OFFICE OF THE PRINCIPAL, INDUSTRIAL TRAINING INSTITUE, CHATRAPUR, GANJAM - 761020
E-mail: - principalitichatrapur@gmail.com, website https://www.itichatrapur.in

**Tender Notice No.** 792 /ITIC/Dt. 22/9/26

Sealed bids are invited from eligible and experienced firms, agencies, or vendors having a valid food license from the competent authority to operate and manage the Boys Hostel Mess of Government ITI, Chatrapur, accommodating 200 students, on a fixed daily cost basis within the Institution campus.

The intending bidders must submit both the Technical Bid and the Financial Bid along with all required supporting documents, duly signed on each page. The bids shall be sealed in two separate envelopes superscribed as *"Technical Bid"* and *"Financial Bid"*. These envelopes must then be enclosed in a single larger envelope superscribed as ***"Tender for Providing Mess/canteen Facility – Boys Hostel, Govt. ITI Chatrapur"*** and addressed to the Principal, Government ITI, Chatrapur, Ganjam.

Each bid must be accompanied by a non-refundable Tender Processing Fee of ₹500/- (Rupees Five Hundred only) in the form of a Demand Draft drawn in favour of the Principal, Government ITI, Chatrapur. In addition, bidders must enclose a refundable Earnest Money Deposit (EMD) of ₹20,000/- (Rupees Twenty Thousand only) in the form of BD/BC from any nationalized bank, payable at Berhampur, in favour of the Principal, Government ITI, Chatrapur. Bids not accompanied by the Tender Fee or EMD shall be summarily rejected.

The sealed bids must reach the office of the Principal, Government ITI, Chatrapur, on or before the prescribed last date. Bids received after the due date will not be entertained. Firms submitting tenders by hand may drop their sealed envelopes in the designated Tender Box at the Institute.

The Financial Bid of only those parties who are found suitable and qualify in the Technical Bid evaluation will be considered. The quoted rate shall be examined for reasonableness, affordability, and financial viability with reference to the approved menu, nutritional needs, and prevailing local market conditions. The primary criterion shall be student affordability; any rate found excessive, unreasonable, or not acceptable to hostel boarders shall be rejected. The Evaluation Committee may negotiate or fix a standard rate in case of abnormal quotations, subject to Government procurement rules.

The Principal, Government ITI, Chatrapur, reserves the right to reject any or all tenders without assigning any reason thereof.

| particular | Details |
|---|---|
| Name of Work | ***Providing Mess/canteen Facility – Boys Hostel, Govt. ITI Chatrapur*** |
| Capacity | Approximately 200 Hostel Students |
| Place of Work | Government ITI, Chatrapur, District Ganjam, Odisha |
| Date of Issue of Tender | 23.09.2026 |
| Last Date and Time for Submission | 07.10.2026 up to 5.00 PM |
| Date and Time of Opening of Technical Bid | 08.10.2026 at 11.00 AM |

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| particular | Details |
|---|---|
| EMD/Bid Security | ₹20,000/- |
| Period of Contract | One year and may be renewal/extension subject to the performance |
| Address for Submission | Office of the Principal, Government ITI, Chatrapur, District Ganjam, Odisha |
| Tender Inviting Authority | Principal, Government ITI, Chatrapur |

**Note:- Any ciarification piease free to contact our office in personai or over phone to Mr. Chandan Ku Patanaik contact no 9040401752**

Principal 22/9/26
Govt ITI Chatrapur

**Memo No.:** 793 **/ GITI, Date:** 22/9/2026

Copy forwarded for information and necessary action

1. The Collector & District Magistrate, Ganjam, Chhatrapur, with a request to display the Tender Notice on the District Notice Board.
2. The District Information & Public Relations Officer (DIPRO), Ganjam, with a request to upload the Tender Notice in District NIC portal for wide Publication.
3. The Sub-Collector, Chhatrapur, Ganjam, for kind information.
4. The Block Development Officer, Chhatrapur Block, for information and wide publicity.
5. The Executive Officer, Chhatrapur Municipality, for information and wide publicity.
6. The Notice Board, Government ITI, Chhatrapur.
7. The Institute Website (www.itichatrapur.in) for uploading the Tender Notice.

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# Details of Terms and Conditions

**1.2–1.6 Submission & Bid Opening Procedure**

**1.2 Submission of Bids**

- Bidders must submit a **Technical Bid** and a **Financial Bid**, each in separate sealed envelopes:
  - Envelope-I: "TECHNICAL BID – ***Providing Mess/canteen Facility – Boys Hostel, Govt. ITI Chatrapur*** "
  - Envelope-II: "FINANCIAL BID – ***Providing Mess/canteen Facility – Boys Hostel, Govt. ITI Chatrapur*** "
- Both envelopes go inside one sealed outer envelope marked: "TENDER FOR ***Providing Mess/canteen Facility – Boys Hostel, Govt. ITI Chatrapur*** "
- Addressed to: **The Principal, Government ITI, Chatrapur, District – Ganjam, Odisha**
- Bidder must sign every page of the Tender Document, Technical Bid, Financial Bid, and all declarations/undertakings.

**1.3 Tender Processing Fee**

- ₹500/- (non-refundable), as a Demand Draft in favour of "Principal, Government ITI, Chatrapur," enclosed with the Technical Bid.

**1.4 Earnest Money Deposit (EMD)**

- ₹20,000/- as Bank Draft/Banker's Cheque in favour of "Principal, Government ITI, Chatrapur," payable at Chatrapur, enclosed with the Technical Bid.
- Bids without the required Fee and EMD are liable for rejection as non-responsive.

**1.5 Receipt of Bids**

- Deadline: **07.10.2026. 5.00 PM**. at the Office of the Principal. Government ITI. Chatrapur.
- Late bids not ordinarily entertained.
- Hand-delivered bids may be handed over in the office with proper acknowedgement.
- Institute not responsible for postal/courier delays or loss.

**1.6 Opening of Technical Bid**

- Date/Time: **08.10.2026, 11.00 AM**, at Government ITI, Chatrapur.
- Financial Bids opened only for technically qualified bidders.
- Financial Bid opening date/time/place will be intimated separately to qualified bidders.

## 2. SCOPE OF WORK

The selected Contractor shall:

1. Operate and manage the Hostel Mess of Government ITI, Chatrapur.
2. Provide lunch and dinner as per the approved menu
3. Procure good-quality and fresh raw materials at his/her own cost.
4. Maintain prescribed quantity, quality, nutrition and hygiene.
5. Deploy adequate and suitable manpower for cooking, serving and cleaning.
6. Maintain daily meal/attendance and stock records.
7. Maintain cleanliness of kitchen, dining hall, utensils and equipment.
8. Ensure uninterrupted meal service during the contract period.
9. Comply with all applicable statutory requirements.

## 3. ELIGIBILITY OF BIDDER

The bidder shall:

- Be a legally eligible Firm/Agency/Proprietorship/Company/Co-operative Society/Caterer.

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- Possess relevant experience in hostel/institutional mess/catering services.
- Possess valid **FSSAI Registration/License**, as applicable.
- Furnish PAN and GST registration, wherever applicable.
- Furnish experience documents and other documents specified in the Tender Notice.
- Furnish a declaration that the bidder has not been blacklisted / debarred by any Government Department/PSU/Government Institution.
- Furnish an undertaking regarding compliance with applicable labour and statutory laws.

The Institute reserves the right to verify the authenticity of documents submitted by the bidder.

**4. EARNEST MONEY DEPOSIT**

The prescribed EMD shall be deposited in the manner specified in the Tender Notice. The EMD shall be liable to forfeiture, as per applicable Government procurement rules, in cases including withdrawal of the bid during its validity, refusal to accept the Work Order, failure to execute the Agreement or failure to furnish Performance Security. The EMD of unsuccessful bidders shall be dealt with as per applicable rules.

**5. PERFORMANCE SECURITY**

The successful bidder shall furnish the Performance Security of Rs 200000.00 (Two Lakhs) within the stipulated period. The Performance Security shall be liable for adjustment/recovery towards **penalty, loss, damage, outstanding dues or other legally recoverable amounts** arising from the Contractor's default.

**6. AFFORDABLE AND STUDENT-FRIENDLY MESS RATE**

The Contractor shall quote a **reasonable, economical and affordable rate**, keeping in view the financial capacity of hostel students.

The rate shall provide a fair balance between:

- quality and quantity of food;
- nutritional requirements;
- prevailing local market rates;
- reasonable operational expenditure; and
- Affordability to students.

The Contractor shall not compromise food quality or quantity merely to offer a lower rate, nor shall an unreasonable rate be imposed upon students for excessive profit.

**No increase in the approved mess rate shall be made by the Contractor without prior approval of the competent authority.**

**7. STUDENT WELFARE AND ALTERNATIVE ARRANGEMENT**

The primary objective of the Hostel Mess is to provide **safe, hygienic, nutritious and affordable food to hostel students**. The Institute may obtain periodic feedback from hostel inmates regarding food quality, quantity, hygiene, service and affordability. Where the Contractor is unable to provide satisfactory service at a reasonable and affordable rate, or where serious/repeated deficiencies affect the welfare of students, the competent authority may take appropriate action under the Agreement, including termination as per the prescribed procedure. Where administratively and legally permissible, the Institute may consider an **alternative mess arrangement, including a student-self managed/co-operative mess**, subject to approval of the competent authority and applicable Government rules.

**8. FOOD SAFETY AND FSSAI COMPLIANCE**

The Contractor shall:

1. Maintain applicable FSSAI Registration/License.
2. Comply with the Food Safety and Standards Act, 2006 and applicable Rules/Regulations.

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3. Use fresh, wholesome and safe food materials.
4. Not use adulterated, expired, contaminated or prohibited materials.
5. Maintain hygienic food preparation, storage and serving.
6. Ensure safe cooking/drinking water.
7. Follow applicable food hygiene and sanitation requirements.

Stale, spoiled or previously served food shall not be served.

**9. APPROVED MENU AND QUANTITY**

Food shall be prepared and served strictly as per the **approved weekly menu and prescribed quantity** forming part of the Agreement. No substitution, reduction in quantity or change in menu shall be made without approval of the authorized officer. The exact quantity of rice, dal, vegetables, eggs, Non-veg and other items shall be specified in **Annexure-I**.

**10. HYGIENE AND CLEANLINESS**

The Contractor shall maintain:

- clean kitchen and dining hall:
- clean utensils and cooking equipment;
- hygienic storage;
- proper waste disposal;
- pest/insect control;
- clean water;
- personal hygiene of mess workers; and
- Proper sanitation.

The Principal or authorized officer may inspect the mess **at any time, with or without prior notice**, particularly where food safety or student welfare is involved.

**11. MANPOWER AND LABOUR COMPLIANCE**

The Vendor shall deploy sufficient trained manpower and shall be solely responsible for:

- wages and remuneration;
- attendance;
- statutory dues;
- employee safety and welfare;
- replacement of absent workers; and
- Compliance with applicable labour laws.

No employer-employee relationship shall arise between Government ITI, Chatrapur and the Contractor's employees. **Child labour shall be strictly prohibited.**

**12. RECORDS AND TRANSPARENCY**

The Contractor shall maintain and produce, whenever required:

1. Daily Meal Register;
2. Student/Meal Attendance Register;
3. Stock Register;
4. Raw Material Purchase Records;
5. Complaint Register;
6. Inspection Register;
7. Relevant bills/invoices and other supporting records.

The records shall be made available to the Principal, authorized officer, inspection team, audit authority or other competent Government authority whenever required.

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## 13. STUDENT COMPLAINT AND FEEDBACK SYSTEM

A **Mess Complaint Register** shall be maintained. Complaints regarding food quality, quantity, hygiene, menu, timing or service shall be recorded and reviewed by the Hostel Warden/Mess Committee/authorized officer. Repeated or serious complaints shall be verified and corrective action shall be taken.

## 14. INSPECTION AND FOOD SAMPLE

The Institute shall have the right to inspect the kitchen, food, raw materials, stock, records, manpower and dining arrangements. Where considered necessary, food samples may be collected for testing. Where food is found unsafe, adulterated or otherwise unfit for consumption, appropriate contractual and statutory action may be taken.

## 15. PENALTY AND RECOVERY

For deficiency in service, the competent authority may impose penalty/recovery as specified in the approved **Penalty Schedule**, including:

| Default | Action |
|---|---|
| Poor-quality food | Rejection + penalty/recovery |
| Short quantity | Proportionate recovery + penalty |
| Menu deviation | Penalty |
| Unhygienic conditions | Penalty + immediate rectification |
| Stale/unsafe food | Severe penalty/further action |
| Failure to deploy manpower | Penalty/recovery |
| Failure to maintain records | Penalty |
| Repeated student complaints | Warning + corrective action/penalty |
| Serious/repeated breach | Termination as per Agreement |

Any recovery shall be made in accordance with the evaluation by the hostel committee..

## 16. FOOD POISONING / HEALTH INCIDENT

In the event of suspected food poisoning or any food-related health incident, the Contractor shall immediately cooperate with the Institute and competent health authorities. Relevant food samples, raw materials and records shall be preserved. Where the incident is attributable to the Contractor's negligence, breach of contract or violation of law, the Contractor shall be liable for appropriate contractual/statutory action and legally recoverable loss or expenditure.

## 17. GOVERNMENT PROPERTY

All kitchen equipment, furniture, utensils, electrical installations and other articles provided by Government ITI, Chatrapur shall remain Government property. The Contractor shall be responsible for loss or damage caused by negligence, misuse or unauthorized removal.

## 18. NO SUBLETTING

The Contractor shall not assign, transfer or sublet the whole or any part of the contract without prior written approval of the competent authority.

## 19. PAYMENT

Online Payment should be collected from the boarders against the verified meal records by the hostel superintendent at the accepted rate, subject to:

- satisfactory performance;
- statutory deductions if any
- Penalty / recovery, if any.

No payment shall be made for meals not actually supplied.

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**20. TAXES AND STATUTORY DEDUCTIONS**

Applicable TDS, GST and other statutory deductions, wherever applicable, shall be made from the Vendors side as per prevailing law and Government instructions.

**21. INTEGRITY AND CORRUPT PRACTICES**

The Vendor shall not:

- offer any bribe or illegal gratification;
- submit forged/fake documents;
- furnish false information;
- manipulate records;
- indulge in fraudulent or collusive practices; or
- Attempt to influence the tender process improperly.

Such conduct may result in rejection/termination and appropriate action under applicable rules/law.

**22. TERMINATION**

The competent authority may terminate the contract in accordance with the Agreement and applicable procedure in cases of:

- repeated poor-quality food;
- supply of unsafe/adulterated food;
- serious food-safety violation;
- abandonment of mess;
- repeated failure to maintain hygiene;
- repeated failure to follow menu/quantity;
- unauthorized subletting;
- submission of false documents;
- fraud/corrupt practices;
- material breach of contract; or
- Failure to rectify deficiencies after notice, wherever required.

Except in cases requiring immediate action for health, safety, fraud or serious breach, reasonable opportunity to rectify shall ordinarily be provided as per the Agreement.

**23. FORCE MAJEURE**

Failure to perform contractual obligations due to circumstances beyond reasonable control may be considered under the Force Majeure provisions of the Agreement and applicable law.

**24. DISPUTE AND JURISDICTION**

Disputes shall first be considered by the competent authority for resolution in accordance with the contract.

Subject to applicable law and Government instructions, legal proceedings shall be subject to the jurisdiction of the competent courts having territorial jurisdiction over **Chatrapur, District Ganjam, Odisha**.

**25. GOVERNING RULES AND LAWS**

The tender and Agreement shall be governed by:

- applicable laws of India;
- Odisha General Financial Rules and amendments/instructions applicable to the procurement;
- Government of Odisha procurement instructions;
- Food Safety and Standards Act, 2006 and applicable Rules/Regulations;
- applicable labour laws;
- applicable tax laws; and
- Other statutory instructions applicable to the service.

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**26. ORDER OF PRECEDENCE**

In case of any inconsistency between documents forming part of the contract, the order of precedence shall be as specified in the Tender Document/Agreement and applicable Government procurement rules.

**27. AUDIT AND GOVERNMENT INSPECTION**

The Vendor shall maintain complete and accurate records relating to the Hostel Mess. All relevant records shall be produced before the **Principal, authorized officers, inspecting officers, audit authorities, Government authorities or any competent statutory authority** whenever required. The Vendor shall extend full cooperation during inspection, verification and audit.

**28. ACCEPTANCE OF CONDITIONS**

Submission of the tender shall constitute an undertaking by the bidder that the bidder has carefully examined the Tender Document and agrees to abide by all its terms and conditions. The successful bidder shall execute the prescribed Agreement before commencement of the work.

**CERTIFICATE OF ACCEPTANCE BY BIDDER**

I/We hereby certify that I/We have carefully read and understood all the terms and conditions of the Tender Document for **Operation and Management of Hostel Mess, Government ITI, Chatrapur**, and undertake to comply with the same if the contract is awarded to me/us.

**Name of Firm/Agency:** _____

**Name of Authorized Person:** _____

**Signature:** _____

**Date:** _____

**Seal:** _____

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**ANNEXURES-II**

## TECHNICAL BID FORM

### A. BIDDER'S BASIC DETAILS

| Sl. No. | Particulars | Details to be furnished |
|---|---|---|
| 1 | Name of Firm/Agency | _____ |
| 2 | Name of Proprietor/Authorized Representative | _____ |
| 3 | Registered/Office Address | _____ |
| 4 | Mobile No. | _____ |
| 5 | E-mail ID | _____ |
| 6 | PAN | _____ |
| 7 | GSTIN, if applicable | _____ |
| 8 | FSSAI Registration/License No. | _____ |
| 9 | Type of Organization | Proprietorship/Partnership/Company/Other _____ |
| 10 | Bank Account Details | |

### B. TECHNICAL ELIGIBILITY

| Sl. No. | Eligibility Requirement | Document Attached Yes/No | |
|---|---|---|---|
| 1 | Proof of constitution of Firm/Agency | Yes/No | ____ |
| 2 | PAN Card | Yes/No | ____ |
| 3 | GST Registration, if applicable | Yes/No | ____ |
| 4 | Valid FSSAI Registration/License | Yes/No | ____ |
| 5 | Relevant experience certificate/work order | Yes/No | ____ |
| 6 | Details of manpower proposed | Yes/No | ____ |
| 7 | No Blacklisting/No Debarment Declaration | Yes/No | ____ |
| 8 | Labour Law Compliance Undertaking | Yes/No | ____ |
| 9 | EMD/Bid Security proof | Yes/No | ____ |
| 10 | Other documents specified in Tender Notice | Yes/No | ____ |

### C. EXPERIENCE DETAILS

| Sl. No. | Name of Institution/Organization | Nature of Work | Contract Period | Value of Work | Supporting Document |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

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**D. MANPOWER DETAILS**

| Sl. No. | Category | No. Proposed | Experience | Remarks |
|---|---|---|---|---|
| 1 | Cook | | | |
| 2 | Helper | | | |
| 3 | Cleaner/Server | | | |
| 4 | Supervisor/Manager | | | |
| 5 | Others | | | |

The bidder shall ensure deployment of sufficient manpower for uninterrupted operation of the Hostel Mess.

**E. UNDERTAKING BY BIDDER**

I/We hereby certify that:

1. All information and documents submitted with this Technical Bid are true and correct.
2. I/We have carefully read and understood the Tender Document and agree to abide by all its terms and conditions.
3. I/We possess the required experience and technical capability for operation of the Hostel Mess.
4. I/We shall maintain applicable FSSAI, food-safety, hygiene and sanitation requirements.
5. I/We shall comply with applicable labour, tax and other statutory requirements.
6. I/We have not been blacklisted/debarred by any Government Department, PSU or Government Institution, except as specifically disclosed.
7. I/We shall provide food of prescribed quality and quantity as per the approved menu.
8. I/We shall maintain all prescribed records and produce them before the Institute, inspection authority or audit authority whenever required.
9. I/We accept the condition regarding provision of **reasonable and affordable food to hostel students**.
10. I/We understand that submission of false or misleading information may result in rejection of the bid and further action as per applicable rules/law.

**Name of Firm/Agency:** _____

**Name of Authorized Signatory:** _____

**Signature:** _____

**Date:** _____

**Seal:**

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**ANNEXURES-III**

## FINANCIAL BID / PRICE SCHEDULE

### A. RATE QUOTED BY BIDDER

| Sl. No. | Particulars | Rate per Student per Day (₹) | Rate in Words |
|---|---|---|---|
| 1 | Lunch | ₹_____ | _____ |
| 2 | Dinner | ₹_____ | _____ |
| 3 | **Total per Student per Day** | ₹_____ | _____ |

### B. RATE DECLARATION

I/We hereby quote the above rate for operation and management of the Hostel Mess at **Government ITI, Chatrapur**.

I/We confirm that the quoted rate is inclusive of all costs required for satisfactory operation of the mess, except those specifically stated in the Tender Document.

The quoted rate shall cover, as applicable:

- procurement of food materials;
- cooking and preparation;
- manpower;
- cleaning and sanitation;
- serving of food;
- transportation of raw materials;
- cooking fuel/LPG, where applicable;
- utensils/equipment to be provided by the Contractor;
- other operational expenses; and
- Reasonable profit of the Contractor.

Applicable taxes shall be dealt with as per prevailing law and the Tender Document.

### C. STUDENT AFFORDABILITY DECLARATION

I/We acknowledge that the Hostel Mess is intended primarily for the welfare of hostel students. I/We undertake that the quoted rate has been calculated keeping in view the **affordability of students, prevailing local market rates, prescribed quantity, food quality and nutritional requirements**. I/We shall not demand or collect any additional amount from students beyond the approved rate without prior written approval of the competent authority. No unilateral increase in the approved mess rate shall be made during the contract period.

### D. RATE VALIDITY

The quoted rate shall remain valid for the period specified in the Tender Document.

Any revision of rate, where permissible, shall be considered only in accordance with the terms of the contract and applicable Government rules and shall require approval of the competent authority.

### E. FINAL FINANCIAL OFFER

I/We hereby confirm that the above rate is my/our final financial offer and that I/we shall abide by the accepted rate and all conditions of the Tender Document.

**Name of Firm/Agency:** _____

**Name of Authorized Signatory:**

**Signature:** _____

**Date:** _____

**Seal:** _____

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**Evaluation of Financial Bid:** The Financial Bid shall be opened only in respect of bidders who are found technically responsive/qualified as per the Tender Document. The financial evaluation shall be carried out on the basis of the price schedule and evaluation criteria specified in the Tender Document. The competent authority shall consider the reasonableness of the quoted rate with reference to the scope of work, prescribed food quantity and quality, prevailing market conditions and affordability of hostel students. An abnormally low or high quotation may be dealt with in accordance with applicable Government procurement rules and the terms of the Tender.

## ANNEXURES

| Annexure | Title |
|---|---|
| I | Approved Weekly Menu & Quantity per Student |
| II | Technical Bid Form |
| III | Financial Bid / Rate Schedule |
| IV | Experience Details |
| V | FSSAI Declaration / License |
| VI | No Blacklisting Declaration |
| VII | Labour Law Compliance Undertaking |
| VIII | Performance Security |
| IX | Daily Meal Register |
| X | Mess Inspection Checklist |
| XI | Penalty & Recovery Schedule |
| XII | Draft Agreement |

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## ANNEXURE-I: APPROVED WEEKLY MENU & QUANTITY PER STUDENT

The Vendor shall strictly adhere to the following weekly menu. Any change shall require prior written approval of the Principal/Mess Committee.

**A. Weekly Menu**

| Day | Lunch | Dinner |
|---|---|---|
| Monday | Rice, Dal, Potala Curry | Rice, Dal, Vegtable Bhaja |
| Tuesday | Rice, Dal,Soyabean Curry | Rice, Dal, Dalma, Khata |
| Wednesday | Rice, Dal,Allu Bharta, Pampada | Rice, Dal, Egg (2 Nos) Curry / Panner / Mushroom |
| Thursday | Rice, Dal, dahi Baigana | Rice, Dal, Kabuli Chana Veg Curry |
| Friday | Rice, Dal,Fish Curry, Mushroom Curry | Rice, Dal,Patra Kobi Bhaja |
| Saturday | Rice, Dal,Phula Kobi curry, | Rice, Dal,Ghanta, Curry |
| Sunday | Rice, Dal, Chicken, Paneer | Rice, Dal, Motor Chana |

**B. Minimum Quantity Norms (Per Student Per Day)**

| Item | Quantity |
|---|---|
| Rice | 400 g |
| Dal (Pulses) | 80 g |
| Vegetables | 250 g |
| Edible Oil | 40 g |
| Egg | 2 no. |
| Non-Veg (Chicken/Fish) and Veg (Paneer/Mushroom) | 150 g (cleaned weight) |
| Salt, Spices, Condiments | As required, good quality |

Note: Quantities indicated are minimum norms only. Menu and quantities are subject to revision by the Mess Committee/Principal with due notice to the Vendor. Food shall be prepared using good quality, fresh ingredients and branded edible oil.

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## ANNEXURE-IV: EXPERIENCE DETAILS

Bidders shall furnish details of similar mess/catering contracts handled during the last 3 (three) years, supported by work orders/completion certificates from the client institution.

| Sl. No. | Name & Address of Client/Institution | Period of Contract (From–To) | No. of Students/Persons Served (Daily Avg.) | Annual Contract Value (₹) | Contact Person & Mobile No. |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Note: Self-certified copies of work orders and satisfactory performance/completion certificates issued by the respective institutions must be enclosed in support of the above entries. Claims not supported by documentary evidence shall not be considered during technical evaluation.

Signature of Bidder: _____

Name: _____

Designation/Capacity: _____

Seal:

Date: _____ Place: _____

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## ANNEXURE-V: FSSAI DECLARATION / LICENSE

(To be submitted on the letterhead of the bidder)

I/We, _____ (Name of Bidder/Firm), hereby declare and confirm as follows:

- That I/We hold a valid FSSAI (Food Safety and Standards Authority of India) Registration/License bearing No. _____, valid up to _____, a self-attested copy of which is enclosed.
- That I/We undertake to renew the said license before its expiry and to keep it valid throughout the currency of the contract, and to submit the renewed license copy to the institute without delay.
- That the food prepared and served shall strictly conform to the standards of hygiene, quality, and safety prescribed under the Food Safety and Standards Act, 2006, and rules/regulations made there under.
- That I/We shall ensure medical fitness and periodic health check-up of kitchen staff/food handlers, use of clean drinking water, proper storage of raw materials, and pest-free kitchen premises at all times.
- That in the event of cancellation, suspension, or non-renewal of the FSSAI license during the contract period, the Institute shall be entitled to terminate the contract forthwith and forfeit the Performance Security.

Signature of Bidder: _____

Name: _____

Designation/Capacity: _____

Seal:

Date: _____ Place: _____

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## ANNEXURE-VI: NO BLACKLISTING DECLARATION

(To be submitted on Non Judicial Stamp Paper of appropriate value / letterhead, as prescribed)

I/We, _____ (Name of Bidder/Firm), having its office at _____, do hereby solemnly declare as follows:

- That the Firm/Company/undersigned has not been blacklisted, debarred, or declared ineligible to participate in tenders by any Central/State Government Department, Public Sector Undertaking, Board, Corporation, University, or any other Government/Semi-Government Institution, as on the date of this declaration.
- That no criminal case, vigilance enquiry, or proceeding is pending against the Firm/Company/undersigned in connection with any earlier contract executed with any Government body.
- That no earlier contract awarded to the Firm/Company/undersigned has been terminated for breach of contract, deficiency of service, or misconduct.
- That in case the above declaration is found false at any stage, the Institute shall be entitled to reject the bid/terminate the contract, forfeit the EMD/Performance Security, and take such other action as deemed fit, including blacklisting.

Signature of Bidder: _____

Name: _____

Designation/Capacity: _____

Seal:

Date: _____ Place: _____

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## ANNEXURE-VII: LABOUR LAW COMPLIANCE UNDERTAKING

(To be submitted on the letterhead of the bidder)

I/We, _____ (Name of Bidder/Firm), hereby undertake as follows:

- That I/We shall engage adequate, trained, and medically fit staff (cooks, helpers, cleaners, supervisors) for running the hostel mess and shall pay wages not less than the Minimum Wages prescribed by the Government of Odisha from time to time.
- That I/We shall comply with all applicable labour laws including, but not limited to, the Minimum Wages Act 1948, the Contract Labour (Regulation & Abolition) Act 1970, the Employees' Provident Funds and Miscellaneous Provisions Act 1952, the Employees' State Insurance Act 1948, and the Payment of Wages Act 1936, as applicable.
- That I/We shall be solely responsible for statutory dues, EPF/ESI contributions, wages, bonus, and any other benefits payable to the workers engaged for the mess, and the Institute shall have no employer-employee relationship with such workers.
- That I/We shall maintain proper wage registers, attendance records, and statutory registers and produce the same for inspection as and when called for by the Institute or any statutory authority.
- That I/We shall obtain and maintain valid Labour License/Registration under the Contract Labour Act, wherever applicable, and Police Verification/Antecedent Certificates of all mess staff shall be submitted to the Institute.
- That I/We shall indemnify the Institute against any claim, liability, penalty, or litigation arising out of non-compliance with labour laws by the Contractor.

Signature of Bidder: _____

Name: _____

Designation/Capacity: _____

Seal:

Date: _____ Place: _____

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## ANNEXURE-VIII: PERFORMANCE SECURITY

**1. Requirement**

The successful bidder shall, within 7 (seven) days of issue of the Letter of Award/Work Order, furnish Performance Security to the Principal, Government ITI, Chatrapur, failing which the EMD shall be forfeited and the award of contract may be cancelled.

**2. Details**

| Particular | Details |
|---|---|
| Amount of Performance Security | Rs 200000.00 (Two Lakhs) |
| Acceptable Form | Bank Guarantee from a Scheduled/Nationalised Bank, or Demand Draft/Banker's Cheque, in favour of "Principal, Government ITI, Chatrapur" |
| Validity | Valid for the entire contract period plus 60 days claim period thereafter |

**3. Forfeiture**

- The Performance Security shall be forfeited, in whole or in part, in the event of breach of contract, deficiency in service, unauthorised sub-letting of the contract, or failure to maintain the prescribed quality/quantity/hygiene standards, after due notice.
- The Performance Security shall be released within 30 days of satisfactory completion of the contract period and after adjustment of any dues/recoveries payable by the Contractor.

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## ANNEXURE-IX: DAILY MEAL REGISTER

Month: _____ Year: _____

| Date | (Name of the Students) | Lunch (No. of Meals) | Dinner (No of Meals) | Vendor's Signature | Hostel Supdt. Signature | Remarks |
|---|---|---|---|---|---|---|
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Note: This register shall be maintained daily by the Vendor and countersigned by the Hostel Warden/Superintendent. Billing shall be raised strictly on the basis of the actual number of students verified and certified in this register. The register shall be produced for verification during mess inspection and audit.

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## ANNEXURE-X: MESS INSPECTION CHECKLIST

Date of Inspection: _____ Inspecting Officer: _____

| Sl. No. | Parameter | Satisfactory (Y/N) | Remarks |
|---|---|---|---|
| 1 | Cleanliness of kitchen and dining hall | | |
| 2 | Personal hygiene of cooking/serving staff (aprons, caps, gloves) | | |
| 3 | Quality of raw materials (freshness, branded items, no adulteration) | | |
| 4 | Quantity served as per approved norms (Annexure-I) | | |
| 5 | Adherence to approved weekly menu | | |
| 6 | Proper storage of food grains, vegetables, and perishables | | |
| 7 | Cleanliness and pest control status of storage/kitchen area | | |
| 8 | Use of clean drinking water and safe water for cooking | | |
| 9 | Validity of FSSAI License displayed | | |
| 10 | Availability of fire safety and first-aid arrangements in kitchen | | |
| 11 | Cleanliness of utensils and washing area | | |
| 12 | Proper disposal of kitchen waste/garbage | | |
| 13 | Maintenance of Daily Meal Register (Annexure-IX) | | |
| 14 | Behaviour/conduct of mess staff with students | | |
| 15 | Overall student feedback/satisfaction | | |

Signature of Inspecting Officer: _____

Signature of Vendor/Representative: _____

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## ANNEXURE-XI: PENALTY & RECOVERY SCHEDULE

The following penalties/recoveries may be imposed by the Principal after issuing due notice, without prejudice to other remedies including termination of contract and forfeiture of Performance Security:

| Sl. No. | Nature of Default | Penalty / Recovery |
|---|---|---|
| 1 | Serving food of inferior quality / quantity less than prescribed norms | ₹2,000/- per instance, plus cost of shortfall |
| 2 | Non-adherence to approved weekly menu | ₹1,000/- per instance |
| 3 | Unhygienic conditions in kitchen/dining hall found during inspection | ₹2,000/- to ₹5,000/- per instance, depending on severity |
| 4 | Food poisoning/health complaint attributable to mess food, duly verified | ₹10,000/- per instance, and/or termination, besides medical expense reimbursement |
| 5 | Non-availability of valid FSSAI License / expired license | ₹5,000/- and stoppage of operations until renewal |
| 6 | Engagement of staff without police verification / medical fitness | ₹1,000/- per staff, per instance |
| 7 | Delay/failure in serving meals at prescribed timings | ₹500/- per instance |
| 8 | Unauthorized sub-letting of the contract | Termination of contract and forfeiture of Performance Security |
| 9 | Misbehavior of mess staff with students/staff | ₹1,000/- per instance and/or removal of concerned staff |
| 10 | Repeated default (3 or more instances of any of the above in a month) | Termination of contract and forfeiture of Performance Security/EMD |

Note: All penalties/recoveries shall be as per evaluation of the hostel committee. The decision of the Principal, Government ITI, Chatrapur, in assessment of default and quantum of penalty shall be final, subject to the Vendor's right to represent in writing within 7 days of issue of notice.

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## ANNEXURE-XII: DRAFT AGREEMENT

THIS AGREEMENT is made on this _____ day of _____ 20____ at Chatrapur, District Ganjam, Odisha.

**BETWEEN**

The Principal, Government ITI, Chatrapur, District Ganjam, Odisha, acting for and on behalf of the Government of Odisha (hereinafter referred to as the "FIRST PARTY" / "Institute", which expression shall, unless repugnant to the context, include its successors and assigns) of the ONE PART-

**AND**

M/s. _____, having its office at _____ represented by Sri/Smt. _____ (hereinafter referred to as the "SECOND PARTY" / "Contractor", which expression shall, unless repugnant to the context, include its heirs, successors, and permitted assigns) of the OTHER PART

WHEREAS the First Party invited tenders for Operation and Management of the Boys Hostel Mess at Government ITI, Chatrapur, for approximately 200 hostel students, and WHEREAS the Second Party's bid has been accepted by the First Party vide Letter of Award No. _____ dated _____, the parties agree as follows:

**1. Scope of Work**

The Contractor shall operate and manage the Boys Hostel Mess, including procurement of ration and raw materials, cooking, serving, and cleaning, strictly as per the approved menu and quantity norms (Annexure-I) and other terms of the tender document, which shall form an integral part of this Agreement.

**2. Term of Agreement**

This Agreement shall be valid for a period of _____ from the date of commencement of services, i.e., from _____ to _____, extendable further on mutually agreed terms and with the approval of the competent authority, on the same rates, terms and conditions, or as mutually revised.

**3. Rate & Payment**

- The Contractor shall be paid at the rate of ₹_____ per student per day (as per accepted Financial Bid – Annexure-III), based on actual number of students availing meals as recorded in the Daily Meal Register (Annexure-IX) duly certified by the Warden/Superintendent.
- Bills shall be submitted monthly and payment shall be released within 15–30 days of submission of the certified bill, subject to statutory deductions (GST, TDS, etc.) and any penalty/recovery under Annexure-XI.

**4. Performance Security**

The Contractor has furnished Performance Security of ₹_____ in the form of _____ as per Annexure-VIII, which shall remain valid throughout the contract period and be released as per the terms stated therein.

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**5. Obligations of the Contractor**

- To maintain valid FSSAI License and comply with all provisions of the Food Safety and Standards Act, 2006 (Annexure-V).
- To comply with all applicable labour laws in respect of staff engaged for the mess (Annexure-VII).
- To maintain the Daily Meal Register (Annexure-IX) and cooperate with periodic mess inspections (Annexure-X).
- To maintain hygiene, cleanliness, and quality/quantity of food as per prescribed norms at all times.
- Not to sub-let, assign, or transfer the contract, in whole or in part, without prior written consent of the Institute.
- To be solely responsible for any loss, damage, injury, or liability arising out of the mess operations, including food-safety incidents, and to indemnify the Institute against all such claims.

**6. Obligations of the Institute**

- To provide the mess premises, kitchen infrastructure, and utilities (as specified in the tender document) for use by the Contractor during the contract period.
- To certify attendance/student count and process bills in a timely manner.
- To provide reasonable notice for inspections and communicate deficiencies for corrective action.

**7. Penalty & Recovery**

In the event of any default by the Contractor, penalties/recoveries shall be effected as per the Penalty & Recovery Schedule at Annexure-XI, without prejudice to the Institute's right to terminate this Agreement.

**8. Termination**

- The Institute may terminate this Agreement, without notice, in case of serious breach such as food poisoning, gross unhygienic conditions, repeated defaults, or unauthorised sub-letting, with forfeiture of Performance Security.
- Either party may terminate this Agreement by giving 30 (thirty) days' written notice to the other party, without assigning any reason, subject to settlement of dues.
- Upon termination/expiry, the Contractor shall hand over the mess premises, equipment, and fixtures in good condition to the Institute.

**9. Force Majeure**

Neither party shall be held liable for any failure or delay in performance due to circumstances beyond its reasonable control, including natural calamities, pandemic, riots, or government orders, provided timely written notice is given to the other party.

**10. Dispute Resolution & Jurisdiction**

Any dispute arising out of or in connection with this Agreement shall, in the first instance, be resolved through mutual discussion between the parties. Failing amicable settlement, the dispute shall be subject to the jurisdiction of the competent Courts at Berhampur/Chatrapur/Ganjam, Odisha only, and shall otherwise be governed by applicable Government of Odisha procurement instructions and rules.

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**11. Miscellaneous**

- This Agreement, together with the Tender Document and its Annexures, constitutes the entire understanding between the parties and supersedes all prior discussions/correspondence.
- Any amendment to this Agreement shall be valid only if made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have set their hands on the day, month, and year first above written.

| **FIRST PARTY** | **SECOND PARTY** |
|---|---|
| Signature: _____ | Signature: _____ |
| Name: Principal, Government ITI, Chatrapur | Name: _____ |
| Seal: | Seal: |

WITNESSES:

1. Name & Signature: _____ Address: _____

2. Name & Signature: _____ Address: _____

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