



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH  
TECHNO CAMPUS, GHATIKIA, P.O.-MAHALAXMI VIHAR  
BHUBANESWAR-751 029**

Tender Notice No. OUTR/OCB/2025-26/36

Date : 21/01/2026

**Notice Inviting E-Tender**

Odisha University of Technology and Research, Bhubaneswar invites on line tenders through e-procurement in two bid system from interested and Eligible firms/agencies/caterers/restaurant owners/individuals with proven track record and repute for “Renting out Shops to setup and operate & Running of Canteen **at OUTR, Bhubaneswar**”, details of which are available through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>. The tenderers must possess valid up-to-date GST /income tax clearance etc. The cost of the tender documents and EMD with a cover should be delivered by **Speed Post or Courier only before last date of submission addressing to The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029 mentioning the name of the tender, due date and time.** The authority is not responsible for any postal delay. The last date of submission of tender is **16/02/2026** up to 6.00 PM and will open on **17/02/2026** at 11.00 A.M.

The detailed information which may be downloaded from the website [www.outr.ac.in](http://www.outr.ac.in) and <https://tendersodisha.gov.in>

The authority reserves the right to cancel the bids without assigning any reason thereof

**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 Notice No. **OUTR/OCB/2025-26/36**

Date: **21 /01/2026**

**BIDDING DOCUMENTS AND INSTRUCTION FOR  
RENTING OUT SHOPS TO SETUP, OPERATE & RUNNING OF CANTEEN**

**AT**

**OUTR, BHUBANESWAR**



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**  
**Techno Campus, P.O.: Mahalaxmivihar,**  
**BHUBANESWAR -751029, INDIA**

[www.outr.ac.in](http://www.outr.ac.in)

## NOTICE INVITING TENDER

**Odisha University of Technology and Research, Bhubaneswar** invites e- tenders under two bid systems i.e. Technical and Financial Bid through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> from interested and Eligible firms/agencies/caterers/restaurant owners/individuals with proven track record and repute for “Renting out Shops to setup and operate & Running of Canteen at **OUTR, Bhubaneswar**.”

### **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/OCB/2025-26/36 Date: 21/01/2026
2	Period during which tender document will be available on website <a href="http://www.outr.ac.in">www.outr.ac.in</a> / <a href="http://www.cet.edu.in">www.cet.edu.in</a>	22/01/2026, 6.00 p.m.to 16/02/2026 6.00 p.m.
3	Tender Fee( Non- Refundable).(Mandatory)	Rs.2,000/- (Rupees Two 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)"
4	Bid security (EMD) (Mandatory): (refundable but non-interest bearing); EMD Amount (Will be accepted only through D.D/Pay Order/Banker's Cheque.	Rs. 20,000/- (Rupees Twenty 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)"
5	Type of Bid	Two Bid; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Date of publishing and time	22/01/2026 at 6.00 p.m.
7	Document Downloaded start date and time	23/01/2026 at 10.00 a.m.
8	Last date & time for uploading of bids	16 /02/2026 up to 6.00 p.m.
9	Date & time of opening of Technical Bid	17/02/2026 at 11.00 a.m.
10	Date & time of opening of Financial Bid	Through the e-tender portal to the technically qualified bidders.
11	Pre-bid Meeting	No
12	Security/Performance Deposit	Three months' final rent in the form of DD/Bank Guarantee by the successful bidder.
13	Contract period	11 Months & may be extendable based on satisfactory performance and on mutual consent of both the parties.
14	Pre bid meeting	NA
15	Validity of Tender	120 days from the date of opening of Tender
16	For any query please contact	Prof. Anjan Ku. Sahoo, Ph. No: 8328863708, Email: anjansahoo@outr.ac.in
17	Tender Should be addressed to	<b>The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029</b>

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](http://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 Procurement 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 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.

## **2.7 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>).

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## 1. Eligibility Criteria for Pre-qualifications of Bidder:

- a. **Status:** The bidder shall necessarily be a legal entity either in the form of sole proprietorship, partnership, Limited or Private Limited company registered under the Companies Act. A proof of the status of the bidder shall be submitted.
  - b. The applicant/ bidder i.e. individual/ proprietor/ partner/ agency shall be residing/office at Bhubaneswar, for which the applicant needs to submit a valid documentary proof of having his residence/office at Bhubaneswar.
  - c. **Financial Capacity:** The Bidder should have minimum **average annual turnover of Rs. 15 lakh (Rupees Fifteen lakh only) for canteen and Rs. 5 lakh for other shops** during previous three financial years ending on 31<sup>st</sup> March 2025. Please submit documentary evidence like Audited Balance Sheet, Profit & Loss Statement and Income Tax Return (ITR) etc. for the last three financial years. **All financial document submitted must be duly certified by Chartered Accountant.**
  - d. The bidder(s) must have valid PAN and GSTIN if applicable. The bidder whom the contract is finally awarded shall have a GST number for such shop / canteen in question as well, if it related to law so requires.
  - e. **Experience:** The bidder should have experience of **3–5 years** having successfully completed similar outlet(s) till **31<sup>st</sup> December 2025**, in a Government / Semi Government / Autonomous Bodies/ PSU, or any reputed organization etc. Interested bidder may apply along with sufficient proof of **experience / performance certificate against work order / service order** from the head of the organization(s) in order to run the canteen /shops.
  - f. The bidder (**except running of stationery shop and Laundry**) should have must possess food license as per Food Safety and Standard Act, 2006 (Self- attested copies of FSSAI license to be attached) **or to be submitted by the successful bidder, if the contract is awarded. An undertaking should be submitted.**
  - g. Any bidder who has any kind of litigation with the university shall be debarred from participating in this tender process.
  - h. **Any firm working / having worked at OUTR, Bhubaneswar but had dues pending for long, compelling to issue of warning letter or their services were found to be unsatisfactory, shall be banned from tendering process/the tender will not be considered.**
  - i. The terms and conditions in the tender Documents should be duly signed (each page) and the tender document sealed by the authorized signatory of the agency in token of their acceptance.
  - j. The Bidders should have not been black listed by any State /Central Govt. /State /Central PSUs or Public Sector Societies or Authorities etc. as per the annexure at the time of participating in the tender.
2. **Scope of work:** Odisha University of Technology and Research, Bhubaneswar is a premier technical University of Govt. of Odisha under the ministry of Skill Development and Technical Education with undergraduate, post-graduate and research programs in many branches of science and engineering. There are more than 7000 students studying in the campus at a time among which 60% students are Day scholar. To fulfill the everyday food and refreshment need, Stationery items and other essential items, the University has a market complex as per list mentioned in Annexure-I.

### **3. General Instructions to Bidders**

#### **DOCUMENTS TO BE SUBMITTED: Pre-qualification will be based as per the below mentioned technical bid documents:**

The bidder must attach self-attested copies of the following documents along with technical bid. Any bid not accompanied by such documents would be liable for rejection.

- a) Copy of duly signed tender document along with Corrigendum / Addendum, if any.
- b) Copy of requisite work experience / completion certificate issued by organization.
- c) **Copy of valid Registration/ Trade/ MSME License.**
- d) Copy of PAN, GST registration certificate (as applicable), Valid FSSAI license as applicable for the shop (**all annexures must be attached**).
- e) Copy of ITR, Audited Balance Sheet and Profit & Loss Statement of previous three years ending on 31<sup>st</sup> March 2025. (duly signed & certified by Chartered Accountant) for annual turnover.
- f) Letter of undertaking and Declaration (Annexure – III), duly filled & signed.
- g) The bidders shall submit certificate/register themselves under Shop & Establishment act and submit the copies of certificates.
- h) ISO certificate on quality management system, if any.
- i) Copy of any other supporting documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.

**4. Maximum number of shops which can be applied by a bidder:** Multiple bids are allowed.

**5. No multiple bids in one form:** A bidder cannot put multiple shops in a single bid form. They must make a separate bid for each shop. Separate tender fees and EMD must be deposit for multiple bids.

**6. One shop to one bidder:** A bidder cannot be allotted multiple shops/canteens even to its sister concern.

#### **7. TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY**

**7.1 Tender Cost (non-refundable) of Rs. 2,000/- (Rupees Two thousand only) and EMD / Bid Security (refundable) of Rs. 20,000/- (Rupees Twenty 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.

**7.2 EMD / Bid Security** of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30<sup>th</sup> day after the award of contract to successful bidder.

**7.3 EMD and Tender Fee** should reach physically through speed 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.**

**7.4** The scan copy of the DD towards tender cost and EMD should be uploaded in the Technical Bid Cover.

**7.5** Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.

**7.6** 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 , shall be liable to forfeiture.

**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. Prospective bidders are advised to check the website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, OUTR may extend the date and time for submission of bids.

**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.

**VALIDITY OF BIDS**

**10.** The prospective bidders should keep their offers valid for 120 days from the date of tender opening.

**11.** The Technical bids shall be opened on the scheduled date and time (as mentioned in tender eProcurement Portal (URL: <https://tendersodisha.gov.in>)).

**12. 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:

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. Pre-Qualification documents :

Such as :

- a) Copy of duly signed tender document along with Corrigendum / Addendum, if any.
- b) Copy of requisite work experience / completion certificate issued by organization.
- c) **Copy of valid Registration/ Trade/ MSME License.**
- d) Copy of PAN, GST registration certificate, Valid FSSAI license as applicable for the shop **(all annexures must be attached).**

- e) Copy of ITR, Audited Balance Sheet and Profit & Loss Statement of previous three years ending on 31<sup>st</sup> March 2025. (duly signed & certified by Chartered Accountant) for annual turnover.
- f) Letter of undertaking and Declaration (Annexure – II), duly filled & signed.
- g) The bidders shall submit certificate/register themselves under Shop & Establishment act and submit the copies of certificates.
- h) ISO certificate on quality management system, if any.
- i) Copy of any other supporting documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.
- j) Criminal Liability Form & Character certificate from a gazetted Officer.
- k) All other documents as per attached Annexures (I to IX Except Price BoQ)

#### **B. Cover 2**

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

Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of "Financial Bid".

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.

**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.

#### **14. SECURITY PERFORMANCE GUARANTEE**

14.1 Successful bidder shall have to deposit a security amount of Three (3) months' final rent within 15 days from the date of issue of work order/LOI/allotment order, in the form of Demand Draft in favor of **“Odisha University of Technology & Research, Bhubaneswar**. The SD shall remain valid for a period of 60 days beyond the date of all contractual obligation.

14.2 The same will be returned without any interest after of the license period is over and after key(s) of the licensed building is handed over by the occupant by vacating the shop.

14.3 Refund will be subject to full settlement of dues payable to OUTR and adjustment against damages, if any, or any other amount payable. EMD of successful bidder will be returned without any interest after receipt of SD in case of award of contract to successful bidder.

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

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

#### **15. BID PRICES:**

15.1 The price should be quoted in INR only.

15.2 The bidder shall indicate the price, as per BOQ/Price Schedule in the Format under Financial Cover in Ms Excel.

## 16. GENERAL TERMS AND CONDITIONS:

### A. BID EVALUATION PROCEDURES

1. Technical bids will be opened and downloaded on the specified date & time by the authorised officials. The downloaded tender documents will be evaluated by the 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 with intimation well in advance through e-tender 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 bid will be opened only for bidders declared eligible and selected after technical evaluation. The financial bid will be opened on a date fixed after evaluation of technical bids and will be intimated to all eligible bidders in advance.
  - a. Tender for this contract will be assessed in accordance with **H1 bidder**. Bidders quoting the license fee below the minimum base rate as per the **Annexure-I**, shall be rejected. The decision of the Committee in the evaluation of the bids shall be final.
  - ii. The bids for each shop/canteen will be evaluated separately. The highest bidder for each individual shop (quoting above the reserve price) will be declared the successful bidder for that specific shop.
  - iii. If a bidder is eligible (H1) for multiple shops, will be allowed to choose its preferred shop/canteen (Either a shop or canteen only) in writing. The other shops for which the bidder was the highest will then be offered to the next highest eligible bidder (H2), who must typically agree to match the original highest (H1) rate or the process moves to the subsequent bidders (H3, etc.).
  - iv) The allotment of Canteen will be made in following order based on highest bid.  
H1-Canteen-2, H2-Canteen-1, H3-Canteen-3, H4-Canteen-4.
  - v) Bidders quoting highest rent (H1) will be selected for allotment of Shop. In case of the highest quoted rates of more than one bidder are becoming same, and so also the shop becoming same, **an exclusive limited bidding will be conducted. among the same rate quoted bidders on a scheduled date**. The date & venue of bidding will be intimated to those bidders well in time.

- vi) Separate LOI/allotment will be issued for each of Shop(s) to the Bidder quoting highest rate.
- vii) The recommendation of the committee will be put up to Vice Chancellor, OUTR for his consideration. Decision of the VC will be final and binding.
- 17. Rejection of tenders:** The incomplete & conditional Bid / tender(s) will not be considered and summarily be rejected.
- 18. The authority reserves the right** to accept or reject any bid including the lowest and to cancel the bidding process and reject all bids, at any time prior to award of contract, without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.

**19. OPERATIVE TERMS & CONDITIONS:**

- a. The canteen/shops shall be operated within **30 days after award of contract**, failing which the security money will be forfeited and the next eligible bidder will be offered.
  - b. The **time and day of operation of shops/canteen** will be decided by the Campus Business Committee which will be intimated to the eligible bidders in due course. The University may change the timings depending upon the convenience.
  - c. The canteen/shop shall not be closed without prior permission of the PIC, Campus Business, OUTR.
  - d. Power supply at shop/canteen: OUTR will provide separate electric sub-meters at the proposed shops and the lessee will be responsible to pay power bills to the University within a week of receipt of bill from the University.
  - e. **License period/ minimum period of doing Business/ payment of rent/License fee:** The successful bidder shall enter into deed of license on non-judicial stamp paper of Rs.100/- within 15 days of issuance of LOI/Work order/allotment order and will commence the business within 30 days from the date of issue of LOI. If the allottee fails to commence the business within 15 days from the date of payment of Security Deposit, the Security Deposit will be forfeited.
- 20.** The Licensee shall have to run the business for minimum period of 11 months in respect of Shop(s)/canteen from the date of entering into the agreement and extendable based on satisfactory performance and on mutual consent of both the parties. If the licensee vacates the premises for whatsoever reasons before completion of 11 months, then Security Deposit paid by lessee will be forfeited.
- 21.** If lessee vacates the shop without permission of OUTR, the Security Deposit will be forfeited.
- a. In case of extension, the licensee has to extend the period of agreement accordingly within 7 days of extension order.
  - b. The canteen can sell all types of cooked and ready to serve hygienically prepared food items including tiffin, snacks, lunch, refreshments, Tea and Coffee at approved rates.

- c. The other shops shall sell packed food items, Tea, Coffee ready to eat food items hygienically prepared food items.
- d. The Stationery shop shall sell stationery items, with internet facility and Xerox.
- e. The scope of work of Smart Laundry shops: The washing, dry cleaning, and laundry services are for the University community, including students, faculty, staff, residents, and visitors to the University.
- f. The Caterer shall make arrangements for keeping eatable in glass covered showcase, free from flies. The caterer must use insect killer to keep the store free from insects and flies.
- g. The vendors shall be solely responsible to provide safe and hygienic food to the customers at all times. A committee appointed by the University will monitor the same including hygiene. Persons authorized by the University must have full access to all facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation. Further punitive action, as deemed fit shall be taken against the caterer.
- h. Only purified water (purified by Aquaguard or another purifier of similar standard) has to be served in the shops/canteen.
- i. The lessee shall display the list of items and rates at an appropriate place in the shop/canteen.
- j. The shops/canteen should be able to provide snacks and food as per requirement for meetings, conferences, seminars and other functions of the University at mutually agreed rates.
- k. The Caterer must have sufficient equipment, utensils, crockery, cutlery, and other infrastructure to provide the uninterrupted service at all times.
- l. The vendors are forbidden from giving credit to students and staff of the University. The University shall not entertain any claim related to such irregularities in case of any default.
- m. The premises of the canteen/shops shall not be used for any other purpose.
- n. Selling of harmful items e.g. Cigarette, alcohol, pan masala, gutkha and other tobacco related products are strictly prohibited in the canteen.
- o. The Venders shall maintain the canteen/shop premises in good condition and keep it clean and tidy always.
- p. The vendors are not permitted to do any structural modifications in the building/ space provided to them without prior approval of the University authority.
- q. No trash is to be thrown inside or outside the canteen/shop premises except in properly covered bins supplied by the vendors/university.
- r. Burning of fuels except cooking gas is forbidden. Use of electricity for cooking is discouraged except in emergency, with due approval of the University authority.

- s. The assets and articles provided by the University shall be property of the University and the vendors shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the University in good condition.
- t. The Lessee shall maintain the building space in top condition. All floors and counter tops are to be scrubbed regularly with non-corrosive detergent or soap, and all vertical surfaces are to be dusted regularly. The period of cleaning should be such that there is no visible dirt or marks at any time. In case of deficiency, the University administration shall levy fine or terminate the contract with immediate effect.
- u. The vendors shall not perform any act that would violate the statutory obligations laid down by the competent authorities. Further he is advised to act in a disciplined way and should avoid any mishap or misconduct that would pose negative impact on the fame and reputation of University. In case the lessee is found to be involved in any type of malafide conducts; the contract shall be terminated with immediate effect without any compensation and future action as deemed fit shall be taken. The security deposit shall be forfeited.

**22. STATUTORY OBLIGATION:**

- a. The vendors shall be directly responsible for payment of wages to his employees engaged under this contract as per Govt. rule.
- b. The University shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the vendors. Any unpleasant incident occurring during the lease period is the sole responsibility of the vendors. The University shall in no way be liable for any such incident.
- c. The Vendors shall abide by all statutory rules and regulation of Income tax, GST and other acts as per jurisdiction.

**23. License Fee payment Terms:** Rent payment frequency is **Monthly** & the monthly rent amount along with GST shall be paid **on or before the 7<sup>th</sup> day of every month**. Rent for the first month/quarter shall be paid within 15 days from the date of signing of the agreement. Payment shall be made through RTGS/ NEFT OR in any other acceptable format as decided by OUTR.

**24.** Lease rental including GST for subsequent month shall be paid within a week.

**25. Signing of Lease Agreement:** The lessee needs to enter into an agreement with OUTR on a non-judicial stamp paper of Rs.100/- denomination within 15 days after issuing Letter of Intent (LoI) of the leased Shop(s)/canteen. The cost of agreement shall be borne by the lessee only.

- a. The Lessee shall pay the Electricity Charges as per the bill generated by the **University** in addition to the license fee.
- b. The Electricity Charges should be cleared within one week of receiving the bill. If the Firm / Agency does not deposit the License Fee, Electricity Charges for

two months consecutively, then appropriate action shall be taken by the University.

- c. The Lessee shall pay all taxes, fees, license charges, deposit dues or other charges to the concerned authorities. In case of any default, the University shall have the right to recover the same from the security deposit/bill or payment claimed from the University.
- d. The Lessee shall not appoint any person specifically for this business, nor make any major investment for the purpose. In case of termination of contract, the firm shall be solely responsible for its personnel and assets.

## **26. CONTRACT VALIDITY:**

The contract will be operative for a period of **11 months from the date of issue of work order / service order / allotment order**. However, this will be reviewed periodically and based on the performance and if found satisfactory, it will be extended.

**27.** After completion of total lease period, the lessee shall not reserve any rights to the leased shop. OUTR reserves the right to call for fresh tender for all shops or may grant further extension until finalization of fresh tenders subject to review of performance which is at the discretion of Vice-Chancellor, OUTR.

**28.** This contract can be terminated under any one of the following circumstances.

- i. By giving one-month notice by the University, without assigning a reason, if in the opinion of the authorities such termination is in the interest of the University. This termination will not be challenged by the Vendor
- ii. The Vendor not performing his duties properly as per the agreed terms and conditions of contract. The University shall decide whether the performance of the vendor meets specification or is deficient and to what degree. In such a case, the notice period shall be one week without any compensation.
- iii. For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Vendor to any third party or subletting whole or part of the contract or the premises to any third party. In such cases, the notice period shall be one week without any compensation.
- iv. The vendor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.

## **29. OTHER TERMS AND CONDITIONS**

- a. The ownership of the shop and its legal possession will remain with OUTR, Bhubaneswar. The licensee will have right to use the shop as licensee during the license period of the approved business only.

- b. If the shop remains closed for more than 7 days without proper permission, it will be presumed to have been closed down. As such, the fresh proposal will be invited for the shop and the loss will be recovered from the first Licensee till that is taken over by the second licensee.
- c. The Licensee shall strictly observe and follow all the orders and instructions issued by the University or its officers from time to time. In case of non-compliance of orders and breach of any of the terms and conditions of Lease Agreement, the lease / allotment can be cancelled by the University without assigning any reason and security amount will stand forfeited.
- d. The University will not be responsible for the payment of any bill due against any member of the Staff, Employee and Students etc. A notice to the effect may be prominently displayed on the shop premises.
- e. During the period of lease, if the shop is required by the University, the lease can be cancelled and the licensee shall have to vacate the shop within the time specified in the order. In case of such an eventuality, no compensation except proportionate lease amount for the unexpired period of lease shall be returned.
- f. The Licensee shall not make any addition / alteration in existing immovable structure without prior approval of the University. In case the Licensee is found to make any addition / alteration in the immovable structure the lease will be cancelled immediately.
- g. The University shall be entitled to recover any outstanding dues including penalty / fines, Licensee fees and other dues from security deposit of the Licensee.
- h. The Licensee shall not transfer or sublet the shop or any part of the premises leased out to any other person. In case the licensee is found to sublet the shop the lease will be cancelled immediately.
- i. The licensee will not be allowed to open the facilities of the shop to the outsiders. The shop is solely meant for use by the Residents, Students, Employee, Staff and Visitors of the University.
- j. The shop will be on Non-exclusive basis and more than one shop of the same kind may be opened by Competent Authority in the same premises or in other premises of the University initially or subsequently. The licensee shall not be entitled to raise any objection or claim for any deduction in license period, license fee and security money in case some other shop is constructed in the University campus or in case there comes in existence any authorized shop. The licensee shall equip the shop for running the business to the satisfaction of the University authority and shall display the articles in presentable manner.
- k. To regulate price and quality, regular monitoring and supervision shall be made any time by an officer or authorized person by the competent authority and submit the report of the irregularities, if any, to the office for necessary action by the committee, or authorized officer by the competent authority.
- l. The sample of items can be collected at any time by the Competent Authority or his representative and if found substandard, appropriate punishment including cancellation of license may be imposed.
- m. In case of any default, complaint or deterioration of requisite quality of items, the licensee shall be liable to pay reasonable penalty levied by the University and shall deposit the penal amount as per direction of the University.
- n. The sales of narcotics, tobacco, alcohol and dangerous goods is strictly prohibited in

shops/canteen. Further, smoking and consumption of alcohol / intoxicants in the premises are strictly prohibited.

- o. The Lessee shall maintain the premises in good condition and keep it clean and tidy always.
- p. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Vendor. The University shall in no way be liable for any such incident occurring during or in connection with the contract.
- q. No child labour shall be employed by the licensee in no case or any worker 18 years of age. Full details of the employed person will be maintained by the licensee and will be provided to competent authority as and when demanded.
- r. The licensee shall maintain the University property in good condition. If there is any damage to building or any other University property because of willful negligent act or poor maintenance by the licensee, the University will repair it at the cost of the firm and levy a service charge of 200% over the cost.
- s. The licensee shall be responsible for the repair of the shop required, during the lease period.
- t. On cancellation of lease, the shop shall be vacated by the allottee immediately from the date of issue of notice in writing by the University. The University shall take immediate possession of the shop and make alternative arrangements to run the same immediately. If any material or fitting belonging to him/her are not removed by him immediately as directed by the University, these will become the property of the University.
- u. In case of death of the licensee during license period, the license shall stand cancelled and will not be transferred to any member of his/her family.
- v. In case of breach of any terms and conditions, the license shall be terminated without any notice and security amount & other amounts shall be forfeited.
- w. Additional specific condition may be imposed by the University whenever considered necessary and appropriate. The same shall be intimated to the firm in due course.
- x. Interested bidders can visit the site on any working day before submission of tender .

### **30. JURISDICTION AND RIGHT TO AMEND RULES:**

- a. The University reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the vendor in due course.
- b. **Enquiry during the course of evaluation not allowed:** After opening the Bids, no enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Evaluation Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
- c. The acceptance of the quotation will rest solely with the Vice Chancellor, OUTF, who in the interest of the University is not bound to accept the highest

quotation and reserves the right to himself to reject or partially accept any or all the bids received without assigning any reasons.

**31. 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) 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 successful bidder. If dispute persists this shall be referred to the decision of Vice Chancellor, OTR. 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 the Arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.

**ANNEXURE-I**

For operating several categories of shops/canteen as indicated below.

<b>Sl No.</b>	<b>Category of shops</b>	<b>Nature of Items to be sold in shop/ nature of shop</b>	<b>Minimum/ Base Rent per month</b>
1	Fast Food	Fast food (Veg & Non-Veg), Preparation and sale of ready-to-eat food	Rs.8,500/-
2	Variety Store	Supply of daily essential items	Rs.5,500/-
3	Snacks & Confectionery	Sale of packaged snacks and bakery items, ensuring freshness and expiry control	Rs.4,500/-
4	Xerox & Office Stationery	Stationery items with internet facility, printing binding and photocopier facilities	Rs.4,500/-
5	Smart Laundry	Washing, drying and ironing services with timely delivery and safe handling of clothes	Rs. 4,500/-
6	Tea Stall	Sale of Tea, Coffee and light refreshment and use of safe drinking water	Rs. 3,000/-
7	Canteen-1, 2, 3 & 4	Breakfast, Lunch, Tiffin, Dinner, beverages etc.	Rs.10,000/- each

**ANNEXURE-II**

***(On the letter head of the firm)***

***PARTICULARS OF THE BIDDERS TO BE FURNISHED IN TECHNICAL BID FOR THE PURPOSE OF PRE-QUALIFICATION:***

Sl No	Particulars	Response to be filled by bidder	Page No.
1	Nature of establishment	Individual/ Proprietorship/ partnership/ Agency etc. (Tick the relevant one)	
2	Name of the individual/ Owner/ Proprietor/ partners/ Agency		
3	Name and Address of the authorized person to whom all references can be made by the University		
4	Contact Details: Registered address of the individual/ firm/ agency etc.: Email ID : Phone No. :		
5	Registration Number and Date of registration of firm/ agency etc. (if applicable) Registration No. & date: (Certificate of incorporation /registration copy to be enclosed)		
6	Copy of Goods & Service Tax Registration certificate (if applicable)(Copy to be enclosed)		
7	PAN No. of individual/ proprietor/ firm/ agency etc. (Copy to be enclosed)		
8	Valid documentary proof of having residence/office at Bhubaneswar		
9	Copy of FSSAI (As applicable)		
10	Bank Account Details: Account No. Name and address of the Bank IFSC code (Cancelled cheque/Copy of bank account to be enclosed)		
11	Undertaking for acceptance of terms and conditions of bid as provided in Annexure-III		
12	Criminal Liability undertaking in proforma as provided in Annexure-IV		
13	Any other additional information, tenderer wishes to provide to the tendering authority like past experience etc. (Details to be provided & supporting documentary evidences to be attached)		

Date:  
seal

Signature of the Bidder with

## ANNEXURE-III

### 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

Ref : Invitation of 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 purchase 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 the 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

With seal

**ANNEXURE-IV**

**CRIMINAL LIABILITY UNDERTAKING**

**(To be given on Company Letter Head)**

**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.

Signature with Designation of bidder

**ANNEXURE- V**

**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2022-2023	2023-24	2024-25
Annual Turnover			

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the figures regarding overall Annual Turnover 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-VI**

**To be submitted in COVER B (Financial Bid )**

**Financial Proposal**

**FINANCIAL BID**  
**(To be submitted in Cover-2)**

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

**BILL OF QUANTITY & FINANCIAL BID**

Sl No.	Category of shop	Minimum Base Rent per month	Rent/ License fee per month quoted by bidder (in Rs.)
(a)	(b)	(c)	(d)
1.			

Signature:  
For and on behalf of the Bidder  
**Name :**  
**Seal:**

Date:

Place :

Note : The above column should not be filled here. To uploaded in Ms Excel. Format in financial bid in the form of BOQ.

**ANNEXURE –VII**

**CHECKLIST FOR THE TENDERER**

\*Supportive Documents must be uploaded by the Tenderer

Sl. No.	Particulars	Yes/No	Page No.
1	Minimum 3-5 years experience in similar business		
2	Average Annual Turnover of 15 lakhs INR for running of Canteen and 5 lakh INR for other shops during last 3 financial years i.e. 2022-23, 2023-24 and 2024-25		
3	Registration Certificate/Certificate of incorporation, if any		
4	Bid Security (EMD) in shape of DD		
5	Tender Cost in shape of DD		
6	Registered with GST. Furnish the copy of GST registration certificate.		
7	Permanent Account Number (PAN) Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years . 2022-23, 2023-24 and 2024-25		
8	Experience of <b>3–5 years</b> having successfully completed similar outlet(s) till <b>31<sup>st</sup> December 2025</b> , in a Government / Semi Government / Autonomous Bodies/ PSU, or any reputed organization etc.		
9	Valid documentary proof of having residence/office at Bhubaneswar .		
10	Copy of FSSAI (As applicable)		
11	Copy of ISO certification if any.		
12	Criminal liability Form		

Note: Please indicate the page numbers where documents uploaded /attached. The entire tender document should be serially page numbered including enclosures.

N.B.: - 1. All the bidders are requested to provide true statement in the columns. Concealing of facts will liable to be rejected the tender completely. No communication will be made in this regard.

Place:

Date:

Name, Signature & Seal of Bidder