



OFFICE OF THE PRINCIPAL
BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK

At. -SCB Medical College Road, Pin-753007, Dist. -Cuttack,
E-mail: principalbose@rediffmail.com, Website: www.bosecuttack.in

Tender Notice No. 511

Dated: 21.02.2024

TENDER CALL NOTICE

Bhubanananda Orissa School of Engineering(BOSE), Cuttack invites sealed tender under Two Bid systems i.e. Technical bid and Financial Bid from the registered, experienced and well established Companies/Firms/Agencies/Persons for running Gents Hostel Canteen of 3rd year on contract basis inside the Gents Hostel premises, BOSE, Cuttack initially for a period of one year with effect from the date of award of contract unless extended further by mutual consent of the Competent Authority and the service provider on the terms and conditions mentioned in the Tender Document. The interested agencies/persons/parties preferably having adequate experience in running Hostel Canteen in Government Department, Public undertakings and renowned Educational Institutions in Odisha are required to submit their Tender in sealed cover containing Technical Bid and Financial Bid in separate envelope along with the cost of Tender Paper and EMD, in shape of Demand Draft. **The cost of Tender Documents for running Hostel Canteen is Rs.2000.00(Rupees Two Thousand) only and an EMD of Rs.50,000.00 (Rupees Fifty thousand only) for 3rd year hostel canteen be submitted in form of Demand Draft in any Nationalized Bank in favour of Principal, BOSE, Cuttack payable at Cuttack along with the Technical Bid.** The bidders must possess valid up-to-date GST/IGST, Income Tax clearance for the last Two Years. The last date for submission of Tender Paper is **15.03.2024 up to 02.00 PM** in the office chamber of Principal, BOSE, Cuttack. The sealed Tender will be received by the Registered Post/Speed Post. No hand delivery/Courier will be accepted. The authority is not held responsible for any postal delay. Tender received after the scheduled date and time will not be accepted. The detailed information are given in the Bid Document which may be downloaded from our website www.bosecuttack.in

The Authority reserves the right to accept/reject any or all Tenders without assigning any reason thereof.

Principal,
BOSE, Cuttack. 21/2/24

TENDER DOCUMENTS

FOR

**RUNNING HOSTEL CANTEEN FOR 3RD YEAR IN THE PREMISES OF
GENTS HOSTEL, BHUBANANANDA ORISSA SCHOOL OF ENGINEERING
(BOSE), CUTTACK**



**BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK
SCB MEDICAL COLLEGE ROAD, MANGLABAG. CUTTACK-753007.**

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**TENDER DOCUMENTS FOR PROVIDING CANTEEN FACILITIES TO THE GENTS HOSTEL
(THIRD YEAR), BOSE, CUTTACK.**

1. INVITATION OF TENDER:

Bhubanananda Orissa School of Engineering (BOSE),Cuttack is inviting sealed Tender under the bid systems i.e., **Technical Bid and Financial Bid** from the registered, experienced and well established Companies / Firms / Agencies / Persons who have experienced in Government Institution only or running of Gents Hostel Canteen inside the Gents Hostel premises, BOSE, Cuttack initially for a period of one year with effect from the date of award of contract unless extended further by mutual consent of the Competent Authority and the service provider on the terms and conditions mentioned in the Tender Documents or unless terminated in accordance with the Terms and Conditions mentioned herein. The cost per single meal for Lunch and Dinner shall be same for Third year Hostel irrespective of numbers of boarders.

2. Strength of Third Year Gents Hostel : 210 (Approx.)

3. SCHEDULE AND PARTICULARS OF TENDER:

a) **Date of Availability of Bidding Document in the Website: 23.02.2024**

b) **Last Date and Time for Submission of Bids: 15.03.2024 up to 02.00 PM**

c) **Time and date of Opening of Technical Bid: 16.03.2024 at 10.45 AM**

d) **Opening of Financial Bids: 18.03.2024 at 10.45 AM**

e) **Place of opening of Bids: Office of the Principal, BOSE, Cuttack,**

f) **Address for Correspondence:**

Principal, Bhubanananda Orissa School of Engineering,
Near SCB Medical College and Hospital,
Mangalabag, Cuttack-753007, Odisha

g) **Contact Person for Any Clarification:**

Sri M.K.Mohanty, Sr. Lecturer (E&TC), BOSE, Cuttack,
Mob.No.8249590080

Tender Documents Fee:

Bid documents are to be downloaded from the Institution website i.e. www.bosecuttack.in.

Rs.2000.00 (Rupees Two Thousand only) towards cost of Tender Paper shall be submitted along with “**Technical Bid**” in the form of **Demand Draft drawn in any Nationalized Bank in favour of Principal, BOSE, Cuttack, payable at Cuttack**, which is **NON-REFUNDABLE**. Any tender submitted without the requisite cost of Tender Paper will be rejected summarily.

h) **Earnest Money Deposit:**

There shall be bid for 3rd Year hostel canteen accompanied with an Earnest Money Deposit (EMD) of Rs. 50,000.00 (Rupees Fifty thousand only) in the form of **Demand Draft drawn in any Nationalized Bank in favour of Principal, BOSE, Cuttack, payable at Cuttack**. Any tender submitted without EMD will be rejected summarily.



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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 cuttings if any in the Technical Bid, must be initiated by the person authorized to sign the tender bids.

The Technical Bids shall be opened on the scheduled date and time in the office chamber of the Principal, Bhubanananda Orissa School of Engineering, Near SCB Medical College and Hospital, Mangalabag, Cuttack-753007, Odisha in presence of the authorized person of the firm if any who wish to be present on the spot at that time.

The Principal, Bhubanananda Orissa School of Engineering, Cuttack reserves the right to accept/reject or cancel any or all bids without assigning any reason thereof.

4. SCOPE OF WORK:

The successful bidder is expected to provide the following services:

- ❖ Cooking and serving Meals (Lunch and Dinner) in the Institution Hostel Canteen for Third Year, BOSE, Cuttack.
- ❖ Cleaning of utensils, kitchen and serving items for Institution Gents Hostel Canteen.
- ❖ Cleaning of cooking, dining and auxiliary areas of the Gents Hostel Canteen.
- ❖ Security of the equipment's, utensils and other items in the Gents Hostel Canteen.
- ❖ Maintain discipline in the dining Hall, kitchen of Institution Gents Hostel Canteen.
- ❖ Maintenance of the equipment in the kitchen and dining area.
- ❖ Maintenance of books, ledgers, other records and documents related to running of the Gents Hostel Canteen.
- ❖ Supply qualitative hygienic food to boarders of Third Year Gents Hostel Canteen, BOSE, Cuttack.
- ❖ No outsiders will be allowed into the Hostel Canteen kitchen without specific permission of the Hostel Authority.
- ❖ In case of a tie, the decision of the authority regarding the parameters to be considered for finalization of the tender is final and binding.
- ❖ Facilities for procurement of raw materials for and on behalf of the Gents Hostel Canteen.

As can be noted from the above, operational services shall **NOT INCLUDE** preparation of menu and policy matters related to running the Gents Hostel Canteen. All such decision will be the direct responsibility of the relevant executives of the Gents Hostel Canteen Committee/Institution Administration.



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5. ACCOUNTING AND PAYMENT:

- ❖ The firm (successful Bidder/Contractor) shall collect Canteen Dues from the Gents Hostel boarders on monthly basis as per mutual agreement. The rates of all items, must have been prior approved by the competent authority. Apart from this, no other amount shall be collected from the boarders by selected bidder/contractor.
- ❖ The rates so fixed are inclusive of all taxes, duties and levies etc. imposed by the State/Central Govt. and local bodies from time to time.
- ❖ The successful bidder/contractor shall be accountable for on-the-spot sales of add-ons and its accounting.
- ❖ For running of Gents Hostel Canteen, the successful bidder/contractor shall supply food on cash payment/token purchase.
- ❖ The price rates shall in force for the entire period of contract and shall not be revised under any circumstances. **In case of any extension granted on expiry of one year contract, the same price rate approved earlier shall be in force for the next period of contract.**

6. IMPORTANT NOTES:

The institution Administration/Gents Hostel Canteen Committee Reserves the right to:

- a. Amend the scope and value of the contract.
- b. Amend the rate of the contract.
- c. Check the quality and quantity of food at any point of time.
- d. Award the contract of the Gents Hostel Canteen to any empanelled agencies.
- e. 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.

7. MENU DETAILS FOR GENTS HOSTEL CANTEEN OF THIRD YEAR:

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
LUNCH	Rice, Dalma, Bhaji, Khata, Pampad	Rice, Dal, Egg Potato Curry / Veg curry, Salad	Rice, Dal, Fish Potato Curry / Paneer Curry, Raita	Rice, Dal, Alu Potola Curry / Alu Gobi Curry / Veg Curry, Khata	Rice, Dal, Egg Potato Curry / Mushroom curry, Pampad	Rice, Dal, Veg Curry, Khata, Pampad	Rice, Dal, Chicken Potato Curry / Paneer Curry, Vegetable Chips.
DINNER	Rice & Roti, Dal, Mix Veg Curry / Chana Masala	Rice & Roti, Dal, Paneer Potato Curry, Pampad	Rice & Roti, Dal, Veg curry/ Chana Masala	Rice & Roti, Dalma, Bhaji, Suji Halwa (100 gram)	Rice & Roti, Dal, Vegetable and Fish Chenchada / Mix vegetable	Rice & Roti, Dal, Besana Alu Curry (Gravy based) , Kobi Bhaja	Rice, Roti, Dal, Alu Potola curry / Chana Masala / Mix Veg Curry



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Specification of Food Quantities	: Lunch and Dinner
i. Rice	: Unlimited
ii. Dal	: Unlimited
iii. Pannier in Dish	: 50 grams
iv. Egg in Dish	: 02 Nos
v. Fish in dish	: 01 No. (100 grams)
vi. Chicken in dish	: 04 pieces (100 grams)
vii. Chan Masala	: Standard Quantity
viii. Potala/ Gobi Alu Curry	: 04 pieces each
ix. Mushroom Curry	: Standard Quantity

For any items not mentioned above, quantities will be fixed by mutual consensus between the Gents Hostel Committee and the successful bidder/contractor.

The menu can be changed by mutual consensus between the Gents Hostel Canteen Committee and the successful bidder/contractor.

8. SPECIAL ITEMS (NO EXTRA AMOUNT CHARGEABLE):

Special items are to be cooked on any Special Day / Festival Day. The days will be communicated by the Hostel Superintendent to the Bidder/Contractor. In a period of six months in advance, a maximum of 04 times in a year special items are to be served.

Vegetarian Thali:

Normal menu as per the day with minor modification like, Jeera Rice and additional item of Rice Kheer (addition of good quality milk, milk powder, cashew, kismis, milkmaid etc), Rice Kheer to be served of 100-125 grams per plate.

Non-Vegetarian Thali:

Normal menu as per the day with minor modification like Jeera Rice and additional item like Prawn curry consisting of 5 pieces of medium size prawn (50grams) and four pieces of Potato.

- Rice and Dal both are unlimited.
- In dinner, Roti will be served 4 pieces or Rice with 2 pieces of Roti as per the choice of the boarder.
- The charges for extra consumption of items will be decided by the Gents Hostel Canteen Committee.

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

- Chapati / 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.
- Vegetable mix:** A minimum quantity of total 75 gm of all vegetables (in equal quantities) must be present in mixed vegetable curry.



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- Aloo mutter masala and gobi masala: A minimum quantity of 125 gms (ingredients in equal quantities) must be present in it per serving.
- Paneer curry 100 gram paneer (4 pieces) + 50 gram gravy.
- Chicken curry 100 gram chicken (4 pieces) + potato 4 pieces 50 gram gravy.
- Fish curry-01 piece of fish with 04 pieces of potato, gravy based with addition of mustard paste
- Egg curry-02 pieces of egg with 04 pieces of potato.
- Fish Chhinchida: Use different vegetables with machha munda, small size prawn etc.
- Prickles will be served daily in Lunch and dinner.
- Bhaja will be only of (Potala)/green beans. Bhaja will have 50% potato and 50% vegetables.
- Khata will be of tomato Khata/Mango khata / Ambula Khata

The menu can be changed by mutual consensus between the Gents Hostel Canteen Committee and successful bidder/contractor.

10. NOTE ON THE MENU:

- a. The successful bidder/contractor will be required to provide suitable item for sick boarders in lieu of the regular meals.
- b. For the boarders observing fasts, the successful bidder/contractor will provide the substitute items in lieu of the regular meal after a minimum number of ten boarders ask for the substitute meal.
- c. The successful bidder/contractor will not serve any item whose rates have not been approved by the competent authority beforehand.
- d. Non-Veg. should be served as per the menu irrespective of any religious festival. In this regard, the decision of the Gents Hostel Canteen Committee shall be final.
- e. All equipment brought by the successful bidder/contractor into the Hostel premises must be registered with the hostel authorities/caretaker.
- f. The successful bidder/contractor will be responsible for cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygiene and sanitization.
- g. The successful bidder/contractor will also provide soap cake/fluid soap for the wash basins in the canteen area.
- h. The successful bidder/contractor should take preventive measures to avoid any fire hazards inside the kitchen or dining hall of Gents Hostel Canteen.
- i. The successful bidder/contractor shall use commercial LPG Gas for cooking and produce documentary evidence regarding purchase of commercial LPG cylinder, if required by the authority.

Tentative Timings for Gents Hostel Canteen:

The following timings will be followed:

Lunch: 01.30 PM to 02.30 PM on all Days

01.00 PM to 02.30 PM on Sunday and Institutional Holidays

Dinner: 09.00 PM to 10.30 PM on all Days



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11. GENTS HOSTEL CANTEEN AREA:

- The contractor must have proper racks to keep kitchen 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 bidder/contractor should make their own arrangement for the disposal of the leftover food at their own cost.
- The bidder/contractor must submit the list of workers and their ID proof (Aadhar Cards) who are to work in the Gents Hostel Canteen. No female workers are to be deployed in the Gents Hostel Canteen.
- The Hostel Office will provide necessary facilities of furniture, cooking utensils and steel thali etc. These facilities will be in the charge of the firm and he will be responsible for any loss/damage other than usual wear and tear. In case of any loss or damage, the firm will have to replace the lost items/carry out necessary repair (if the repair is up to Rs.1000.00) subjected to approval and instructions of the BOSE authorities.
- The bidder/contractor must put complaint register at the entrance of the Gents Hostel Canteen which will be checked by the Gents Hostel Canteen Committee on regular basis.
- If the Gents Hostel Canteen management of the bidder is not upto the mark or the quality of the food is found below standard or unhealthy or un-hygienic, then Gents Hostel Canteen Committee is fully empowered to terminate the contract with a short notice of one week. The Gents Hostel Canteen Committee's opinion is final so far as the food quality is concerned.
- The food raw materials, ingredients etc. are of good quality, clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored/preserved and served subsequently after meals, not following Hostel 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.

12. GENTS HOSTEL CANTEEN STOPPAGE OF MEAL:

Gents Hostel Canteen stoppage of meal will be given to the boarders as per the following conditions:

- i. Boarders are entitled to stop a maximum of Ten (10) meals in a month with prior intimation to the person running the canteen. However a boarder can seek for stoppage for more meals in case of exigencies, e.g. sickness or any emergency situation arising at his home where his absence from hostel is genuine and such request in the form of application must be approved by the Hostel Superintendent. However, if sick meals are provided during hostel stay, these days will be counted as normal days and no stoppage of meal will be allowed.
- ii. Hostel Canteen stoppage of meal amount will be deducted from the final bill of the respective month and it will be disbursed/ adjusted in next month to the eligible boarders.
- iii. Hostel canteen may be closed during the Vacation (Summer/Winter/Dussehra) by the order of Principal, BOSE, Cuttack.



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13. GENERAL ELIGIBILITY AND TECHNICAL REQUIREMENTS TO PARTICIPATE IN TENDER.

Only those bidders who fulfil the following eligibility criteria may submit their Bids:

- a. Bidders may be a Proprietary firm/Partnership firm/ Limited Company and should be registered with the relevant office of the competent Authority under State/ Central Govt. and should have a valid Food License from the Competent Authority. **A self attested copy of relevant certificate should be enclosed.**
- b. The bidders should have minimum 04 (Four years) experience of running Gents Hostel Canteen or rendering similar services in Govt. Organisations (Both State and Central)/ Educational Institutions only. Copies of documentary evidence in support of experience should be submitted.
- c. The bidders should have minimum turnover of Rs. 30.00 Lakhs per year during each of the last 02 (two years) (CA audit report/certificate in support of the Annual Turnover should be submitted).
- d. There should be no case (either criminal or litigation) pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider). The Bidder should furnish his/her “Police Record” of last 04 (Four years). The Bidder should provide the Bio-data and Identity proof of each Manpower engaged by them / their employees (**At the time of Agreement**).
- e. The Bidder should not have been blacklisted by any Government organisation or Agency and has not indulged in any malpractice. Documentary evidence in the form of an affidavit from the Notary is to be submitted.
- f. The bidders are required to submit the photocopy of the following documents (Self attested) along with the technical bid: -
 - i. Certificate of Registration of firms or Partnership.
 - ii. Valid Food Licence Certificate.
 - iii. GST Registration Certificate.
 - iv. Proof of office address (telephone bill, electricity bill etc.)
 - v. Valid Trade License in relevant field (issued by competent Authority of State / Central Govt. like, Cuttack Municipal Corporation, Cuttack)
 - vi. Details of Bank Account of the firm (Name of Bank, Name of Branch, Account No. Type of A/C.). The bank accounts should be at least 3 (three) years old. A cancelled cheque of the account of the firm is to be enclosed.
 - vii. Valid up-to-date GST/ IGST return of the Firm/Proprietor for last two years (i.e. 2021-22 and 2022-23).
 - viii. PAN Card
 - ix. Annual Turnover Certificate of last 02 (Two years) duly certified by the Chartered Accountants.
 - x. IT Return and Audited Statements and Accounts of the last 02 (Two years).
 - xi. The Bidder should submit a Bank Solvency Certificates from the Bank of the Firm.



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- xii. An undertaking by the agency for Acceptance and Compliance of all terms and conditions mentioned in this tender.
- xiii. An undertaking by the agency about not engaging any Child Labour and person suffering from epidemic diseases.

14. GENERAL INSTRUCTIONS TO BIDDERS:

A. Definitions and Interpretations:

In the contract (as here an after defined) the following definitions, words and expressions shall have meaning hereby assigned to them except where the contract otherwise requires.

- a. Institute means the Principal BOSE, Cuttack through its Principal or his/her representative.
- b. The Head of the Institute means Principal, BOSE, Cuttack
- c. The faculty members assigned as in charge to supervise all activities related to running of Gents Hostel Canteen inside the Gents Hostel premises of Bhubanananda Orissa School of Engineering, Cuttack and report to the Institution Administration who directs and administers the contract.
- d. Institution Administration shall mean a Committee that would normally comprise of Principal as Chairman of different committee and Staff representatives as members. The committee is constituted by the Principal from time to time to supervise and for overall control of the management of the Gents Hostel Canteen,
- e. Contractor means the persons, firms or companies whose tender has been accepted by the Institute.

B. Assignment and Subletting:

- a. The bidder shall not assign the contract or any part thereof or any benefit or interest therein or there under without written consent of the Institute. The whole of the charge included in the contract shall be executed by the Bidder. He / She shall be responsible for the acts, defaults and neglects of servants, or workmen, as fully as if they were the acts or defaults of the bidder.
- b. The Gents Hostel Canteen premises should not be used for any other purpose except for running of the Gents Hostel Canteen and that the walls and surroundings of the canteen should not be used for display of wall posters, writings etc. The minor maintenance (below Rs.10,000.00) will be the responsibility of the contractors/ vendors whereas the major repair (above Rs.10,000.00) will be done by BOSE on request of the contractor.
- c. The bidder should not transfer the management to any other individual or agency. The manager of the Gents Hostel Canteen should be present at the premises and supervise the day-to-day affairs of the Gents Hostel Canteen and shall not give scope for any complaints from the Hostel boarders. On subletting the Gents Hostel Canteen, the EMD will be forfeited and the License period will be cancelled instantly.



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- d. In case of any defaults or negligence under such contract, the Gents Hostel Canteen committee may suggest to the principal to impose fine or penalty against the bidder/Contractor. Such penalties shall be as follows:
 - i. After receipt of 1st complaint, if established - Rs. 2000.00
 - ii. On receipt of 2nd complaint, if established - Rs. 3000.00
 - iii. On receipt of 3rd complaint, if established -Rs. 4000.00
- e. Penalties may be imposed on the bidder/contractor for any such lapses and unhygienic conditions prevailing inside the Gents Hostel Canteen or substandard raw materials used in cooking or the workers improperly dressed or their conduct uncalled for or the items being sold in the Gents Hostel Canteen do not have proper acceptance of the canteen committee or aesthetic sense is not prevailing. The amount of penalty should be deposited in the office of the Principal, BOSE, Cuttack.
- f. If it is found that three such fines do not have any effect in abiding by the terms and conditions mentioned in the contract, the contract may be terminated finally after serving Fifteen Days' Notice by the Principal to the bidder/contractor.
- g. Under such conditions the bidder/contractor is liable to vacate the Gents Hostel Canteen premises within Fifteen Days as the case may be from the date of the notice received by him.

C. Scope of BID:

- a. The contract comprises the necessary arrangement of all raw materials required for preparation of Meals (Lunch and Dinner) preparation of items mentioned in the menu, and serving the prepared items to Hostel boarders, including provision of all materials, equipment for preparation and serving of items. This will also include transportation, cost of materials and labour charges. The bidder/contractor shall make his own arrangement for safe storage of materials and accommodation for his staff etc. **No member of the Opposite Sex is allowed to enter the hall premises from Mid Night to 6.00 AM.**
- b. The bidder/contractor shall maintain the quality of preparation of items, constant supply of cold drinking water and fresh availability of items, as per the Gents Hostel Canteen management committee requirement. Quality Oil (**FSSAI** certified oils like Sunflower or branded Mustard oil as well as other ingredients) is to be used in preparation of all food items.
- c. The bidder/contractor shall maintain the working hours of Gents Hostel Canteen as laid down by the Gents Hostel Canteen committee.
- d. The bidder/contractor shall maintain **FULL HYGIENIC CONDITIONS** in Gents Hostel Canteen, in storage, preparation and servicing of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, such as to maintain the standards and aesthetic values in the Gents Hostel Canteen. Bidder/contractor should make arrangements for storage / display the items in hygiene condition.



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- e. The bearers for servicing in Gents Hostel Canteen will have to be provided uniforms by the bidder/contractor during working hours and they will be required to wear the uniforms during working hours which is a must.
- f. The bidder shall carry out the work in accordance with this contract and with directives of Hostel Canteen Committee and to the satisfaction of the Principal through Hostel Canteen Committee. The Hostel Canteen Committee from time to time may issue the further instructions, detailed directions and explanations which are hereafter collectively referred to as Hostel Canteen Committee instructions in regard to.
- g. The bidder/contractor should run in the name of **PRINCIPAL, BOSE, CUTTACK** and no other name should be used.
- h. The Gents Hostel Canteen shall have every right to inspect the Hostel Canteen without any notice and can seal the canteen in case of violation of terms and conditions.
- i. The Gents Hostel Canteen should run during the timings from **7.00 AM to 11.00 PM**. normally. The Institute shall however, reserve the right to revise the timings.
- j. The Gents Hostel Canteen Committee/ Institute Authority has right to terminate the lease by giving one month's notice if it feels necessary to do so.
- k. The decision of the Principal of the Institute with regard to any matter pertaining to Gents Hostel Canteen will be the final.
- l. **The Gents Hostel Canteen bidder/contractor shall handover charge of all furniture, fixtures, fittings etc. in good condition to the Institute when the contract is terminated.**
- m. The Gents Hostel Canteen bidder shall pay the cost of damage, if any caused to the premises, fixture, fittings etc. During the period of contract.
- n. The Gents Hostel Canteen Committee shall conduct inspection of Canteen in all respects including installation, stores, kitchen, preparation and supply of food items, hygienic conditions and documents pertaining to legal formalities etc. at regular intervals.
- o. The Gents Hostel Canteen Committee may also authorize any other person competent to inspect the Hostel Canteen.
- p. The contract will come into force from the date of leasing and expire on completion of contract period and no notice by institute is necessary and the Gents Hostel Canteen bidder/contractor shall leave the Hostel Canteen premises with his employee's immediately after completion of the specified date and shall not re-enter.
- q. The BOSE, Cuttack permits the bidder to utilize the electrical, sanitary fittings and furniture for the purpose of carrying out their obligations under this Agreement.
- r. Utensils and cooking Gas required for cooking and other crockery and cutlery shall have to be arranged by the bidder/contractor.
- s. The lease should execute an agreement bond in the prescribed Pro-forma on **Non-Judicial stamp paper worth Rs. 100.00**, which shall bear by the bidder/contractor.



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- t. Minimum rates of items have been fixed by the Institute Authority. The bidders will quote the rates of every items as per the format attached with bid documents. A Menu Chart accordingly should be displayed at the prominent place of Gents Hostel Canteen. The rates approved will not be revised during the tender/lease period without prior permission of the Authority.
- u. Good quality Oil (**FSSAI** certified) likes sunflower/ freedom oil or branded mustard oil and branded spices only to be used for cooking purpose.
- v. The Hostel Canteen should be run in the name of “BOSE Canteen No 2 and 3” and no other name should be used.
- w. Electric charges will be charged as per actual unit consumption through a separate meter to be installed in the Gents Hostel Canteen.

D. Contract Documents:

The several documents forming the contract are to be taken mutually explanatory of one another and in case of ambiguities or discrepancies the same shall be explained and clarified by the Institute who shall thereupon issue to the bidder/contractor their interpretation and direction in what manner the work is to be carried out.

E. Removal of Workmen:

The bidder/contractor shall employ in running the Gents Hostel Canteen only such persons as are careful, skilled and experienced in their trades. No child labour will be employed by the bidder/contractor in the Hostel Canteen and the Institute shall be at liberty to object and require the bidder/contractor to remove from canteen any person employed by bidder/contractor in running the canteen who in the opinion of the Institute misconducts himself or is incompetent or negligent, in the proper performance of his duties and such persons shall not again be employed in the Hostel Canteen without the specific permission of the Canteen committee/Principal, BOSE, Cuttack.

F. Compliance of Statutory Liabilities:

- a. Minimum wages: The bidder/contractor shall ensure that wages paid to his employees conform to the provisions of the Minimum Wages Act.
- b. The bidder/contractor shall be totally responsible for all statutory liabilities including those relating to Weights and Measures and Prevention of Food Adulteration.

G. Forfeiture of Security Deposit:

In a case in which under no clause(s) of this contract the bidder/contractor shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the Principal shall have power to adopt the following course as he/she may deem best suited to the Institute. To rescind the contract (of which decision, notice in writing to the bidder/contractor under his own hand be conclusive evidence) in which case the security deposit of the bidder/contractor shall stands forfeited and be absolutely at the disposal of the Institute.



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H. Settlement of Dispute:

All disputes related to the Gents Hostel Canteen lease, electric bill, management, maintaining hygiene and abiding rules and regulation framed by Gents Hostel Canteen committee shall be settled within the Institute Authority (Principal). In the event of any dispute, arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the disputes shall be referred to the Principal, BOSE, Cuttack for his/her decision and the same shall be binding on all parties. In case of any disputes shall be under jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

13. INSTRUCTIONS FOR SUBMISSION OF TENDER PAPER:

All the Tenders shall be prepared and submitted in accordance with the instructions as follows and **any proposal which is not submitted in accordance with these instructions will be summarily rejected without any communication in this regard.**

- a. The bid shall be submitted in two separate sealed envelopes. The first envelope shall be super scribed as **“Technical Bid for Gents Hostel Canteen of 3rd year, BOSE, Cuttack”** and shall contain the information regarding eligibility criteria in the prescribed formats and mandatory enclosures as given in **Annexure-I** along with **EMD** and the second envelope super scribed as **“Financial Bid for Gents Hostel Canteen of 3rd year, BOSE, Cuttack”** shall contain price bid in the format given in **Annexure-II**.

The envelopes and the covering letter accompanying the tender document (including all the **Annexure**), duly signed on each page with seal by the bidder / authorized representative of the bidder, should be enclosed in a bigger third envelope, which shall be super scribed **“Bid for Allotment of Gents Hostel Canteen in the premises of BOSE, Cuttack”** and should reach at the following address through **Registered Post/Speed Post** on or before the scheduled time. **No hand delivery /Courier service will be accepted.**

**Address: Principal,
Bhubanananda Orissa School of Engineering,
Mangalabag, Cuttack – 753007, Odisha.**

- b. No tender will be considered which is not as per the printed / typed Form. The bidders should ensure that each page of the tender is signed by the person authorised to sign the tender document, affixing the seal of the bidder.
- c. All entrees in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No corrections including overwriting or striking out will be permitted during bidding. In such cases, the tender shall be summarily rejected.



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- d. If any bidder is found to have business or family relationship with any employee of this Institute, his bid will be rejected.
- e. No Modification or substitution of the submitted bids shall be allowed.
- f. The bids shall be opened on the scheduled date and time at **Office of the Principal, BOSE, Mangalabag, Cuttack-753007, Odisha** in the presence of the representative of the bidders, if any who are present on the spot at that time. No separate intimation shall be sent to bidders for the same.
- g. The bidders are required to enclose photocopies of the supporting documents, self-certified by the authorized representative of the bidder.
- h. **A bid submitted without cost of Tender, EMD and incomplete or conditional bids** shall not be considered and the same will be rejected.
- i. Tenders will not be accepted after the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any notified by the office.
- j. The Principal, BOSE, Cuttack is not held responsible for any delay, loss or non-receipt of the bid sent by post. Bid submitted through E-mail / Hand delivery shall not be accepted.
- k. Interested parties may submit their tender after inspection of the premises of BOSE, Cuttack at the above location. The inspection of the **Gents Hostel Canteen premises** can be made between **11.00 AM to 04.00 PM** on all working days from the date of issue of notification till the last date of the tender.
- l. There should be no cutting / overwriting in the Tenders/quotations.
- m. The Principal, BOSE, Cuttack reserve the right to accept or reject any Tender / Quotations in full or in part in case of incomplete bids/quotations and also without assigning any reason thereof. In case of any dispute, decision of the Principal, BOSE, Cuttack will be final and binding.

15. SPECIFIC TERMS AND CONDITIONS:

- i. The Gents Hostel Canteen will run on contract basis within the premises of the Institute.
- ii. Selection for the allotment of Gents Hostel Canteen will be strictly on the terms and condition of the Tender.
- iii. The contract is to be executed between Principal, BOSE, Cuttack(called as 1st Party)and qualified bidders (here-in-after called as 2nd party) on the Terms and Conditions mentioned in this bid documents. The agreement will be made for a period of one year (First 3 month being the probation period) and extendable for period of one year on satisfactory performance after which the authority (Principal, BOSE, Cuttack) reserves the right to go for fresh tender or extend the term as the case may be.



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- iv. Essence of this contract is to provide timely and better service to the Hostel boarders. A Canteen committee, authorised by the Principal, BOSE, Cuttack will check the hygiene and other performance of the Gents Hostel Canteen owners. If any defect is noticed by the Committee, the same will be communicated to canteen owner and if no visible rectification is noticed, the agreement will be cancelled with one month notice and the contractor/canteen owner will be removed from the campus.
- v. If the contractor is found selling goods at unreasonable and high price, he will be called for justification and if he fails to submit the justification his contract will be cancelled.
- vi. Subletting of rooms is strictly prohibited,
- vii. The allotted bidders will be required to produce valid up to date Food License/GST/IGST, Service Tax registration/PAN Card and IT return for the past last 02 (Two years) in their name along with the bid failing which the submission of bids will summarily rejected.
- viii. **EMD** of the successful bidder will be retained in the Institution account till the contract is valid. **EMD** of unsuccessful bidders will be return after execution of the above agreement.
- ix. **Performance Security** amounting to **Rs.500000.00 (Rupees Five Lakhs only)** is to be deposited in shape of Bank Guarantee in favour of Principal, BOSE, Cuttack for 3rd year Gents Hostel Canteen as security deposit which shall be refunded without any interest thereof, at the end of the contract after adjusting the amount of any damage/short of performance of agreement with BOSE Cuttack.
- x. The First party shall provide the existing infrastructures.
- xi. The 2nd party is to keep the Gents Hostel Canteen and it's surrounding in good condition and take up routine minor maintenance of the internal structure. Major maintenance will be taken care of by the First party.
- xii. The 2nd party is to provide good quality and hygienic food as mutually agreed upon by both the parties.
- xiii. In case of deviation (if any) found at any point of time, it would be the responsibility of the committee to settle the matter through mutual discussion between both the parties.
- xiv. The Second party should ensure that the staff on duty should be under his control and would be sufficiently trained to maintain good discipline within the premises. In case of any difficulty, the matter should be reported to the First party in written form. The Second party does not possess any authority to take the law into his hands without informing the First party.
- xv. The earnest money of the successful bidder will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement. The earnest money of the bidder who intimates the withdrawal of his tender in breach of conditions of contract and who evades or refuses to sign the contract bond on acceptance of his tender within a period of its validity will also be liable to be forfeited.



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- xv. The successful bidder, whose tender is accepted, have to sign the contract within 10 days of issuance of the work order and have start the Gents Hostel Canteen within 21 days of date of issuance of the work order failing which the earnest money deposited by him will be liable to be forfeited and the acceptance of his tender may be withdrawn.
- xvi. BOSE, Cuttack authority will provide rooms with water supply facilities to the Gents Hostel Canteen. Any interior decoration may be done by the successful bidder with due permission from the Gents Hostel Canteen Committee at his own cost without any liability to BOSE, Cuttack.
- xvii. The contractor cannot close the canteen without prior permission of the Gents Hostel Canteen Committee, BOSE, and Cuttack.
- xviii. The successful bidder shall maintain a suggestion book for recording of suggestions for improvement by the boarders and staff. Such suggestions, after having the approval of the Canteen Committee, should be forthwith acted upon by the successful bidder. The suggestions and complaint book should be kept open for the inspection of the competent authority and/or his nominee.
- xix. The successful bidder shall keep and maintain a register at the entrance of the dining hall, wherein all boarders will sign before taking their meal.
- xx. The tender life will remain valid for 60 days from the date of opening.
16. Application form for Technical Bid should be filled up correctly. In case of any documents found to be forged, the bid submitted by the bidders shall be rejected without assigning any reason and the EMD shall be forfeited.
17. The financial bid should be filled up neatly and correctly. The bidders shall abide by all up-to-date labour laws such as payment of wages, insurance, EPF, ESI etc. and other laws on applicable during the execution of work.
18. **Principal, BOSE, Cuttack** is not responsible for any financial obligation like credit to any boarder etc.
19. **All Documents should be page numbered and indexed.**



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Annexure-I

APPLICATION FOR TECHNICAL BID

(For Running **Gents Hostel Canteen for 3rd year** in BOSE, Cuttack)

1. Name of the Firm: _____

2. Details of Cost of Bid Documents: DD No. _____ Date: _____
Of Rs. _____ Drawn on Bank _____

3. Details of Earnest Money Deposit: DD No. _____ Date: _____
Of Rs. _____ drawn on Bank _____

4. Name of the proprietor/Partner/Director: _____

5. Full Address of Registered Office:

- i. Registration Number and date of registration of Firm/Agency: _____
- ii. Food License Certificate Number with Date and Period of validity: _____

- iii. EPF Registration Number and Date: _____
- iv. ESI Registration Number and Date: _____
- v. GST Registration Number and Date: _____
- vi. PAN Number: _____

6. Type of Organisation: _____
(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 Co-Operative societies/as the case may be enclosed.)

7. Name of the Proprietor, Partners/ Directors of the Applicant with address and phonenumber: _____

8. Income Tax Return Filed for the Financial Year 2021-2022 and 2022-2023 (copies to be enclosed)
9. Service Tax, Sales Tax/ GST Return filed (Copy of Certificate to be enclosed)
10. Annual Turn Over Certificate (Enclose Copy of Balance sheet duly Audited by Chartered Accountant for Financial year 2021-2022 and 2022-2023)



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11. Years of Relevant experience (Mainly educational Institutes):

12. List of similar completed works executed during the last 48 months (see the eligibility criteria):

Sl. No.	Location of the work	Name of the Organization	Contract Amount (Rs.) if any	Contract Period	Name and Contact Number of the Client

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 Documents shall be Rejected.

16. Self Attested Photocopies of Mandatory Documents to be Attached:

Sl. No.	Documents need to be submitted	Whether submitted (write Yes/No)	Ref. Page Number
a.	Certificate of Registration of firms or Partnership		
b.	Proof of office address (Telephone bill, Electricity bill etc.)		
c.	Food License Certificate		
d.	PAN Card of the Firm/Proprietor		
e.	Aadhar Card of the Proprietor		
f.	Service Tax / GST Registration Certificate		
g.	Up to date GST/IGST Return		
h.	Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of A/C. The bank accounts should be at least 03(Three) years old. A cancelled Cheque of the account of the firm to be enclosed.		
i.	Annual Turnover Certificate and Audited Balance Sheet of last 02 (Two) Financial Years duly certified by the Chartered Accountant		
j.	IT Return of the Firm/Proprietor the last 02(Two) years.		
k.	Experience Certificate of Agency for not less than 04 (Four) year in the field		
l.	Non relation certificate with the employees of BOSE, Cuttack		
m.	Not blacklisted certificate as mentioned earlier in the form of affidavit.		
n.	An undertaking by the agency for Acceptance and compliance of all terms and conditions mentioned in this tender above which should be clearly mentioned that the Agency will be fully liable for all Statutory Obligation to the Director Employer for all obligation during and after the period of Contract		
o.	Documentary evidence in support of providing satisfactory service from all existing clients of current period.		
p.	Trade License Certificate from the Competent Authority (From CMC, Cuttack)		



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DECLARATION

- A. I declare that, I will abide by the terms and conditions stated in the tender document.
- B. I will also abide by the conditions that may be stipulated from time to time by the Gents Hostel Canteen Committee or the Authority of the Institute during the period of lease.
- C. I will be held responsible for any damage caused to the Institute property and that I will abide by the decision of the Institute that may be taken under such situations. All disputes relating to management of Gents Hostel Canteen shall be settled with **BOSE Authority only**.

SIGNATURE OF TENDERER

Date:

Name of Tenderer: _____

Full Address: _____

Pin Code No. _____

Mobile No. _____



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Annexure-II

APPLICATION FOR FINANCIAL BID

(For Running **Gents Hostel Canteen** for 3rd year in BOSE, Cuttack)

17. Rate per day (As per menu details for Gents hostel canteen)

I. Lunch in Rs. _____

ii. Dinner in Rs. _____

Total Amount in Rs. _____

(In words) _____

I undertake to serve the items mentioned above at the above rate duly maintaining the quantum indicated therein. Branded oil and spices only to be used for the preparation of meals and other food items.

Date:

Signature of the Applicant

Place:

Name:

Address:

DECLARATION:

- A) I declare that I will abide by the terms and conditions stated in the tender document
- B) I will also abide by the conditions that may be stipulated from time to time by the Cafeteria Committee or the authority of BOSE, Cuttack during the period of lease
- C) I will be held responsible for any damage caused to the Institution property and that I will abide by the decision of the Institution that may be taken under such situations. All disputes relating to the management of Cafeteria shall be settled with Institution Authority only.

SIGNATURE OF TENDERER

Date:

Name of the Tenderer _____

Full Address: _____

Pin Code No: _____

Mobile No. _____



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(On the Letter Head of the Firm)

**TENDER FOR RUNNING THE GENTS HOSTEL CANTEEN OF THIRD YEAR AT
BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK.**

Tender No. _____/BOSE, Dated:

UNDERTAKING

1. This is to certify that my firm//agency has never been blacklisted by any of the Government or other Organisation and no criminal case(s) pending against my firm/agency.
2. I declare that, I will not be engaging any Child Labour and person suffering from epidemic diseases.
3. I declare that, I will abide by the terms and conditions stated in the tender document
4. I undertake to serve the items mentioned in the menu chart, duly maintaining the quantum indicated therein.
5. I will be held responsible for any damage caused to the Institution property and I will abide by the decision of the Institution that may be taken under situations.

Place:

Name of the Tenderer

Date:

Signature with seal