



**Central University of Odisha**  
(Established Under the Central Universities Act, 2009)  
NAD Post Office, Sunabeda, Dist: Koraput-763 004

Ref.: CUO/Estt-II/Canteen-Mess/200

Dt. 27.06.2024

**NOTICE INVITING TENDER**

Sealed tenders in Two-Bid system are invited from registered and experienced agencies for providing Mess for the Girls' Hostel on lease basis at Central University of Odisha, Koraput. The Tender documents complete in all respects should reach to the University on or before 16.00 Hrs of **17.07.2024**. For further details please log on to our University website: [www.cuo.ac.in](http://www.cuo.ac.in).

Sd/-  
Registrar





**Central University of Odisha**  
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NAD Post Office, Sunabeda, Dist: Koraput-763 004

**TENDER DOCUMENT FOR PROVIDING**

**MESS FOR GIRLS' HOSTEL AT CENTRAL UNIVERSITY OF ODISHA, KORAPUT**

Sealed tenders in Two-Bid system – Technical Bid and Financial Bid – are invited from registered and experienced agencies for providing Mess for the Girls' Hostel at Central University of Odisha, Koraput. Tender documents complete in all respects should reach the University on or before 16.00 Hrs of 07.03.2024.

REFERENCE NO.	CUO/Estt-II/Canteen-Mess/200
DATE OF ISSUE OF TENDER	27.06.2024
LAST DATE & TIME FOR RECEIPT OF TENDER DOCUMENTS	17.07.2024; 16.00 Hrs
TIME AND DATE FOR OPENING OF THE TENDERS	18.07.2024; 15.00 Hrs
PLACE OF OPENING OF THE TENDER	Central University of Odisha, NAD Post Office, Sunabeda, Dist: Koraput – 763 004
ADDRESS FOR COMMUNICATION	The Registrar, Central University of Odisha, NAD Post Office, Sunabeda, Dist: Koraput – 763 004

**IMPORTANT INSTRUCTIONS:**

1. Tenders are invited for providing Hostel Mess at Girl's Hostel, CUO. Bidders are required to quote their prices accordingly.
2. Bidders, have to submit Financial Bid separately.
3. The Bidder must deposit the non-refundable Processing Fee of Rs.1000/- (Rupees One Thousand) in the form of Demand Draft drawn on any nationalized bank in favour of *Central University of Odisha* payable at *Koraput*.



4. Bidders shall also have to deposit composite Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh) in the shape of Demand Draft drawn on any nationalized bank in favour of *Central University of Odisha* payable at *Koraput*. The EMD is refundable as per rules.
5. In case the bidder claims for waiver of bid security (EMD), he/she shall provide documentary proof of being registered with Central Purchase Organization of MSE of the concerned Ministry of Dept. as per GFR-170. The registration must remain valid till the bid validity period.
6. Tender documents complete in all respects may be sent by speed post/registered post addressed to the *Registrar, Central University of Odisha, NAD Post Office, Sunabeda, Dist - 763 004* so as to reach the University before 1600 Hrs of 17.07.2024. Tender documents may also be dropped in the Tender Box kept in the Administrative Building of the University before the stipulated time and date.
7. Tenders received after stipulated time and date, or without processing fee and earnest Money Deposit (EMD), conditional tenders, or incomplete tenders shall be rejected.
8. Bidders should enclose tender documents in 3 separate envelopes of appropriate size. Envelop-1 should contain (i) Covering letter (ii) Technical Bid (Annexure-1) (iii) DD for Processing fee and EMD amount, and to be superscripted as TECHNICAL BID. Envelop-2 should contain the Financial Bid (Annexure-2) duly signed and stamped and superscripted as FINANCIAL BID. Envelop-3 should contain Envelop-1 and Envelop-2 superscripted as **“TENDER DOCUMENTS FOR PROVIDING MESS FOR GIRLS’ HOSTEL AT CENTRAL UNIVERSITY OF ODISHA”**.
9. The Bidder shall be required to affix signature with date on each page with page number of the tender document as a token of acceptance of the tender terms and conditions. Correction or overwriting, if any, should be initialed.
10. Vague, incomplete, confusing or contradiction and conditional tender will be liable to be cancelled without any explanation.
11. Interested Bidder may visit the sites in the campus(s) on any working day. In case of any further clarification, the bidders may contact The Registrar, Central University of Odisha, Main Campus, Sunabeda, Dist- Koraput.
12. The University shall have the right to cancel / reject/ amend any or all offers without assigning any reason thereof.



## ELIGIBLE CRITERIA:

1. The Bidder must be a registered service provider for providing Hostel Mess possessing required registration/licenses as per law and valid at least for 06 months from the last date of receipt of tender documents.
2. The firms having good profiles in dealing with such business are only eligible to take part in tender.
3. The Bidder must have experience in providing Hostel Mess services for at least 03 years ending 31<sup>st</sup> December, 2023.
4. There must be no case pending before the police/court against the Bidder.
5. The Bidder must provide all copies of valid registration/licenses as required under the Technical Bid proforma; non-compliance shall lead to rejection of the tender.

## GENERAL TERMS AND CONDITIONS:

1. The Central University of Odisha shall have the right to withdraw Girls' Hostel Mess service from being leased out. University may accept or reject any Bid or may stop any Bidder at any stage from bidding without assigning any reason thereof. No appeal against above action by the University shall be entertained.
2. Tenderer/ Firm will have to pay a sum of Rs. 50,000/- (rupees fifty thousand only) for Girls' hostel mess towards infrastructural rent per year and Rs. 1200/- for water charges per year. This charge will be enhanced by 5% annually in case of extension of agreement immediately after issuance of the work order (Note: GST may be applicable).
3. Caterer will have to collect the payment of dining charges from the hostel boarders and staffs/guests directly as per the rates approved by the committee and issue GST cash memo properly to the concerned. An automated billing machine also may be used for payment of bill.
4. Caterer will be responsible for paying all taxes including GST to the Authorities concerned.
5. No price variation will be allowed within the tenure of contract unless there is any change in Govt. duties, if applicable.
6. The Hostel Mess Service shall be on lease initially for the period of **Two years** from the date of award of the contract unless terminated by the University for Violation of any of the terms and conditions of the lease/ agreement.
7. The contract period may be extended for another six months / one year on the same terms and conditions on satisfactory performance as decided by the Central University of Odisha.



8. No bidder shall be permitted to retract the bid. In the event of any dispute the same will be decided by the Vice-Chancellor, Central University of Odisha, Koraput.
9. The allotment of Girls' Hostel Mess to the successful Bidders shall only be considered on receipt of full payment of Security Deposit amount of Rs. 6,00,000/- (Rupees Six Lakh). Security Deposit is to be furnished in the shape of Demand Draft drawn on any nationalized bank in favour of *Central University of Odisha* payable at *Koraput* within 10 days of issue of letter of Acceptance and signing the Contract/Agreement.
10. Security money, deposited to the University by the contractor will be refunded after adjustment of deduction, if any after 60 days of completion of contract/ obligation. No interest on security deposit payable.
11. The successful Bidder shall have to execute an agreement/contract on non-judicial paper of value Rs. 100/- (One hundred). The cost of stamp paper and other incidental charges shall have to be borne by the Bidder. The work should be taken up within a maximum of 10 (Ten) days from the date of issue of work order.
12. Rates should be quoted by the Bidders in the prescribed format (annexure-2) duly signed by the contractor. Cutting or over writing, if any, should be initiated.
13. Rates should be quoted for all items, failing which the bid will not be accepted. Apart from the prescribed standard menu, with the consent of the Hostel Management Committee of the University. Rate quoted should be inclusive of all taxes/ duties/ levies and labour charges and will be valid for complete period of contract/ extended contract.
14. The University is not in any way bound to accept the lowest bidder and reserves the right to accept or reject any Bid.
15. For the Girls' Hostel, the cost of tender is approximately Rs. 2, 31, 00,000/- (Rupees Two Crore Thirty One Lakhs only) for 350 boarders for 20 months. The tentative cost per day would be Rs.110/- Incl. GST (Rupees One Hundred Ten only) for Breakfast- Rs.20/-, Lunch- Rs.45/- and Dinner- Rs.45/- per student per day. The other two months in a year will be treated as holidays when the hostel mess would be closed. The actual cost may vary depending on the number of boarders stay in the hostels.
16. Interested parties/ contractors are required to quote their rate within the maximum rate as mentioned in the Annexure 2 (Financial bid).
17. During specified vacations and unpredictable closure (if any arises) when hostels will be vacated by the boarders, the hostel messes/canteens will not be run by the Contractor. In these circumstances, **no mess charges will be collected and no bill will also be raised by the Contractor for such periods.**



18. The University will provide dining hall along with chair table, fan, water cooler & purifier etc. Inventory of University items should be prepared and list should be the part of agreement. The licensee would be liable to pay damages towards the items supplied by the University.
19. The University shall not provide any additional facilities other than available in the Mess.
20. The contractor/ caterer shall bring kitchen equipment, cooking and service utensils, cutlery and crockery etc., raw materials and provide adequate manpower to prepare and supply the meals to the boarders. The contractor/ caterer will be responsible to withdraw all his workers as soon as the contract is over. University will not recognize/ take responsibility of payment and future liabilities for the workers.
21. Electricity charges will be paid by the vendor as per actual and submit a copy of paid electricity bill for each month to the office regularly.
22. University will not arrange any accommodation for workers.
23. University will not be responsible for any future work/contract/ award for the canteen or his employees.
24. No persons should be permitted to stay at night in the Mess premises on behalf of caterer on any circumstances.
25. The University will provide whatever utensils and crockery items available in the Hostel. Such items should be kept carefully and for any damage or lost; the cost of the damaged/lost items will be deducted from the owner's security deposit. Repairing of Electrical appliances provided by University for the mess uses may be done by agency.
26. No bidder shall be permitted to retract the bid. In the event of any dispute the same will be decided by the Vice-Chancellor, Central University of Odisha, Koraput.
27. The lease holder is not allowed to make any change in electrical wiring, fittings and not permitted to make any structural change in the Mess/Canteen allotted to them under any circumstances.
28. The Mess/Contractor shall not utilize any additional common space other than the allotted area of Mess/Canteens. The encroachment in service passage, staircase areas and other open spaces shall not be allowed and will attract penalty.



29. The ownership of the Mess and its legal possession will remain with Central University of Odisha, Koraput. The Mess Contractor will have the right to use the Mess during the lease period for the approved purpose only.
30. The Hostel Mess shall remain open for seven days a week and the time will be as decided by the University. Any closure must be done with the approval of the Competent Authority of the University and proper prior notification among the residents of the campus, Central University of Odisha community.
31. If the Hostel Mess remains closed for more than 7 days without proper permission, it will be presumed to have been closed down. As such, the fresh proposals will be invited for the Hostel Mess and the loss will be recovered from the Mess Contractor.
32. The University will not be responsible for the payment of any bill due against any member of the students, staffs and guests. A notice to that effect shall be prominently displayed on the premises.
33. The Mess Contractor shall not transfer or sublet any Hostel Mess or any part of the premises leased out to him/her. In case the same is found to sublet the Mess, his/her lease will be cancelled immediately.
34. The Contractor will not be allowed to open the facility of the Canteen to the outsiders. The Hostel Mess are solely meant for use by the students, staffs and guests.
35. The Hostel Mess will be on Non-Exclusive basis. The contractor shall not be entitled to raise any objection or claim for any deduction of fees, security money etc during the lease period. The contractor shall equip the Mess for running the business to the satisfaction of the University Authority.
36. The items shall be prepared in the Mess only as decided by the Competent Authority from time to time.
37. Preparation and serving of Tiffin/breakfast, lunch and dinner during a day as per menu attached.
38. Caterer shall providing catering services as per the menu and timings to be advised by the University Authority from time to time at their sole discretion. The committee of the canteen on behalf of the University reserves the rights to modify the menu and timings and revise the same as their discretion.
39. Caterer shall provide food/ breakfast/ refreshment, pantry items etc. as at the agreed rates and in sufficient quantity. The agreed rate should include the cost of fuel transport charges, raw material charges and GST as applicable.



40. Caterer shall give utmost attention to provide wholesome, tasty, quality dishes and render good services, besides maintain punctuality in services, which is equally important. Caterer will ensure that “ GOOD QUALITY” food only be served in the dining hall.
41. The caterer will use only packaged branded products of ISI/AGMARK wherever prescribed and not use items, which are sold loose, and good/ fresh (without any seemingly damage/ deterioration) vegetables for preparation of food.
42. Items required/prepared shall be of the best available quality, quantity, reliable and economical. The approved items for sale in the Mess shall be good quality & quantity, if anything sub-standard quality found, the Competent Authority or any other officer authorized by him on his behalf may seize the whole stock or part thereof and order to destroy the same in consultation with the Food Inspector/University Doctor.
43. To regulate price and quality, regular monitoring and supervision shall be made any time by the competent authority through a designated body/committee.
44. Only such Items shall be offered for sale, which are particularly approved by the University for the Mess. The University may by order in writing to prohibit the sale of the items, which are in contravention of the instructions of Food Inspector/ University Doctor.
45. There will be Mess Committee comprising of boarders of the Hostel to look after the menu and quality of the food provided by Hostel Mess.
46. The sample of the items can be collected at any time by the Competent Authority or its representative and if found substandard, appropriate punishment including cancellation of lease can be imposed.
47. Caterer shall ensure quality food and provide satisfactory/ acceptable catering services without giving any room for complaints from boarders/ staff/guest.
48. Caterer shall prepare the food items in a hygienic atmosphere and qualified trained staff shall be available to supervise cooking, serving, dish washing and general canteen housekeeping.
49. Caterer shall be solely responsible for the arrangements of gas requirements.
50. Caterer shall be responsible for housekeeping, cleanliness and hygienic maintenance of the dining hall including washing and cleaning of kitchen area on daily basis. Moreover, use of plastic will be strictly prohibited, waste disposal should be done by the vender in compliance with the Govt. rules and guidelines and fossil fuel including coal and fire wood is not permitted.





51. The lease holder (contractor) shall keep a Complaint Book which shall be made available on counters of each Mess and authorized Officer(s) of the University shall have the right to see all these Complaint Books as and when required.
52. Caterer shall provide sufficient experienced manpower with police clearance having sound health and free from any infectious diseases for the smooth working of the dining hall. Shortage of staff on account of leave shall be suitably replenished by the caterer/agency by making alternative arrangements. Staff and all personnel involved in service will be subjected to medical checkup at least once in a year.
53. No child labour shall be employed by the licensee in any case. Full details of the employed person will be maintained by the Hostel Mess holder and will be provided to the Competent Authority of the University as and when demanded.
54. Caterer shall issue uniforms for all the staff employed by him and shall provide an identification badge embossing name of such staff. The cost of providing and laundry charges for uniforms shall be in caterer's account.
55. Caterer's employees shall maintain discipline and good behavior with the boarders/ diners of canteen. In the event of any complaint/ commission of an act of misconduct by the employees of the caterer, the caterer shall take prompt action, including removing the said employee from the canteen. The caterer shall deal with all disputes relating to its employees. The University will not take any responsibility about the workers.
56. The personnel of the contractor shall not be the employees of the University and they shall not claim any salary or allowance, compensation, damages or anything arising out their employment/ duty under this contract. The contractor shall make them known about this position in writing before deployment under this agreement.
57. The contractor shall also provide at its own cost of all benefits statutory or otherwise to its employees and the University shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour Laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income Tax Laws, Minimum Wages Laws, Contractor Labour (Regulations Abolition Act) or any other laws in force from time to time.
58. The Contractor shall pay to its worker(s) as per the prevailing minimum wages as applicable in the state of Odisha stipulated from time to time and must provide cover benefit such as ESI, PF, Insurance etc. as stipulated.
59. 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.
60. The Mess owner shall maintain the premises in good condition and keep it clean and tidy. The Contractor shall not dump any empty packing, baskets or any material on the roof or in the open space outside the premises not allotted to him/her and shall be responsible to maintain all reasonable standard of cleanliness and hygiene in the Mess and the



surrounding areas. If found dirty and unhygienic , a fine up to Rs. 1000/- (One thousand) may be imposed on the licensee by the Competent Authority in each surprise check by the Officer/Staff/ Committee assigned by Competent Authority.

61. The Contractor is expected to serve the food items in clean good crockery and maintain hygiene. In case of any food poisoning/ contamination, the Contractor will be held fully responsible and will bear all the expenses caused due to food poisoning/ contamination.
62. The waste must be disposed of and 100% be cleared before closing of mess/canteen each day. The Hostel Mess shall maintain neat and cleanliness of the premises at all times.
63. In case of any loss or damage to the students and staff due to him/her negligence, he/she shall be responsible to make good of the loss to the students and staff as the case may be.
64. The contractor should not cater items which are not approved. As per guidelines, cigarettes, pan & Gutka, liquor etc., are strictly prohibited.” NO-TOBACCO ZONE in and 100 meters away from University gate.” **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer.**
65. On cancellation of lease, the lease holder shall vacate the Mess immediately and the University shall take immediate possession of the said Mess/Canteen.
66. The Mess Contractor shall be responsible to make all arrangements to ensure with regard to the safe custody. The University shall not be responsible for any damage, loss or theft, if any in this regard.
67. The lease holder shall not raise any legal dispute in the court of law and if there is a dispute the matter will be referred to an Arbitrator who would be the Registrar, Central University of Odisha or will be appointed by him and his decision shall be final and binding.
68. The decision of hon’ble Vice-Chancellor, Central University of Odisha with regards to interpretation of the terms and conditions shall be final and binding and shall not be called in question in any proceedings before any court or forum.
69. All disputes arising out during the lease period shall be subject to the jurisdiction of Hon’ble High Court of Odisha, Cuttack only.
70. Additional specific condition may be imposed by the University whenever considered necessary and appropriate. The same shall be intimated to the owner of the Mess in due course.
71. The Mess Contractor shall strictly observe and follow all the orders and instructions issued by the University from time to time. In case of non-compliance of orders and breach of any of the terms and conditions of Lease Agreement can be cancelled by the University without assigning any reason and security amount will stand forfeited.

Signature of the Tenderer Office Seal & address.



**Annexure-1: TECHNICAL BID PROFORMA**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description</b>	<b>Remarks</b>
1	Name of the Catering Firm		
2	Address and complete Contact details of the authorized person of the firm (including phone/email/website etc) (Copy to be attached)		
3	No. & Year of Registration (Copy to be attached)		
4	Labour License/ Food License No. issued by FASSAI (Copy to be attached)		
5	PAN Card No. (Copy to be attached)		
6	Aadhar Card No. (Copy to be attached)		
7	GST Registration No. (Copy to be attached)		
8	Fire Security License No. (Copy to be attached)		
9	PF/ESIC Registration (Copy to be attached, if applicable)		
10	IT Returns for last 3 years: 2020-21; 2021-22 and 2022-23 (Copy to be attached)		



11	Annual Turnover for each Financial year as under  FY 2020-21 (Rs. 5.00 Crore and above)  FY 2021-22(Rs. 5.00 Crore and above)  FY 2022-23 (Rs. 5.00 Crore and above)		
12	Details of Mess services provided  (Copies of work orders to be attached with Name of Organization; Value of work order; Dates of Commencement & Completion)		

**Declaration**

I, the undersigned, Shri/ Smt \_\_\_\_\_  
 Age \_\_\_\_\_ years, Resident of \_\_\_\_\_ have  
 read all the Terms & Conditions mentioned in this Bid document and shall abide with the same.  
 There is no case pending before the police/court against me/my firm.  
 I hereby submit my unconditional quote.

Date:

Applicant's signature



**Annexure-2:**

**FINANCIAL BID FOR RUNNING THE MESS IN THE PREMISES OF GIRLS' HOSTEL,  
CENTRAL UNIVERSITY OF ODISHA  
(RATES QUOTE)**

Sl No.	Location	Maximum charges per day for breakfast, lunch and dinner per boarder (Rs.) Incl. GST	As per actual but presently for 350 boarders per day (Rs.)	For 20 months the approx charges (Rs.)	Price Quoted by the bidder in Rs. (Per day) Incl. GST
1	Girls' Hostel, CUO	110.00	38500.00	2,31,00,000.00	

*\*students having lunch in Landiguda campus will not be taking lunch in the hostel.*

Price Quoted in words:.....

Girls' Hostel Mess Food Menu			
Days	Breakfast	Lunch	Dinner
<b>Monday</b>	Puri (4Pcs), Aloo Motor Curry	Rice, Dal, Potal Aloo Curry, Vendi Aloo Fry/ Veg Fry	Rice, Roti (5pcs), Dal, Kabuli Alu Curry, Bhaja
<b>Tuesday</b>	Idli (4Pcs), Sambar, Chatni	Rice, Dal, Soyabin Alu Curry, Baigan Aloo Bharta	Rice, Roti (5pcs), Dal, Mix Veg Curry, Star Pampad, Pickle
<b>Wednesday</b>	Biribara (4 Pcs), Aloo Motor Curry	Rice, Dal, Aloo Capsicum Gajar Motor Mix, any dry bhaji	Rice, Roti (5pcs), Dal, <b>For non-vegetarian</b> : Fish Curry ( Qty as per demand) <b>For Vegetarian</b> : Paneer/ Mushroom masala ( Qty as per demand)
<b>Thursday</b>	Upma (3 spoon), Motor Allo Curry	Rice, Dal, Kabuli Aloo Curry, Fry Bhaja, Pickle	Rice, Roti (5pcs), Dal, Mix Veg, Star Pampad,
<b>Friday</b>	Idli (4Pcs), Sambar, Chatni	Rice, Dal, Pickle <b>For non-vegetarian</b> : Egg Curry (Qty as per demand) <b>For Vegetarian</b> : Paneer/ Mushroom Masala (Qty as per demand)	Rice, Roti (5pcs), Dal, Star pampad <b>For non-vegetarian</b> : Fish Curry ( Qty as per demand) <b>For Vegetarian</b> : Paneer/ Mushroom masala ( Qty as per demand)
<b>Saturday</b>	Puri (4Pcs), Aloo Motor Curry	Fried Rice, Raita, Chana Aloo Curry	Rice, Roti (5pcs), Dal, Soyabin Chilly, Khiri
<b>Sunday</b>	Chakuli (3 Pcs), Sambar, Chatni	Rice, Dal, Salard <b>For non-vegetarian</b> : Chicken Curry (Qty as per demand) <b>For Vegetarian</b> : Paneer/ Mushroom masala ( Qty as per demand)	Rice, Roti (5pcs), Dal, Pickle <b>For non-vegetarian</b> : Egg Aloo Curry ( Qty as per demand) <b>For Vegetarian</b> : Paneer/ Mushroom masala ( Qty as per demand)
<b>Special Meal Menu:</b> Rice/ Biryani, Dal Fry/ Veg Tadka, Chicken Curry/ Mix Veg/ Chilly Paneer, Salard & Sweet			
<b>Quantity of the items</b>			
Rice & Dal- Unlimited, Curry- 150 gms, Fry – 100 gms, chicken – 100 gms, fish -100 gms (1 pc), Egg – 2pc, Mushroom/ Paneer Curry – 100 gms, Roti – 5pc, Khiri – 100 gms, Biribara – 120 gms(4pc), Idli – 120 gms (4Pc), Puri-Medium size (4pc.)			

Note: Two special meals each month depending on any festive/ special occasion/last day on the month may be provided.

**Signature and seal of the Agency/  
Contractor**



