

GOVERNMENT POLYTECHNIC, KORAPUT
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Expression of Interest for running Hostel Mess and Canteen

No. 803 /dt 30.9.2020

Sealed bids are invited for providing mess facilities on fixed daily costbasis from interested firms having valid food license from competent authority for its Hostel and college canteen in the Institution campus. The duly filled up two bids i.e. Technical bid & Financial bid with all required supporting documents duly signed on each page in two separate sealed envelopes super scribed as Technical bid & Financial bid respectively may be submitted in another sealed cover super- scribing as "Tender for Providing Mess facility for Hostel and college canteen" addressed to Principal, Government Polytechnic, Koraput on or before 20-10-20 A complete set of bid documents containing the details of items with specification, tentative quantity required, terms and conditions etc. may be down loaded from the website www.govtpolytechnickoraput.org from 05-10-20 & can only be submitted by speed post /Regd.post/By person . E.M.D of Rs.1000/- in shape of bank draft/banker's cheque from any nationalized bank in favour of Principal, Government Polytechnic, Koraput payable at SBI Bazar Branch Jeypore must be enclosed with the Technical bid document failing which the bid document will be rejected. The date of opening of bids shall be notified in the above website The sealed bid received after due date will not be entertained. Financial bid of only those parties will be considered who are found suitable and eligible in the Technical bid. The Authority reserves the right to accept a part of the offer or reject any or all tenders without assigning any reason thereof.

Principal, Govt. Polytechnic, Koraput


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NO. 803 : DATE: 30/9/2020

Expression of Interest for running Hostel Mess & College Canteen

Sealed bids are invited from interested firms having valid food license from competent authority for providing mess facility for hostel mess and college canteen (**Breakfast, Lunch, and Dinner**) on fixed daily cost basis in the Institution campus.

The duly filled two bids i.e. Technical bid & Financial bid with all required supporting documents in two separate sealed envelopes super scribed as Technical bid & Financial bid may be submitted in another sealed cover super- scribing as "Tender for Providing Mess facility for Hostel and College Canteen addressed to Principal, Government Polytechnic, koraput on or before Date 20-10-20". The bidding firm must have good experience of running hostel mess of approximately 70 students or proven capability of providing similar services for **at least last three years**. It should be noted that the staff involved would be properly dressed and must always carry an identity card, issued by the employer. They shall be well trained with aspects of hygiene and sanitation. **One of the staff must be a lady who will always present in the canteen during the serving of lunch & dinner to students.**

As part of the application, an interested bidder should submit the following items in a sealed cover on the address given above:

1. **Technical Bid:**
 - a) It shall contain information regarding business turnover, experience and other details of the firm to judge the suitability & eligibility of the bidder for mess facilities.
 - (b) Self attested documents indicating ESI and EPF payment to the employees need to be furnished for the preceding three years.
 - (c) Self attested Copy of valid Food License certificate from competent authority.
2. **Financial Bid:**
 - (a) It is required to quote the average rate of Lunch & Dinner on daily basis as per menu details furnished at page number 5.
 - (b) It would also contain details of the persons and their details to be deployed in the mess for providing services.
3. E.M.D. of Rs.1000/- in shape of bank draft /banker's cheque from any nationalized bank in favour of Principal, Government Polytechnic, Koraput should be enclosed with the **Technical bid document** failing which the bid document will be rejected.

Financial bid of only those parties will be considered who are found suitable and qualify in the eligibility criteria & Technical bid.
Bidder is required to put his/her signature with seal on each page of the bid document.

The contract will be awarded initially for a period of one year to the successful bidder. This period may be extended on satisfactory performance after a review. The successful bidder shall execute an agreement on non-judicial stamp paper of Rs.100/-. Institute reserves the right to reject some or all the applications without assigning any reasons whatsoever.


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General Instructions:

1. Eligibility Criteria:

1. The applicant should have a valid food license from competent authority and be in the business of running hostel mess/canteen of educational institution for a minimum period of years as on March,2020, with the following requirements:

Three similar nature completed works (*preferably two of them should be in Govt. Academic Institute*) each having not less than 50 persons on its dining strength since the last 24 months. The period of business should be running through out the year and continuous. Short term engagement less than nine months will not be considered.


Note: Similar nature of work means the running of large mess/canteen of Institutions / Central Government/ State Govt. / Central Autonomous Bodies / Central Public Sector Undertaking / Large Industrial Establishment/ Organizations / Companies on continuous basis throughout the year.

2. The applicant should have on his pay roll sufficient number of trained employees for the proper execution of the contract.

2. Scope of Work:

The successful bidder is expected to provide the following services:

- a) Cooking and serving meals (breakfast, lunch, and dinner).
- b) Facilitates procurement of raw material for and on behalf of the hostel mess.
- c) Managing and control of stocks and inventories.
- d) Add-on sales (approved by mess committee). Residents may use these add-ons to get 'extra' items not included in the basic menu outlined below.
- e) Cleaning of utensils, kitchen and serving items.
- f) Cleaning of cooking, dining and auxiliary areas.
- g) Security of the equipment, utensils and other items in the mess.
- h) Maintenance of the equipment in the kitchen and dining area.
- i) Maintenance of books, ledgers, other records and documents related to running of the mess.


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- j) Deployment and supervision of required man power for the above mentioned tasks.
- k) Maintain discipline in the dining hall and kitchen.
- l) Supply qualitative hygienic food to students and staff.
- m) Selected bidder may be allowed to run only one canteen.
- n) No outsiders will be allowed into the canteen / kitchen without specific permission of the Institution Authority except persons carrying identity card issued by employer.

As can be noted from the above, operational services shall **NOT INCLUDE** preparation of menu and any policy matter related to running the mess. All such decision will be the direct responsibility of the relevant executives of the Mess Committee.

Accounting and Payment:

The firm (successful bidder) shall collect mess dues from the students on monthly basis as per mutual convention. The rates for all the items, must have been prior approved by the competent authority. Apart from this no other dues such as **caution money/Initial deposit** shall be collected from students by the successful bidder.

The rates so fixed are inclusive of GST & other duties, and levies etc. imposed by the state/central government and local bodies from time to time.

The firm shall be accountable for on-the-spot sales of add-ons and its accounting.

The price rates shall be in force for the entire period of contract and shall not be revised under any circumstances. In case of any extension granted on expiry of one year contract, the same price rate approved earlier shall be in force for the next period of contract.

Important Notes:

The Mess Committee reserves the right to:

Amend the scope and value of the contract:

Amend the rate of the contract:

Award the contract of the mess to any empanelled agencies Check the quality and quantity of food at any point of time.

1. For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.
2. Effort on the part of the agencies or it's agent to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited.


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Menu Details:

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Lunch	Rice Dal, Veg.curry	Rice Dal, Mix Veg	Rice, Dal, Fish/Veg.curry	Rice, Dalma, Khata	Rice, Dal, Egg/ Paneer.	Rice,Dal, Veg.curry	Ri ce, D al, Chiken/ Paneer.
Dinner	Rice, Dal, Veg.Fry	Rice,dal Veg.Curry	Rice, Dal Veg.curry	Rice, dal, Veg.Fry	Rice, dal Mix Veg.	Rice, dal, Veg.fry	Rice. Veg. Curry

Specification of quantities: Lunch, Dinner:

- Rice:Unlimited
- Dal : Unlimited
- Main Curry: Standardquantity
- Paneer in dish: 50gm
- Eggs in dish: 2nos.
- Fish in dish : 01no.-100gm
- Chicken in dish: 100gm
- Banana –Standard size-2nos.

For any items not mentioned above, quantities will be fixed by mutual consensus between the hostel mess committee and the successful bidder.

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

Note on the Menu:

1. The successful bidder will be required to provide suitable item for sick hostel boarders in lieu of the regular meals.
2. For 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 substitutemeal.


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3. The successful bidder will not serve any item whose rates have not been approved by the competent authority beforehand.
4. Non-Veg should be served as per the menu irrespective of festivities like Navratras etc. In this regard the decision of the mess committee shall be final.
5. The successful bidder will procure /arrange the utensils for cooking as well as serving food, including plates, tumblers, spoonsete.
6. All equipment brought by the successful bidder into the hostel premises must be registered with the caretaker.
7. 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.
8. The successful bidder will also provide soap cake/liquid soap for the wash basins in the mess/dining area.
9. The successful bidder shall use commercial LPG gas for cooking & produce documentary evidence regarding purchase of commercial LPG cylinder if required by the authority.
10. The successful bidder should take preventive measures to avoid any fire hazards inside the canteen or dining hall.

Tentative Timings:

The following timings will be followed:

Lunch: 1.00 pm to 2.30 pm on all days

Dinner: 8.00 pm to 9.30 pm on all days


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Annexure-I

Application Form for Technical Bid

1. Name of the Registered Company/Cooperative/Agency:
2. Complete Address of the Registered Office:
3.
 - a. Registration Number and date of registration of company/cooperative/agency:
 - b. Shops and Establishment Act registration No.
 - c. Food license certificate from competent authority & Date of Expiry _____
 - d. EPF Registration No. and date:
 - e. ESI Registration No. and date:
 - f. E.M.D. of Rs. 1000/-- Bank Draft No. _____ /Dt _____
(Bank Draft to be enclosed)
4. PAN Number: _____
5. Type of Organization: _____
(Whether proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed):
6. Name of the Proprietor, Partners/Directors of the applicant with addresses and phone numbers: _____
- 7a. Income tax return filed for financial years 2017-18, 2018-19 and 2019-20 (Yes/ No) (copies to be enclosed)
- 7b. Service tax, Sales tax/VAT Registration Number (copy of certificates to be enclosed)
8. Whether police verification certificate of all the staff presently engaged by you kept on record with you: Yes / No (copies to be enclosed)
9. Enclose performance certificates for running hostel mess from previous clients for the years 2017-18, 2018-19 & 2019-20. (Period of Business must be continuous & not less than 9 months for each financial year, copies to be enclosed)
10. Years of relevant experience:
11. List of similar completed works executed during the last 36 months (see the eligibility criteria):


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Sl No	Location of the work	Name of organization	Contract amount (Rs.) If any	Dining Strength	Contract Period	Name & Contact Mobile number of the client

Signature of bidder with seal

Notes:

1. Information has to be filled up specifically in the format provided.
2. Applicant not providing details or with insufficient details shall be rejected.


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Annexure – II
Application Form for Financial Bid

1. **Average Rate perday :-**

Lunch- Rs. _____
Dinner- Rs. _____
Total Amount Rs. _____
(In word-----)

2. Total number of people deployed in the mess and their respective roles
(one must be lady)
3. ESI and EPF payment information to the employees for the last three years i.e. 2017-18 ,
2018-19 and 2019-20

TERMS & CONDITIONS FOR THE AWARD OF CONTRACT

1. Initially the permission to run the Hostel mess will be given for one year. The Mess Committee will judge the performance of the establishment after each year. After reviewing the performance, permission to run the mess may be considered for renewal for a period as deemed suitable by the mess committee.
2. If at any stage the involvement of the firm (successful bidder) in any uncalled for activity is found, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license/agreement is liable to be terminated by the competent authority by giving one month's notice to the firm. In case the firm wants to terminate the contract, he/she shall have to give a minimum of three months' notice to the Institute.
3. 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. The successful bidder will not be permitted to franchise the Hostel Mess for any other commercial activity outside the scope of student hostel.
4. No person with any offensive police record shall be employed to work in the Hostel/Institute Mess.
5. Safety measures are to be provided by the successful bidder.
6. Any change like timing of operation and any change /additional item to be included will require the permission of the competent authority.
7. The successful bidder will ensure and comply with the provisions of various municipal and other Rules/ Regulations/ Laws of the Government prescribed from time to time.
8. The Institute shall not be responsible in case any dispute takes place between the successful bidder and his employees.
9. The staff involved would be properly dressed and must always carry an identity card, issued by the employer.
10. Legal disputes, if any, shall be subject to the jurisdiction of Koraput Court only.


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Specific Terms and Conditions


Mode of Operation:

1. The successful bidder would provide breakfast, lunch, and dinner. Each of these will have certain items mandatory for the successful bidder to provide as a part of the basic menu. Besides these, certain other items (add-ons) will be available on extra messing. The mandatory items are listed in the detailed menu attached above.
2. If any boarder has not signed up for a given meal, he can take the meal on payment basis, if sodesired.
3. **One Lady supervisor** will always be present during the serving time of lunch, and dinner in the canteen. It is desirable that the same lady supervisor continues at least for one semester, in case of any replacement/change against another lady supervisor, the competent authority should be informed.
4. The successful bidder need to provide breakfast, lunch, evening snacks, and dinner to Institute guests as and when required and Institute will settle the bills.
5. For each of the meals or extra items, it will be mandatory for the successful bidder to serve the items of a fixed weight/size at price decided prior and approved by competent authority.
6. All items will be cooked in the kitchen of the hostel by using LPG. No cooked item, except some snacks identified beforehand, will be brought from outside.
7. The successful bidder should have a valid commercial LPG connection license from a Regd. Local dealer to use the commercial LPG cylinders for the purpose of fuel in the hostel kitchen.
8. On special occasions, the menu will be identified by the Mess Committee and the rates for the same will be approved by the competent authority 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.

Employees:

1. The successful bidder will have to register all his employees with the authority who will be working in the mess along with a identity card bearing their photographs, residential detail etc.
2. The successful bidder will have to ensure that the employees are in clean and proper uniform, maintain personal hygiene, and maintain discipline in the campus.
3. No person below 18 years of age will be employed by the successful bidder.
4. Employee shall not be permitted to stay overnight in the campus.

Signature of bidder with seal


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AGREEMENT ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-
AGREEMENT

This agreement made on this _____ day of _____ between
Government Polytechnic, Koraput through the Principal, Government
Polytechnic, Koraput (hereinafter called Government Polytechnic, Koraput of the one part and

_____ resident of _____ proprietor of the Firm
(successful Bidder) on the other part.

WHEREAS IT IS NOW AGREED BETWEEN THE PARTIES AND WITNESS AS
FOLLOWS:

1. That the items of the menu, which the firm (successful bidder) would be, expected to supply in the Mess are cited in the menu details.
2. That the rates for various items during the period of contract will remain fixed.
3. That hostel mess committee may also decide to include additional items (add-ons) in the menu for a mutually agreed extra charge between both the parties. The firm (successful bidder) should collect these extra charges directly from the students and institute should not be held responsible for these payments. These additional items should be made available as per a decided schedule, however, need not be compulsory for all students. This will be purely optional. Each student may choose additional item at his/her own choice.
4. That the food served by the successful bidder shall be wholesome and clean and competent authority /or nominee of the competent authority may at any time enter upon the premises allotted to the firm (successful bidder) for the purpose of this agreement/contract and take away samples free for purposes of inspection, trial or analysis and the competent authority or any nominee's decision about the desirability or quality of the articles offered for consumption in the dining hall shall be final.
5. That a Mess Committee, nominated by the competent authority, will monitor the quality of the food and other items supplied by the firm (successful bidder) including services.
6. Government Polytechnic, Koraput may call for the advice of any Medical Officer on matters of hygiene in the Hostel Mess and such advice of the Medical Officer shall not be contested by the firm (successful bidder).
7. (a) That the firm (successful bidder) would provide a sufficient number of cooks, waiters and other servants in the kitchen, dining hall and mess and shall take all reasonable precautions to see that these waiters and servants while on duty attire themselves in the uniform approved by the competent authority and are professional, civil, sober and honest in their dealings with the hostel residents and staff and any other users of their services and always carry identity card bearing their details such as name, address & mobile number etc.
(b) That the firm (successful bidder) shall only employ the service of such persons whose


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antecedents have been verified by the police and who have also been medically examined at the successful bidder's own cost and to the satisfaction of the competent authority. The successful bidder shall be required to give an undertaking to the competent authority to this effect.

c) The successful bidder shall not make any additions/alterations in the premises provided by Government Polytechnic, Koraput for use as kitchen and allied purposes.

8. The successful bidder undertakes to keep the premises, kitchen, dining room and other area connected therewith neat, clean and tidy at all times and in accordance with the health/hygiene laws.

9. That all the workers providing the services under this Agreement shall be employees of the successful bidder, and Government Polytechnic, Koraput shall not have an employer-employee relationship with the employees of the successful bidder. The successful bidder undertakes to keep Government Polytechnic, Koraput harmless and indemnified against any demand/claim of wages, provident fund, Employees State Insurance and any other such dues of its employees. The relationship between the successful bidder and Government Polytechnic, Koraput is purely contractual and Government Polytechnic, Koraput is not responsible and liable for the employees and for staff of the successful bidder.

10. Notwithstanding anything contained in the clauses above if any employee and/ staff member of the successful bidder in the opinion of Government Polytechnic, Koraput is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the successful bidder shall forthwith remove that person from Government Polytechnic, Koraput Campus, with immediate effect and replace him suitably.

11. That the successful bidder shall have no right or interest in the premises allotted for kitchen, dining hall and other allied purposes and he shall have no right or interest to remain in possession thereof at the end of this Agreement or on the termination thereof at anytime.

12. That service hours in the Hostel Mess shall be as given above provided that the timings may be modified by the competent authority if and when considered necessary.

13. All the residents in the Hostel shall take their breakfast and meals in the dining hall and the successful bidder shall not be authorized to serve the meals in the rooms of the Hostel except with the written permission of the competent authority.

14. The successful bidder shall obtain instructions from competent authority along with the type of menu that may be served in the official lunches/dinners/tea parties to the participants of training courses.

15. The successful bidder shall display the approved menu prominently in the dining hall.

16. The successful bidder shall be provided by Government Polytechnic, Koraput with necessary area/premises i.e. one dining hall, one kitchen and requisite furniture and/or gadgets and he shall be responsible for the proper maintenance of both, the premises as well as the furniture and other gadgets provided by Government Polytechnic, Koraput. The responsibility for proper maintenance and safety/security of all fitting and fixtures will be of the successful bidder.


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17. The successful bidder must have commercial LPG license for use of commercial LPG gas cylinder only for cooking purposes. All the expenses for LPG gas will be borne by the successful bidder . The LPG Gas must be procured by the successful bidder directly from the local registered LPGdealer.

18. The successful bidder shall pay a sum of Rs. 20,000/- as Security Deposit, which shall be refunded, without any interest thereof, at the end of the contract after adjusting the amount of any damage caused to Government Polytechnic, Koraput by any omission or discrepancy on the part of the successful bidder or his employee. Government Polytechnic, Koraput will have the right to review the working of this agreement from time to time and if at any time it is found that the successful bidder has failed to full fillany of the conditions of this agreement or that his working is unsatisfactory, Government Polytechnic, Koraput may curtail the agreed period of this agreement and terminate this agreement with a notice period of one month, and make good any losses suffered by Government Polytechnic, koraput out of the security deposit made by the successful bidder.

21. That the successful bidder shall maintain a suggestion book for recording of suggestions for improvement by the hostel boarders and the staff. Such suggestions, after having the approval of Mess Committee, should be forthwith acted upon by the successful bidder. The suggestion and complaint book should be kept open for the inspection of the hostel boarders and the competent authority or hisnominee.

22. The successful bidder shall keep and maintain a register at the entrance of the dining hall wherein all hostellers will sign before takingmeals.

23. The staff engaged in the dining hall & kitchen must carry identity card bearing all details like name addressetc.

I agree to the terms and conditions laid out in the clauses above in entirety in presence of the witnesses mentionedbelow.

Principal
GovernmentPolytechnic, Koraput

Signature of the Successfulbidder

WITNESS:

1. _____

2. _____

[Handwritten Signature]
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