9.3.8 Any complaint of soft objects like rope, soft plastic, cloth etc. in prepared / served food will attract a fine of **Rs. 2,000/-** (INR Two thousand only) per complaint.

9.3.9 Any complaint of stones / pebbles of diameter more than 2 mm will attract a penalty on the contractor which can range between **Rs 2000/- to Rs 5,000/-** depending on the size of the stone/pebble per each complaint.

- 9.3.10 Oil once used should not be reused. If reuse of oil is found, penalty of Rs. 5,000/- will be imposed.
- 9.3.11 Changes in menu of any meal without permission of warden/mess committee will attract a fine of **Rs. 5,000/-** on the caterer.
- 9.3.12 Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of **Rs.2, 000/-** on contractor for each instance.

10. INDEMNITY: The successful bidder shall indemnify and hold the university harmless from and against all claims, damages, losses and expenses arising out of or resulting from the service under the contract provided by the caterer.

11. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.
- (b) **DISPUTE RESOLUTION :** Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion with authorised person of University and the representative of the concerned parties . If dispute persists this shall be referred to the decision of Vice Chancellor, OUTR. The decision of Vice Chancellor shall be final and binding. If either of the parties hereto is dissatisfied with the decision and the dispute persist it will be referred to the courts under the jurisdiction of the Bhubaneswar court only

ANNEXURE - I

SAMPLE MENU FOR HALL MESS

DAY > MEAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAK FAST	Puri, Upama, Mater Curry	Onion Uthapam, Coconut Chatney	Alu Paratha (02 Pcs), Sauce , Curd	Idli (04 Pcs), Samber & Chatney	Toasted Bread(4 Pcs), milk, Jam, Banana	Bara(04 Pcs), Ghuguni	Chole, Bhature (03 Pcs)
LUNCH	Rice ,Dal, Paneer Masala, Chips, Dahi Bundi/ Dahi Baigan	Rice Dal, Salad Veg: Butter Paneer Non Veg: Butter Chicken	Rice , Dal, Alu Bharta Veg: Mushroom Non Veg: Fish Curry	Rice , Dal, Salad, Khata, Navaratna, Baigani Chop	Ric , Dal, Alu Bharta, Badhi Chura, Veg: Mushroo m Chilli Non Veg: Fish Besar	Rice , Dal , Coin Papad, Onion Bhaja, Salad Veg: Potal Alu Kasa Non Veg: Chingudi Ghanta,	Rice , Dal, Salad, Veg: Panner curry & Ice Cream Non Veg: Chicken Curry
DINNER	Rice & Roti Dal, Kobi Kasa / Potal Alu Kasa (alternate week), Khata, Papad	Rice & Roti ,Dal, Bhaja Veg: Channa Paneer Curry Non Veg: Egg Curry(02 Pcs)	Veg: Veg Biriyani with Paneer, Raita Non Veg: Chicken Biriyani, Raita	Puri, Alu Dum, Khiri (Rice) & Sweets	Rice, Roti Dal, Salad Veg: Chilli Paneer Non Veg: Chilli Chicken	Rice, Roti, Dal, Besan Curry/ Soyabin Aloo Curry, Ice-cream	Rice, dal, roti, Mix veg fry, Veg: Veg Tadaka Non Veg: Egg Tadaka/ Non-veg Ghanta

ANNEXURE – II

(ON THE LETTER HEAD OF THE FIRM)

LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF BID

To
The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

Sub : Submission of undertaking for providing Catering Services in OUTR, Bhubaneswar vide
Tender Notice No. _____ Dated. _____

I/We, the undersigned declare that :

1. I/ We have downloaded / obtained the Bid document(s) for the above mentioned 'Bid' from the web site(s) namely:as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the Bid documents from Page No. _____ to _____ (including all documents like annexure(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document , in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of _____ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and Work order.
7. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
8. The detailed particulars of the tenderer is mentioned and attached separately.
9. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Bidder
(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company) Full name and designation

ANNEXURE-III**TECHNICAL BID****Detail of Tenderer**

In response to the e-tender notice No. _____ dated _____ downloaded from the website we would like to express interest to participate in the above tender for providing Catering Services to Hall of Residence Mess. The details as under :-

Sl. No.	Information required	Details to be filled up by the bidder
1	Name of the Organization / Agency	
2	Complete postal address with pin code	
3	Telephone / Mobile No	
4	E mail Id	
5	Name of Manager with Mobile No	
6	Details of Tender Fee : DD No, date & amount	
7	Details of EMD : DD No, date & amount/Bid Security declaration form	
8	GST Registration Number (with copy of GSTIN)	
9	PAN Number (copy attached)	
10	IT Return for the last three financial year (copy attached)	
11	ESIC No. (Copy attached)	
12	EPF Number (Copy attached)	
13	Labour License No. (Copy attached)	
14	Valid Food License from FSSAI	
15	Trade License issued by the local municipal authority to operate a food business	
16	Documentary proof of availability of adequate Manpower required for running of mess	
17	Annual Turnover for the last three years (2021-22, 2022-23, 2023-24)	
18	Bank Acct No (copy of the cancelled cheque or Xerox copy of Passbook / cheque leaf)	
19	Name of the Bank, Branch & IFSC Code	
20	Additional Information (if any)	

Signature of the applicant
(Full name of applicant)
Stamp & date

Note : This is to be furnished on the letter head of the organization

ANNEXURE – IV

FORM FOR FINANCIAL CAPACITY

Description	Financial Years		
	2021-2022	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding overall Annual Turnover and profit earned for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT
NAME , ADDRESS AND CONTACT DETAILS :
UDIN :

**Signature of
Authorized person
With agency seal**

ANNEXURE- V

(To be given on the Company letter head)

DECLARATION

1. I, _____ Son/ Daughter/ Wife of Shri_
_____ Proprietor / Director/ authorized signatory of the
Service Provider, mentioned above, am competent to sign this declaration and execute this
tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;
3. The information / documents furnished along with the above application are true and authentic
to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of
any false information/fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

Signature of authorized signatory
Name:

Seal:

Date:

Place:

ANNEXURE- VI

To be submitted in Bid-I (Technical Bid)

Give details of the major similar contracts executed by the tenderer during the **last Three financial years** in the following format.

Sl. No.	Name of the Location, client, address, telephone No	No. of persons/ students	Duration of contract		Amount of contract
			From	To	

Minimum 3 years of work experience in a leading national level research and academic or university

* Enclose photocopies of the contract/work order serially in the order, as mentioned in the format above for the ease of scrutiny)

(Signature of the authorized signatory)

Place :

Date :

Seal

ANNEXURE- VI (A)

To be submitted in Bid-I (Technical Bid)

Give details of the major similar contracts in hand of **institutional/commercial complexes** in the following format.

Sl. No.	Name of the Location, client, address, telephone No	No. of persons/ students	Duration of contract		Amount of contract
			From	To	

* Enclose photocopies of the contract/work order serially in the order, as mentioned in the format above.

(Signature of the authorized signatory)

Place :

Date :

Seal

CRIMINAL LIABILITY UNDERTAKING

(To be given on Notarised affidavit on Indian Non judicial stamp paper)

Date: _____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I aged about
S/o..... Proprietor/ Partner/ Director of
M/s. At: Po:
....., P.S:....., Dist:..... do solemnly
pledge and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organisation/Bodies for the last 3 years.

DEPONENT (Bidder)

Name
Address

BID SECURITY SELF DECLARATION FORM

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to fur
- c) furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE – IX**To be submitted in Bid-II (Financial Bid)****Financial Proposal****FINANCIAL BID**
(To be submitted in Cover-2)

In Cover 2 : As per BoQ in Ms-Excel Format :

FINANCIAL BID/BOQ

Sl. No.	Meal	*Rate in (Rs.)	GST %
01	Breakfast		
02	Lunch		
03	Dinner		
Total Amount in Rs. (Rupees in Words)			

N.B.: *Average rate per day (as per the weekly menu for Hall Mess)

Place:

(Sign and Seal of Authorized
Representative)

Date:

ANNEXURE – X

CHRONOLOGICAL ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID. (All the pages are to be numbered)

Please Note: All the documents should be indexed in front page of technical bid with proper Page No. because it is difficult to trace out the particular document for which authority will not be held responsible.

CHECKLIST FOR PREPARATION OF TENDER

Sl. No.	Particulars	Yes / No	Page No.
1	Have you submitted the self-attested copy of valid Registration number of the firm/agency/ Legal Entity ?		
2	Have you read and understood various conditions of the tender and willing to abide by them and submitted the form (Annexure-II)?		
3	Filled in Format for details of Tenderer (Annexure)		
4	Have you submitted tender cost of Rs. 5,000/- in the shape of demand draft (DD)?		
5	Submitted EMD of INR 2,50,000/- in the shape of demand draft (DD) Or bid declaration form ?		
6	Have you attached self-attested copy of the documents to show the financial status of last 3 financial year (Annual turn over)?		
7	Have you attached Self attested copy of firm/company PAN with last 3 year IT Returns(Financial Year 2021-22, 2022-23, 2023-24)		
8	Have you attached copy of registration certificate of GST		
9	Have you attached copy of registration certificate of EPFO,		
10	Have you attached copy of registration certificate of ESIC,		
11	Have you attached valid Food License from FSSAI		
12	Have you attached copy of registration certificate of Labour license		
13	Valid registration certificate issued by local municipal authority to operate a food business (Trade License)		
14	Copy of Audited Balance sheet of firm/company last three years (Finance year 2021-22, 2022-23, 2023-24)		
15	Have you attached the self-attested experience certificate (work order) issued by the organization / Govt. Departments or any other reputed organizations?		
16	Is your Price Bid (BOQ) submitted as per the prescribed Format in Ms Excel		NA
17	Have you submitted Notarised affidavit for Non blacklisted		
18	Any other		

Signature of the Tenderer Stamp & date