

S.K.D.A.V. GOVERNMENT POLYTECHNIC, ROURKELA
At.-Basanti Nagar, Rourkela, Dist - Sundargarh, Pin 769012(Odisha)
TeleFax: -0661-2420550
Email-Id:principal_skdav@rediffmail.com
Website:- www.skdavpolytech.ac.in

Tender Reference No. 623 /SGPR, Dtd. 7.7.18 /

Expression of Interest to run the Hostel Mess.
Commencement of downloading the Tender: 09.07.2018

Last date for receiving bid
by person/speed post/regd. post : 25.07.2018 (11 A.M)

Date of opening of bid documents : 25.07.2018 (11.30 A.M.)

Place of opening of tender
and address for communication
and receipt of bid documents : SKDAV Govt. Polytechnic
Rourkela
Basanti Nagar, Rourkela
Dist - Sundargarh, Odisha
Pin - 769012
Email-Id:principal_skdav@rediffmail.com
Website:- www.skdavpolytech.ac.in
TeleFax: -0661-2420550

The bidder must enclose security deposit i.e. Rs. 10,000.00 along with E.O.I to run the Hostel Mess.


Principal
SKDAV Govt. Polytechnic
Rourkela

S.K.D.A.V. Govt. Polytechnic, Rourkela
Basanti Nagar, Rourkela-769012
Email ID: principal_skdav@rediffmail.com
Expression of Interest to run Hostel Mess

No: 683/56HR dated 7/7/18

Expression of Interest to run Hostel Mess of the institution is invited from the interested Firm/Catering Services having the following documents.

1. Food License from Health Department of Government of Odisha.
2. Up-to-date Service Tax clearance certificate.
3. GST/TAN/Service Tax number of the Firm/Catering Services.
4. Up-to-date Income Tax return.
5. At least three years of experience in running the Mess/Canteen of similar status institution/higher level institution/reputed organization.

The intending Firms/Catering Services are required to apply along with above documents and other credentials, if any, to the undersigned on or before 25.07.2018 up to 11 A.M. The EOI will be opened on the same day at 11.30 A.M.

The approximate average rate for details of the menu for lunch and dinner per day should be clearly mentioned in the application. The detail of the menu for lunch and dinner, application forms, terms and condition can be obtained from this office or downloaded from the website on or before 24.07.2018 up to 5 P.M.

Sd/-
Principal

ANNEXURE-1

Terms and conditions for running the Hostel Mess

1. The firms must have experience of running Hostel Mess/Canteen of similar educational institutions or higher level institutions/other reputed organization for at least 3years or more (List of institutions/organization where the firm is managing the Mess/Canteen should be enclosed towards proof).
The successful Firm would have to make following payments for running the Mess:
(a) Security Deposit (one time)- Rs.10,000/-
(b) Free electricity will be provided for light and fans.
Use of heater of any kind is strictly prohibited.
2. The contract would be for duration of 12 months and may be extended thereafter by the Principal, S.K.D.A.V. Govt. Polytechnic, Rourkela on satisfactory performance by the Firm for previous year on the same terms and conditions.
3. The timing and working days of the mess will be regulated by the Hostel Superintendent/Principal of the Institute.
4. The Firm should quote their rates along with the quantity for supply of items mentioned at the **Annexure-III**.
5. The Firm will at all time, ensure discipline decent and courteous behavior by his employee while they remain in premise of hostel. In case any of these employees indulging in any act of indiscipline, misbehavior or indulging in violent acts, the Firm shall remove the employee concerns from the premises immediately and suitable action as per the law may be initiated against the Employee.
6. Any increase of price of the meals is not permissible without the prior approval of the authority.
Any deviation may lead to termination of contract, imposing fine for this act of violation of contract or both.
7. The mess should be kept clean and free of unhygienic conditions.
8. The bearer/ staff (not below 18 yrs of age) employed by the Firm should be neat and clean. The licensee should not employ young children as prohibited under the law.
9. The Firm will make his own arrangement for cooking gas, crockery, glasses, chairs and other kitchen equipments or as decided by the Authority.
10. Firm will be responsible for ensuring safety and maintenance of all the equipments including electrical equipments installed in the mess during the entire period of the contract.
11. Cooking must be prepared with good quality Mustard oil/ Sunflower oil. In no case palm oil/ vanaspati should be used.
12. If the licensee leaves in between without completing the full term of contract, the security money deposited by the licensee will be forfeited.
13. In case of failure to adhere to the term and condition by the Firm, the institute shall have the authority to take over charges of the space allotted to the Firm for running the Mess with alternative arrangements.
14. The Firm shall not sub-let the space/premise allotted to them either in whole or part and shall not be used for residential purposes even for Mess staff. No addition or alteration in the premises will be made without written permission of the Institute.

15. Mess shall be supervised by Mess Committee constituted by Authority. The Firm shall abide by the directive of the Mess Committee.
16. In case of breach of any of the conditions of the contract, the security deposit shall be liable to be forfeited.
17. The institute reserves to award the contract to any party/person irrespective of the rates quoted by them.
18. An agreement will have to be signed by the Firm before start of the work.
19. The Firm is to take step that alcoholic drinks, smoking, etc are prohibited in the premises of the Mess.
20. In case of any dispute arising over any issue, the matter should be brought to the notice of the Principal whose decision is final and binding.
21. The Mess Committee shall comprise of student representative and such other staff as decided by the Authority.
22. The Firm has to prepare the Mess bill of each individual boarder specifying detail of the lunch and dinner and the cost associated of a particular month by 5th of the succeeding month.
23. It is the responsibility of the Firm to make the collection of the Mess bill amount from the boarder concerned. The Firm has to provide money receipt in printed form to the individual boarder. The Hostel/Institute has no responsibility in collecting the Mess bill due from the boarders.
24. In special occasion the Firm must be ready to have extra items prepared with appropriate quantity as decided by the Mess Committee to celebrate any student function. In such event the extra cost incurred over and above the cost of corresponding lunch/dinner shall be collected from the boarder with a mention of such amount in separate head/column in the Mess bill.
25. During holiday, preparation of examination and other festive occasion, the student's strength may fall. During that time the Mess should run without any interruption. The operation of the Mess can only be stopped by the permission from the Principal.
26. All the documents (self attested) as per our advertisement in daily Samaj on dated 08/07/2018 should be submitted along with the application Form failing which the application will not be considered.
27. The Authority reserves right to cancel any or all EOI submitted by the Firm without assigning any reason thereof.

ANNEXURE-II

DRAFT THE AGREEMENT TO BE JOINTLY SIGNED BY S.K.D.A.V. GOVT. POLYTECHNIC, ROURKELA AND THE FIRM AWARDED WITH THE WORK FOR RUNNING MESS.

(To be signed on the stamp paper of Rs. 10/- to be purchased by Firm)

AGREEMENT

This agreement made on this day the _____ between the S.K.D.A.V. Govt. Polytechnic, Rourkela on one party and Shr/Mrs./Ms. _____ of M/S _____ of the other part (Hereinafter called the second party/Contractor) and where as the Institute needs a Contractor to run the Mess for supply of lunch and dinner, etc. mention in Annexure-III invited by the Institute to run the Mess of the institute. Where as it is though desirable to grant a contract (not being a lease) to the Contractor to prepare and serve the aforesaid items to the institute boarder in the mess of the hostel. The term and conditions mention hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under.

1. That the contractor has been granted the contract or run mess in the premise of the S.K.D.A.V. Govt. Polytechnic, Rourkela initially for a period of 12 months w.e.f _____ on the terms and conditions contained as in the Annexure-I. Institutes letter of award of the contract and this agreement read together, if during this period the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to term and conditions. The contract is also terminable on one month notice by either side.
2. That the contractor shall prepare food in hygienic and clean atmosphere. The principal of the institute and/or his authorized nominees at any time may enter the kitchen for the purpose of sample checking of raw materials, semi-prepared or fully prepared eatable items free of cost. If any item of the menu/provision of food is found defective or not fit for use/consumptions, the institute authority may -
(i.) Issue warning and/or (ii.) Get the said raw material/items destroyed and asked the contractor to purchase fresh stock, without any payment of compensation to the contractor for the desired material/items. If however, this problem recurs in spite of warning, the institute reserves the right to impose financial penalty as desired by the institutes authorities or the contract may be cancelled without giving any notice.
3. The items of menu, which the contractor would be expected to supply the mess, are indicated in the Annexure-III. The rates of items to be served by the contractor shall be valid on annual basis, and in between revision shall not be allowed. The institute may, if consider necessary, revise the rate only after one year of contract in regard to the items of food. (Till such time that the revised rate becomes operative, the contractor shall not change the existing rates).
4. The contractor shall provide guest meals to staff & authorized guests on payment of usual rates as and when required.
5. That the contractor shall use only branded SUNFLOWER/ MUSTARD oils for cooking purposes. The use of palm oil/ any other low grade oil in the mess is strictly prohibited.
6. That contractor shall not make any additions or alteration in the premises allotted to him for providing mess services.
7. That the contractor will have to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Healthy/ Hygienic conditions by law as laid by Government of Odisha. In the event of violation of any of the aforesaid

- bye-laws in and around the Mess kitchen/cooking area or dining hall, the contractor shall be responsible for and penalty/ fine imposed by the concerned authorities.
8. That in the event of Health Department or any other Government/statutory body authorities, taking samples of raw material used by contractor and those samples are not found fit/ up to the mark for human consumption, the contractor shall be fully responsible for any fine/ penalty imposed or legal recourse taken by such authorities.
 9. It is the sole responsibility of the contractor to notify the mess dues of every month and collect mess dues from the boarders and submit printed receipt.
 10. That the contractor must provide sufficient no. Of cooks, waiter and other supporting staff in the kitchen and dining hall, and shall take all responsible precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealing with the institute's staff, students, visitors and guest. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.
 11. That any employee deployed by the contractor in the premise becomes liable for suspension or dismissal by the institute due to his action, disobedience or misconduct, the contractor shall accept the decision of the institute as final and abide by such decision. In such an event, the institute shall not in any way be liable for any claim made by the concern employee of the contractor for a wages and or damages and contractor shall keep the institute's authorities indemnified.
 12. The institute will have the right to view the working of this contracts from time to time and if at any time it is found that the contractor has failed to fulfill any of the conditions of these contract or that his working is unsatisfactory, the institute may terminate the contract after giving the contractor one month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
 13. That the contractor will not transfer or assigned any part of his interest under his contract and that this contract shall also be liable to be terminated by death or insolvency of the contractor before the expiry of the period of this contract.
 14. That it is agreed between the parties that no interest whatsoever in the premises has been assigned by the institute to the contractor and possession of the premise will always that of the institute, even when the premises are in use or occupation of the contractor.
 15. The contractor shall be responsible for maintenance of building, equipments, furniture and fixtures as/if provided by the institute.
 16. The contractor shall provide all other implements for running the mess like crockery, cutlery, chairs, table linen, livery of the Mess Staff and this shall be of good quality and standard or as decided by the Principal.
 17. The contractor shall be required to procure gas refills in sufficient quantity for cooking purpose at his cost. The contractor shall be responsible for any loss/theft of the gas cylinder and other equipment, fixture etc. in the mess.
 18. The contractor shall also be responsible for the upkeep of equipments, fixtures, furniture, electrical installation etc. provided by the institute. In case of any damage to the furniture, fixture, equipment and electrical installation contractor shall himself be liable to pay the cost as decided by the institute.

ANNEXURE-III

Sample Meal Chat of a week

	Lunch	Dinner
Day 1 (Mon)	Rice, Dal, Vegetable Curry, Salad	Rice/Roti, Dal, Vegetable Curry, Salad
Day 2 (Tue)	Rice, Dal, Mix Vegetable Curry, Dahi	Rice/Roti, Dal, Mix Vegetable Curry
Day 3 (Wed)	Rice, Dal, Non Veg (Fish Piece)/ Alu Paneer, Achar	Rice/Roti, Tadka, vegetable fry
Day 4 (Thu)	Rice, Dalma, Khata	Rice/Roti, Dal, Bhaja
Day 5 (Fri)	Rice, Dal, Non veg(02 nos Egg curry)/ Alu paneer	Rice/ Roti, Dal ,sabji
Day 6 (Sat)	Rice, Dal, Non veg(Egg/ Fish curry)/ Veg(Paneer), Raita/ Khata	Rice/ Roti, Dal ,sabji
Day 7 (Sun)	Rice, Dal, Nonveg (chicken/fish curry) or Veg(paneer/mushroom), Raita/Khata	Rice/ Roti, Dal ,sabji

NB. 1. Sufficient Rice/ Roti and Dal to be provided in lunch and dinner.

2. Besides the above, the sick meals of roasted bread and boiled milk with sugar may be provided with adequate quantity instead of lunch or dinner as per requirement of the boarders.

3. The price to be quoted is inclusive of all taxes

Please quote the rate in the following format

Lunch	Dinner
Rs. _____	Rs. _____

NB- The rate to be quoted as applicable per meals per person on any day on an average considering the sample meal provided for a week.

The maximum rate of lunch or dinner is limited to Rs.30.00

Declaration

I _____ Son/Daughter _____/Wife _____
of Shri _____ Proprietor/Director/authorized signatory of the service provider/Firm/Contractor mentioned above is competent to sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
2. 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.
3. We have not been black listed by any (Centre/State) Government/PSU Departments.

Date

Signature of authorized person

Place

Full Name