

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, DHENKANAL
AT-Mahisapat, Dist-Dhenkanal – 759001
Email: wpdhenkanal@rediffmail.com Website: www.gpdhenkanal.org

Letter No. 1385

Date: 17-08-2026

To

The Director,
Information & Public Relation Department,
Govt. of Odisha (Near State Guest House),
Bhubaneswar.

Sub: Publication of Advertisement in local daily newspaper regarding running of Hostel Mess in Institution campus.

Sir,

With reference to the subject cited above, I am to request you to kindly publish an advertisement (enclosed in scanned and word format), in "The Samaja" with **minimum space** at Govt. approved IPR rate. The payment shall be made by this institution in shape of Account Payee Cheque/ Draft.

Hence, I request you to kindly publish the advertisement on or before Dt. 18.08.2026 and forward the bills in duplicate for release of payment.

Yours fatefully,

[Signature]
Principal,
13/8/26

Govt. Polytechnic, Dhenkanal

Memo No. 1386 / Date: 17-08-2026

Copy to Account Section for information & necessary action.

[Signature]
Principal,
13/8/26

Govt. Polytechnic, Dhenkanal

GOVERNMENT POLYTECHNIC, DHENKANAL

AT- Mahisapat, Dist- Dhenkanal

Email: wpdhenkanal@rediffmail.com Website: www.gpdhenkanal.org

No. 1386 / Dt. 17-08-2026

EOI for running Hostel Mess in Institution campus

Sealed bids are invited for providing mess facilities on fixed daily cost basis from interested firms having valid food license from competent authority for its hostels located inside the institute campus. The duly filled up two bids i.e. Technical Bid and Financial Bid with all required supporting documents duly signed on each page in two separate sealed envelopes super-scribed as Technical Bid and Financial Bid respectively are to be kept in another sealed cover and submitted to Principal, Govt. Polytechnic, Dhenkanal on or before Dt. 02.09.2026 Time 05.00 pm.

A complete set of bid documents containing the details of terms and conditions etc may be downloaded from the website www.gpdhenkanal.org with effect from Dt. 18.08.2026 and can only be submitted by speed post/registered post only.

Sd/-
Principal,
Govt. Polytechnic, Dhenkanal

Order No. 1384

Dt 17/08/2026

EXPRESSION OF INTEREST FOR RUNNING HOSTEL MESS

Sealed bids are invited for providing mess facilities on fixed daily cost basis from interested firms having **valid food license from competent authority for** the Institution Hostel located inside 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 a single sealed cover super-scribing as **"Tender for Providing Mess facility for Institution Hostel of Govt. Polytechnic, Dhenkanal"** addressed to The Principal, Government Polytechnic, Mahisapat, Dhenkanal, PIN- 759001 on or before **02/09/2026** by **5:00 PM**.

Further the Tender document should be accompanied by a refundable **Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only)** in shape of Bank Draft/Bank Cheque from any nationalized bank in favour of the Principal, Government Polytechnic, Dhenkanal payable at Dhenkanal and to be kept inside the Technical bid envelope failing which the bid document shall be rejected. The sealed bid received after due date will not be entertained. Financial bid of those parties will be considered, who are found suitable and qualify in the Technical bid. The Authority reserves the right to reject any or all tenders without assigning any reason thereof.

Sd/-

Principal,
Govt. Polytechnic, Dhenkanal

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, DHENKANAL
AT-Mahisapat, Dist-Dhenkanal – 759001
Email: wpdhenkanal@rediffmail.com Website: www.gpdhenkanal.org

TENDER DOCUMENT FOR PROVIDING MESS FACILITIES TO HOSTEL MESS

Interested firms having valid food license from competent authority are to apply for providing mess facility for Institution Hostel (Breakfast, Lunch and Dinner) on fixed daily cost basis in the Institution campus.

Strength of Girls' Hostel – nearly 350, Strength of Boys' Hostel – nearly 150

The duly filled in two bids i.e. Technical bid & Financial bid with all required supporting documents in two separate sealed envelopes superscribed as Technical Bid & Financial bid may be submitted in sealed cover super-scribing as Tender for Providing Mess facility for Institution Hostel of Govt. Polytechnic, Dhenkanal" addressed to the Principal, Government Polytechnic, Dhenkanal on or before 02/09/2026 by 5:00 PM. The bidding firm must have good experience of running hostel mess of approximately 300 to 500 students for any Government Institutes/ Offices in the past for at least three years i.e. 2022-23, 2024-25 and 2025-26. It should be noted that the staff involved would be properly dressed and shall be well trained with aspects of hygiene and sanitation. At least two ladies for Girls' Hostel will be there in the catering group who will always be present in the Girls' hostel mess during serving of breakfast, lunch & dinner.

The various cutoff dates relating to Tender process for running Hostel mess of Govt. Polytechnic, Dhenkanal are detailed below:-

1. Date for downloading of tender documents from the website 18/08/2026 onwards.
2. Last date & time of receipt of Tender Documents at Government Polytechnic, Dhenkanal ----- 02/09/2026 (5:00 PM).
3. Date & Time for opening of
 - a) Technical bids - 03/09/2026
 - b) Financial bids of eligible bidders -07/09/2026

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

1. **Technical Bid:**

- i. It shall contain information regarding business turnover value, experience and other details of the firm to judge the suitability & eligibility of the caterer for mess facilities.
- ii. Self-attested documents indicating ESI and EPF payment to the employees need to be furnished last the preceding three years.
- iii. Self-attested copy of the valid Food License Certificate from the competent authority.
- iv. Copy of latest GST registration certificate.
- v. Income Tax clearance certificate (for the last three years i.e. 2023-24, 2024-25 and 2025-26).

2. **Financial Bid:**

- (a) It is required to quote the average rate of Breakfast, Lunch & Dinner on daily basis as per Menu details for Hostel Mess.
- (b) It would also contain details of the persons and their mobile numbers to be deployed in the mess for providing services.
- (c) In case of tie, the firm who has more no of work order to Govt. Establishment in last three financial year shall be considered.
- (d) In case of same no of work or does firm with more turn over combined in last three financial year shall be considered.

3. **E.M.D. of Rs.50000/-** only (Re-fundable without interest) in shape of bank draft / B.C from any nationalized bank in favour of Principal, Government Polytechnic, Dhenkanal should be enclosed with the Technical bid document failing which the bid document will be rejected.

Financial bid of only those firms will be considered who are found suitable and qualify in the eligibility criteria of the 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 by the Hostel Mess Committee. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100. institute reserves the right to reject some or all the application without assigning any reasons whatsoever. If the Tender finds the lowest quoted rate substantially high in comparison to the present rate prevalent at other Educational Institutions situated nearby localities, then a standard rate will be fixed after negotiation between the Tender and successful bidder.

The successful bidder will have to deposit a performance security of **Rs.4,00,000/- (Rupees Four Lakhs) only for Hostel Mess** in form bank guarantee from any Nationalized Bank in favour of the Principal, Government Polytechnic, Dhenkanal covering the period of contract. In case the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful bidder. **Conditional bids shall not be considered and will be out rightly rejected.**

All entries in the tender form should be legible and filled clearly. If the space for information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the corrections if any in the technical bid must be initialled by the person authorized to sign the tender bids.

The technical bids shall be opened on the scheduled date & time in the office chamber of the Principal, Government Polytechnic, Dhenkanal in presence of the bidders or authorized person of the firm who wish to be present on the spot at that time.

The Principal, Government Polytechnic, Dhenkanal reserves the right to accept/ reject or cancel any or all bids without assigning any reason thereof.

GENERAL INSTRUCTIONS:

1. ELIGIBILITY CRITERIA: -

The applicant should have a valid food license from competent authority and be in catering business for a minimum period of three years as on March 2026 (i.e. **2023-24, 2024-25, 2025-26**) and must comply with the following requirements:

- i. The bidding firm should have run mess for not less than 300 persons of any Govt. Educational Institutes/ Govt. Offices/ Govt. PSUs.
- ii. The applicant should have on his pay roll sufficient number of trained employees for proper execution of the contract.

2. SCOPE OF WORK:

The successful bidder is expected to provide the following services:

- i. Cooking and serving meals (breakfast, lunch and dinner) in the hostels.
- ii. Cleaning of utensils, kitchen and serving items for Hostel Mess.
- iii. Cleaning of cooking, dining and auxiliary areas for Hostel Mess.
- iv. Security of the equipment, utensils and other items in the Mess.
- v. Maintenance of the equipment in the kitchen and dining area.
- vi. Maintenance of books, ledgers, other records and documents related to running of the mess.
- vii. Deployment and supervision of required man power for the above-mentioned tasks.
- viii. Maintain discipline in the dining hall, kitchen of Hostel Mess.
- ix. Supply qualitative hygienic food to students and staff in the Mess.
- x. No outsiders will be allowed into the Mess kitchen without specific permission of the authority.
- xi. In case there will be a tie, the Authority is authorized to decide the parameters to be considered for finalization of the tender.

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/ Institution Administration.

3. ACCOUNTING AND PAYMENT:

- The firm (Successful bidder) shall collect mess dues from the boarders on monthly basis as per mutual agreement.
- The rates so fixed are inclusive of all taxes, duties, and levies etc. imposed by the State/ Central Government and local bodies from time to time.
- 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 the contract, the same price rate approved earlier shall be in force for the next period of contract.**

4. IMPORTANT NOTES:

- 1) The Mess Committee/ Institution Administration reserves the right to:

- 1) The Mess Committee/ Institution Administration reserves the right to:
 - i) Amend the scope and value of the contract
 - ii) Amend the rate of the contract
 - iii) Award the contract of the mess to any empanelled agencies
 - iv) Check the quality and quantity of food at any point of time.
- 2) 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.
- 3) Effort on the part of the agencies or its 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.

MENU DETAILS FOR HOSTEL MESS (MENU)

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	Chakuli (3 pcs) Pudina Coconut Chutney & Subzi	Idli(4 pcs) with sambar and chatni	Suji Upama Chutney, Alu Matar	Puri (04 pieces) Alu Matar	Idli (4 pcs) Pudina Coconut Chutney Ghuguni	Vada (04 no) with potato masala of 100 gms appx, Sambar, Coconut Chutney	Chowmin Coconut Chutney
LUNCH	Rice Odia special dalma Bhaja Khata	Rice Dal Papad Mix Veg.	Rice Dal Bundi Rita Chicken Potato Curry/ Paneer Curry/Mushroom	Rice Dal Papad Alu Potala Curry/ Alu Gobi Curry	Rice Dal Dahi Salad Fish Potato Curry / Matar Paneer	Rice Dal Navaratna Korma Papad	Rice, Dal Dahi Salad Chicken Potato Curry/ Paneer Curry/(Chicken Biryani with 3 pieces of chicken/veg Biryani- Monthly Once)
DINNER	Rice & Roti Dal Potala Alu Curry or Kobi Alu	Rice & Roti Dal Plain Tadka With suji Kheer (100 gms)	Rice & Roti Dal Egg (2 no) Alu Curry/ Paneer Alu Matar	Rice & Roti Odia Special Dalma Bhaja Suji Halwa (100 gm)	Rice & Roti Dal Vegetable and Fish Chinchhida/ Mix Vegetable	Rice & Roti Dal Besana Alu Curry (Gravy based) And Gulab jamun (1 no)	Rice & Roti Dal Egg (2 piece) Alu Curry/ Paneer Alu Matar

***The combined total amount per day should not be less than 85/- (Eight Five Only)**

1. A food committee comprising of senior faculty members and Hostel Superintendents will visit the Hostel Mess regularly and give unbiased report to competent authority

SPECIFICATION OF THE FOOD ITEMS TO BE PROVIDED TO THE STUDENTS:

The specifications mentioned under are indicative and can be taken as a standard for food serving in the hostel mess.

- Bread: 4-slices (medium)
- Curd : The density must be more than 1.75 kg/litre
- Raita: Curd quality as specified above along with finely chopped onion, cucumber and tomato.
- Poori must be fried in Refined Sunflower oil and must have at least 10 cm diameter.
- Oil must be used to Refined Sunflower oil. Rice-bran Oil/ Mustard Oil of reputed Brand.
- Non-veg items must be cooked in fresh Mustard Oil and veg items in fresh Refined Sunflower oil.
- Paratha must be at of at least 15 cm in diameter.
- Bread Omelet: 1Set of Bread Omelet must consist of 2 slices of bread and 1 egg.
- Salad: Must contain Onion, Tomato, Cucumber, and Carrot with minimum amount of 100 gms per person.
- Chapathi/ Roti: Must be "Well Baked" and should be of at least 15 cm diameter. Should be made from wheat flour only. No maida should be added.
- All dal items: must have minimum density of 1.4 kg per litre.
- Vegetable mix: A minimum quantity of total 75 gm of all vegetables (in equal quantities) must be present in mixed vegetable curry
- Aloo mutter masala and gobi masala: A minimum quantity of 125 gms (ingredients in equal quantities) must be present in it per serving.
- Veg. Biryani: 350-400 gram Basmati rice should be used for making biriyani. It must at least contain soyabean, carrot, beans, with minimum quantity of 75 gms.
- RASGULLA AND GULAB JAMUN: minimum quantity of 50gms per person.
- Sambar: Pulses must be enough to have density more than 1 kg/litre.
- Chicken Biryani Approx. 350-400 gram [125 gram chicken (4 piece chicken)].
- Paneer curry 100 gram paneer (6-8 pieces) + 50 gram gravy.
- Chicken curry 100 gram chicken (5 pieces + potato, gravy based with addition of mustard paste.
- Fish Curry – 01 piece of fish with 03 pieces of potato, gravy based with addition of mustard paste.
- Egg Curry – 02 pieces of egg with 02 pieces of potato.
- Fish Chhinchida: Use different vegetables with machhamunda, small size prawn etc.
- Pickles will be served daily in lunch and dinner.
- Bhaja will be only of (parwal)/ green beans/ seasonal vegetables. Bhaja will have 50% alu and 50% vegetables.
- Odia special dalma will contain toor dal and equal proportion of vegetables like potato, carrot, pumpkin, brinjal, green papaya, onion, tomato, and will be made with ghee and garnished with crushed fresh coconut per plate.

- Khata will be of tomato Khata/ Aamkhata.

NOTE ON THE MENU:

1. The successful bidder will be required to provide suitable item for sick boarders in lieu of the regular meals.
2. For the boarders observing fasts, the successful bidder will provide the substitute items in lieu of the regular meal after a minimum number of ten boarders ask for the substitute meal.
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 any religious festival. In this regard, the decision of the hostel mess committee shall be final.
5. The successful bidder will procure/ arrange the utensils for cooking as well as serving food including plates, tumblers, spoons etc.
6. All equipments brought by the successful bidder into the Hostel/ Institution premises must be registered with the hostel authorities.
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. Both for Hostel Mess & Institution Canteen.
8. The successful bidder will also provide liquid hand wash for the wash basins in the mess / dinning are sufficiently.
9. The successful bidder should take preventive measures to avoid any fire hazards inside the kitchen or dining hall of Hostel Mess/ Institution Canteen.

HOSTEL MESS AREA:

- The Contractor must have proper racks to keep its items; nothing should be kept on floor.
- The Contractor has to take utmost care for disposal of left-over food, no left-over food should be disposed off in the drains which will block the drain and will produce foul smell. The Contractor should make their own arrangement for the disposal of the leftover food at their own cost consultation with the Municipal Corporation.
- The Contractor must submit the list of workers and their ID proof (Aadhaar Cards) who are to work in the Canteen/mess. No female workers are to be deployed in Boys Hostel and no male workers are to be deployed in Girls Hostel.
- The Institute will provide necessary facilities such as electricity, Cooking and Drinking water and furniture. These facilities will be in the charge of the firm and he/ she will be responsible for any loss/ damage and wear and tear. In case of any loss of damage, the firm will have to replace the lost items/ carry out necessary repair (if the repair is up to Rs.5000/-), subjected to approval and instructions of the Authorities.
- The bidder must put complaint register at the entrance of the Hostel Mess which will be checked by Hostel Mess Committee on regular basis.
- If the Hostel Mess Management found that the performance of the bidder is not up to mark or, the quality of the food is found below standard or unhealthy or unhygienic, then Institution Administration is fully empowered to terminate the contract with a short notice of two weeks. The Hostel Committee/ Institution Administration's opinion is final so far as the food quality/ Hostel Mess Management is concerned.
- The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored/ preserved after meals, not following superintendent's suggestions/ instruction, in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.

HOSTEL MESS CUT:-

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

- a) Students will submit the mess out application before they leave the hostel.
- b) Hostel Mess cut will be given to the students for the whole duration if duration is approved by hostel superintendent.
- c) Hostel Mess cut amount will be deducted from final bill of the respective month and it will be disbursed/ adjusted in next month to the eligible students.
- d) Hostel Mess cut will be given to the students in ground of medical reason after necessary approval from Hostel Superintendent irrespective of no. of days. However, if sick meals are provided during hostel stay, these days will be counted as normal days and no mess cut will be allowed.
- e) In a month a total of minimum 22 days will be compulsory for consumption of meals in Hostel Mess where the month is having full working days. The minimum 22 days will be proportionately adjusted where the mess opens other than the first day of month. Further, in case of reopening of mess after any vacation, the days are to be adjusted proportionately. In case where a hostel boarder joins on a different date other than the reopening days after vacation, then the days are to be counted from the date of his entry into hostel (hostel superintendent approval is necessary) and not from the date of reopening of Institute.

GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT

1. Initially the permission to run the Hostel Mess/ Institution Canteen will be given for One year. The Mess Committee/ Institution Administration will judge the performance of the firm after completion of One year. After reviewing the performance, permission to run the Hostel Mess/ Institution Canteen may be considered for renewal for a period as deemed suitable by the Mess Committee/ Institution Administration.
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 is liable to be terminated by the competent authority by giving one month's notice to the caterer. **In case successful bidder 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 Hostel 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.
4. The successful bidder will not be permitted to franchise the Hostel Mess for any other commercial activity outside the scope of student hostel/ Canteen.
5. No person with any offensive police record shall be employed to work in the Hostel Mess.
6. Safety measures are to be provided by the successful bidder himself/ herself/ themselves.
7. Any change like timing of operation and any change/ additional item to be included will require the permission of the competent authority.
8. The successful bidder will ensure and comply with provisions of various municipal and other Rules/ Regulations/ Laws of the Government prescribed from time to time.
9. The Institution shall not be responsible in case any dispute takes place between the successful bidder and his/her employees.
10. Legal disputes, if any, shall be subject to the jurisdiction of Dhenkanal Courts only.

SPECIFIC TERMS AND CONDITIONS

MODE OF OPERATION:

1. The successful bidder would provide breakfast, lunch and dinner in the mess of both Boys & Girls hostel as listed in the detailed menu attached above.
2. If any boarder has not signed up for a given meal, he/she can take the meal on payment basis, if so desired.
3. **Two Lady Supervisors** will always be present during the serving time of breakfast, lunch, and dinner in girl's hostel mess as and when needed. It is desirable that the same lady supervisors continue at least for one semester, in case of any replacement/ change against any lady supervisor, the competent authority should be informed.
4. All items will be cooked in the kitchen of the Hostel Mess by using LPG/wood fire. No cooked item, except some snacks identified beforehand, will be brought from outside.
5. The successful bidder should have 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.
6. 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.
7. **The successful bidder must not misuse Electricity inside the Hostel Mess, violation of which may invite penalty of Rs.200/-Day for the same.**

EMPLOYEES

1. The successful bidder will have to register all his/her employees with the authority who will be working in the Hostel Mess along with a copy of their photographs, residential details 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 persons below 18 years of age will be engaged by the successful bidder.

TENTATIVE TIMINGS FOR HOSTEL MESS:

The tentative timings will be followed:

Breakfast	:	08.00 AM to 09.30 AM on all days
Lunch	:	01.30 PM to 02.30 PM on all days
Dinner	:	08.30 PM to 10.30 PM on all days

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 number with date & period of validity _____
d. EPF Registration No. and date: _____
e. ESI Registration No. and date: _____
f. GST Registration No. and date: _____
g. E.M.D. of Rs.50,000/- B.D/B.C. No. _____ / Dt. _____
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: _____
7. a. Income tax return filed for financial years (copies to be enclosed) 2023-24, 2024-25 and 2025-26,
b. Service taxes, Sales tax/ GST Registration Number (copy of certificates to be enclosed)
8. Whether police verification certificate of all the staff presently engaged by the firm is kept on record with the firm: Yes/ No.
9. Enclose performance certificates for catering from previous clients between the years 2023-24, 2024-25 and 2025-26.
10. Annual turnover (enclose copy of balance sheet duly audited by C.A. for each year.
Financial Year 2023-24
Financial Year 2024-25
Financial Year 2025-26

11.ESI and EPF payment information to the employees for the last three years i.e. 2022-2023, 2023-24 and 2024-25.

12.Years of relevant experience:

13.List of similar completed works executed during the last 36 months (see the eligibility criteria)

Sl. No.	Location of the work	Name of organisation	Contract amount (Rs.) if any	Contract Period	Name & Contact No. of the client

Signature of Applicant with Seal

Notes:

1. Information has to be filled up specifically in the format provided.
2. For applicants not providing details or with insufficient details, their tender document shall be rejected.

APPLICATION FORM FOR FINANCIAL BID

1. Average Rate per day (Menu for Hostel Mess)

Breakfast - Rs. _____

Lunch - Rs. _____

Dinner - Rs. _____

Total Amount - Rs. _____

(In words _____)

Signature of applicant with seal

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

AGREEMENT

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

_____ resident of _____ proprietor, (hereinafter called the 'Successful bidder') on the other part.

**WHEREAS IT IS NOW AGREED BETWEEN THE PARTIES AND
WITNESSETH A 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 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 Caterer 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.
4. That a Committee, nominated by the competent authority, will monitor the quality of the food and other items supplied by the caterer including services.
5. Government Polytechnic, Dhenkanal may call for the advice of any Medical Officer/ Food and Sanitary Inspector on matters of hygiene in the Hostel Mess and such advice of the Medical Officer/ Food and Sanitary Inspector shall not be contested by the successful bidder.
6. (a) That the successful bidder would provide sufficient number of cooks, waiters and other helpers in the kitchen, dining hall and Hostel Mess and shall take all reasonable precautions to see that these waiters and helpers 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.
(b) That the successful bidder shall only employ in his/her service such persons whose antecedents have been verified by the police and who have also been medically examined at the bidder's own cost and to the satisfaction of the competent authority to this effect.
The successful bidder shall not make any additions/ alterations in the premises provided by Government Polytechnic, Dhenkanal for use as kitchen and allied purposes to the successful bidder during the currency of this agreement and/ or otherwise.
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/ hygienic bye-laws.

9. That all the workers providing the services under this Agreement shall be employees of the successful bidder and Government Polytechnic, Dhenkanal shall not have an employer-employee relationship with the employees of the successful bidder. The successful bidder undertakes to keep Government Polytechnic, Dhenkanal 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, Dhenkanal is purely contractual and Government Polytechnic, Dhenkanal 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, Dhenkanal is not rendering proper service or is otherwise guilty of any misdemeanour or is found otherwise undesirable, the successful bidder shall forthwith remove that person from Government Polytechnic, Dhenkanal Campus, with immediate effect and replace him/her 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/she shall have no right or interest to remain in possession thereof at the end of this Agreement or on the termination thereof at any time.
12. That service hours in the Hostel Mess/ Institution Canteen shall be as given above provided that the timings may be modified by the competent authority if and when considered necessary.
13. **All the Boarders 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 form competent authority along with the type of menu that may be served in the official lunches/ dinners/ tea parties to the participants or guest.**
15. The successful bidder shall display the approved menu with rate prominently in the dining hall of all the hostels.
16. The successful bidder shall be provided by Government Polytechnic, Dhenkanal with necessary area/ premises i.e. one dining hall, one kitchen and requisite furniture and/ or gadgets and he/ she shall be responsible for the proper maintenance of both, the premises as well as the furniture and other gadgets provided by Government Polytechnic, Dhenkanal. The responsibility for proper maintenance and safety/ Security of all fitting and fixtures will be of the successful bidder.
17. The successful bidder shall pay a sum of **Rs.4,00,000/- (Rupees Four Lakhs) only for Hostel Mess** 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 the Government Polytechnic, Dhenkanal by any omission or discrepancy on the part of the successful bidder or his/her employee. Government Polytechnic, Dhenkanal will have right to review the working of this agreement from time to time and if at any point of time it is found that the successful bidder has failed to fulfil any of the conditions of this agreement or that his/her working is unsatisfactory, Government Polytechnic, Dhenkanal 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, Dhenkanal out of the security deposit made by the successful bidder.

18. That the successful bidder shall maintain a suggestion book for recording of suggestions for improvement by the 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 complain book should be kept open for the inspection of the and the competent authority or his nominee.
19. The successful bidder shall keep and maintain a register at the entrance of the dining hall wherein all boarders will sign before taking meals.
20. Any other valid issue related to running of Hostel mess/ Institution Canteen shall be sort out by mutual consensus between both the parties.

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

Principal,
Government Polytechnic, Dhenkanal

Signature of the
Successful Bidder

Full Name:

Full Name:

WITNESS:

1. _____ 3. _____

2. _____ 4. _____