

**ISPAT AUTONOMOUS COLLEGE, ROURKELA**  
Sector-16, Dist:- Sundargarh, Pin Code-769003  
Phone-0661-2646060, E-mail [ID-ispacoll@rediffmail.com](mailto:ID-ispacoll@rediffmail.com)  
**EXPRESSION OF INTEREST FOR RUNNING HOSTEL MESS**

Two nos (02) of Sealed bids are invited for providing mess facilities on lease basis for 11 (Eleven) months from interested firms having **valid food license from competent authority for Girls' Hostels** inside the Institution campus. The duly filled up two bids i.e. Technical bid & Financial Bid with all required supporting documents duly signed on each page in two separate sealed envelopes super-scribed as Technical bid & Financial bid respectively, may be submitted in a single sealed cover super-scribing as **"Tender for Providing Mess facility for Girls' Hostels"** addressed to The Principal, Ispat Autonomous College, Rourkela on or before **23.06.2025 by 05PM**. Quoting rates for the menu is compulsory and is to be kept inside the Financial Bid envelope failing which the bidding will be rejected. The bidder has to enclose a demand draft of **Rs. 1000/- (Rupee one thousand only) towards Tender paper cost (which is Non-refundable) drawn in favor of the Principal, Ispat Autonomous College, Rourkela.**

Further the Tender document should be accompanied by a refundable **Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty Thousand only)** in shape of BD/BC from any nationalized bank in favour of the Principal, Ispat Autonomous College, Rourkela payable at Rourkela and should be submitted by **Speed Post** only failing which the bid document shall be rejected. The sealed bid received after due date will not be entertained. Financial bid of those parties will be considered, who are found suitable and qualify in the Technical bid. The Authority reserves the right to reject any or all tenders without assigning any reason thereof.

*R. Millner*  
02-06-25  
Principal  
Ispat Autonomous College  
Rourkela-3



**TENDER DOCUMENT FOR PROVIDING MESS FACILITIES TO HOSTEL MESS**

Interested firms having valid food license from competent authority are to apply for providing mess facility for Girls' hostels (Lunch and Dinner) on fixed daily cost basis in the Institution campus. The cost per a single meal for Lunch and Dinner shall be same for all the hostels irrespective of the menu (Veg & Non-Veg) & numbers of boarders.

The bidding firm must have good experience of running hostel mess of approximately at least 200 students or proven capability of providing similar services in the past for **at least three years**. It should be noted that the staff involved would be properly dressed and shall be well trained with aspects of hygiene and sanitation. At least two ladies for each Girls' Hostel will be there in the catering group who will always be present in the Girl's hostel mess during the serving of lunch & dinner.

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

**1. Technical Bid :**

- It shall contain information regarding business turnover, experience and other details of the firm to judge the suitability & eligibility of the caterer for mess facilities/Institution Canteen.
- Self-attested documents indicating ESI and EPF payment to the employees need to be furnished for the preceding three years.
- Self-attested copy of valid Food License Certificate **for messing purpose** from the competent authority.
- Copy of latest GST registration certificate.

**2. Financial Bid:**

- (a) It is required to quote the average price ( Lunch & Dinner) on daily basis as per Menu details for Hostel Mess furnished at **Annexure-I**.
- (b) It would also contain details of the persons and their numbers to be deployed in the mess /canteen for providing services.

The various dates relating to Tender process for running Hostel mess at Girls' Hostels of Principal, Ispat Autonomous College, Rourkela are as mentioned below: -

Date & Time for opening of

- a) Technical bids – 24.06.2025 Time:- 3.00 PM
- b) Financial bids of eligible bidders-25.06.2025 Time:- 3.00 PM

All Bidders personally or their representative having authorization from the bidder (any one) with ID proof (Aadhar Card) may remain present at the time of opening of Bids with all the original of supporting documents attached with the Technical Bid. (Mobile photos of documents will not be entertained).

The Bidders or representatives should report in due time and remain present till the end. Latecomer will not be allowed.

Use of mobile phone is strictly prohibited inside the Tender Opening Hall.

**Bidder is required to put his/her signature with seal on each page of the bid document.**

The contract will be awarded for a period of 11 (**Eleven**) months to the successful bidder. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100.

The successful bidder will have to deposit a performance security of **Rs.50,000/- (Rupees Fifty Thousand ) only for Hostel Mess** in form bank guarantee from any Nationalized Bank in favour of the Principal, Ispat Autonomous College, Rourkela covering the period of contract.

**Conditional bids shall not be considered and will be outrightly rejected.**

All entries in the tender form should be legible and filled clearly. If the space for information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the 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 & time in the office chamber of the Principal, Ispat Autonomous College, Rourkela in presence of the bidders or authorized person of the firm if any who wish to be present on the spot at that time.

**Principal, Ispat Autonomous College, Rourkela reserves the right to accept/reject or cancel any or all bids without assigning any reason thereof.**

*RMishra*  
*02-6-25*  
Principal  
Ispat Autonomous College  
Rourkela-3



## General Instructions:

### 1. Eligibility Criteria:

1. The applicant should have a valid food license for messing from competent authority and be in catering business for a minimum period of three years as on March 2025 with the following requirements:  
Three similar nature completed works (*preferably two of them should be in Govt. Educational Institutions*) each having not less than 200 persons on its dinning strength since the last 36 months.  
**Note: Similar nature of work means running of large messes of Institutions / Central Government / Central Autonomous Bodies / Central Public Sector Undertaking / Large Industrial Establishment/ Organizations / Companies on continuous basis throughout the year.**
2. The applicant's average annual financial turn-over (gross) in catering services during the last 3 (three) years i.e. **2022-2023, 2023-2024, 2024-2025** duly audited by a Chartered Accountant should not be less than **30 Lakhs** per each financial year.
3. The applicant should have on his pay roll sufficient number of trained employees for proper execution of the contract.
4. The bidder must not be blacklisted earlier for Mess and Canteen Services. An affidavit in this regard must be submitted along with the bid document.

### 2. Scope of Work:

The successful bidder is expected to provide the following services:

- Cooking and serving meals ( lunch and dinner) in the hostels
- Facilitates for procurement of raw materials for and on behalf of the Hostel Mess.
- Managing and control of stocks and inventories.
- Cleaning of utensils, kitchen and serving items for Hostel Mess.
- Cleaning of cooking, dining and auxiliary areas for Hostel Mess.
- Security of the equipments utensils and other items in the Mess.
- Maintenance of the equipments in the kitchen and dining area.
- Maintenance of books, ledgers, other records and documents related to running of the mess.
- Deployment and supervision of required man power for the above mentioned tasks.
- Maintain discipline in the dining hall, kitchen of hostels and Institution Canteen.
- Supply qualitative hygienic food to students in the Mess.
- No outsiders will be allowed into the Mess kitchen without specific permission of the authority.
- Successful bidder may be assigned with the work order for all the hostels.
- In case there will be a tie, the Authority is empowered to decide the parameters to be considered for finalization of the tender bid.

As can be noted from the above, operational services shall **NOT INCLUDE** preparation of menu and any policy matter related to running the Mess. All such decisions will be taken by the Hostel Management Committee.

*RMishra*  
02-6-25

Principal  
Ispat Autonomous College  
Bourkela-3



- The price rates shall be in force for the entire period of contract and shall not be revised under any circumstances. **No extension will be granted on expiry of 11 (Eleven) months contract.**

**Important Notes:**

1. The Hostel Management Committee/Institution Administration reserves the right to Check the quality and quantity of food at any point of time.
2. 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 strictly prohibited.

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

**Note on the Menu:**

1. The successful bidder will be required to provide suitable item for sick boarders in lieu of the regular meals.
2. For the boarders observing fasts, the successful bidder will provide the substitute items in lieu of the regular meal after a minimum number of ten boarders ask for the substitute meal.
3. Non-Veg should be served as per the menu of specified amount irrespective of any religious festival. In this regard, the decision of the hostel Management committee shall be final.
4. The successful bidder will procure/arrange the utensils for cooking as well as serving food including plates, tumblers, spoons etc.
5. All equipment's brought by the successful bidder into the Hostel/Institution premises must be registered with the hostel authorities.
6. The successful bidder will be responsible for cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygiene and sanitation for Hostel Mess.
7. The successful bidder will also provide soap cake/liquid soap for the wash basins in the mess/dining area.
8. The successful bidder should take preventive measures to avoid any fire hazards inside the kitchen or dining hall of Hostel Mess in case of any damage of these room/hall, the bidder is to bear all cost for restoration/renovation.
9. It is the responsibility of the successful bidder to provide accommodation to their staff outside the college campus.
- 10.

**Hostel Mess Area:**

- The Contractor must have proper racks to keep its items, nothing should be kept on floor.
- The Contractor has to take utmost care for disposal of left-over food, no left-over food should be disposed off in the drains which will block the drain and will produce foul smell. The Contractor should make their own arrangement for the disposal of the leftover food at their own cost.
- The Contractor must submit the list of workers and their ID proof (Aadhar Cards) who are to work



in the Canteen/mess. No male workers are to be deployed in Girls Hostel.

- The hostel office will provide necessary facilities such as electricity and furniture. These facilities will be in the charge of the firm and he / she 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.
- The bidder must put complaint register at the entrance of the Hostel Mess which will be checked by Hostel Management Committee on regular basis.
- If the Hostel Mess management of the bidder is not up to the mark or, the quality of the food is found below standard or unhealthy or unhygienic, then Management is fully empowered to terminate the contract with a short notice of one week. The decision of the Hostel Committee is final so far as the food quality / Hostel Mess management is concerned.
- The food, raw materials, ingredients etc. are to be of good quality as mentioned below and should be clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored / preserved after meals, not following superintendent's suggestions / instruction, in such matters shall be considered as violation of terms and conditions of contract and shall be liable to termination.
  1. Rice- Not below the brand of Chinner
  2. Dal- Arhar/mung of better quality to be prepared with proper concentration.
  3. Refined Oil-Sunflower ( not below the brand of saffola)
  4. Mustard Oil-( not below the brand of Engine)
  5. Masala- not below the brand of Bharat Masala
  6. Vegetable- Fresh green vegetable ( Should be purchased on daily basis)

**Tentative Timings for Hostel Mess:**

The following timings will be followed:

Lunch: 12.30 PM to 3.30 PM on all working days subject to Exams of the students.

Dinner: 8.00 PM to 09.30 PM on all days

*R. Mishra*  
02-6-25  
Principal  
Ispat Autonomous College  
Rourkela-3

**Application Form for Technical Bid**

1. Name of the Registered Company/ Cooperative/Agency:

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2. Complete Address of the Registered Office:

3. a. Registration Number and date of registration of company/cooperative/agency: \_\_\_\_\_  
 b. Shops and Establishment Act registration No. \_\_\_\_\_  
 c. Food License Certificate number with date & Period of validity .--  
 \_\_\_\_\_  
 d. EPF Registration No. and date: \_\_\_\_\_  
 e. ESI Registration No. and date: \_\_\_\_\_  
 f. GST Registration No. and date: \_\_\_\_\_  
 g. E.M.D. of **Rs.30,000/-** B.D/B.C. No \_\_\_\_\_ / dt. \_\_\_\_\_

4. PAN Number: \_\_\_\_\_

5. Type of Organization

(whether proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed):

6. Name of the Proprietor, Partners/Directors of the applicant with addresses and phone numbers: \_\_\_\_\_

7 a. Income tax return filed for financial 2022-2023,2023-2024,2024-2025  
 years ( copies to be enclosed)

7 b. Service tax, Sales tax/GST Registration Number ( copy of certificates to be enclosed)

8. Whether police verification certificate of all the staff presently engaged by the firm is kept on record with the firm: Yes / No

9. Enclose performance certificates for catering from previous clients between the years 2022-2023,2023-2024,2024-2025

10. Annual turnover (enclose copy of balance sheet duly audited by C.A. for each year.

Financial Year 2022-23  
 Financial Year 2023-24  
 Financial Year 2024-25

11. ESI and EPF payment information to the employees for the last three years i.e. 2022-2023,2023-2024,2024-2025

12. Years of relevant experience:

*R. K. Sharma*  
 02-6-25  
 Principal



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

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

Signature of applicant with seal

**Notes:**

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

*RMilwa*  
02-6-25  
Principal  
Ispat Autonomous College  
Rourkela-3



# FINANCIAL BID

Annexure-I

<p><b><u>LUNCH:</u></b></p> <p><b><u>VEG MEAL (ON MONDAY, TUESDAY, THURSDAY &amp; SATURDAY)</u></b></p> <p><b>MENU:</b> RICE, DAL, SABJI &amp; BHAJA/KHATA</p> <p><b><u>NON - VEG MEAL (ON WEDNESDAY, FRIDAY AND SUNDAY)</u></b></p> <p><b>MENU :</b>  <b>WEDNESDAY</b>-RICE, DAL, FISH (100 GMS WITHOUT HEAD AND TAIL)&amp; BHAJA  <b>FRIDAY</b>-RICE, DAL, CHICKEN (100 GMS) &amp; BHAJA  <b>SUNDAY</b>-RICE, DAL, EGG (02 Nos.)&amp; BHAJA</p> <p><b><u>VEG MEAL ( ON WESNESDAY,FRIDAY &amp; SUNDAY)</u></b></p> <p><b>MENU:</b> RICE, DAL, PANEER/MUSHROOM (100 GMS.) &amp; BHAJA</p> <p><b><u>DINNER: (ALL DAYS)</u></b></p> <p><b>MENU:</b> RICE/ROTI (MAXIMUM 04 Nos.), DAL, SABJI &amp; BHAJA</p>	<p><b>QUOTED PRICE PER MEAL IN Rs.</b></p> <p>OVERALL PRICE FOR 1 DAY MEAL (LUNCH AND DINNER)</p> <p>( ONE DAY= 2 MEALS)</p> <p>EXAMPLE- 1 DAY 2 MEALS, IF LUNCH IS 35 AND DINNER IS 35 THEN PRICE FOR 1 MEALS IS= <math>35+35=70/2=Rs.35/-</math></p>
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Signature of Bidder with Seal

*R. Mishra*  
02-6-25  
Principal  
Ispat Autonomous College  
Rourkela-3