



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

P.O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur
Odisha-768018, India

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Advt.No.VSSUT/ DSW/ 259 / 2026

Date: 27.04.2026

TENDER CALL NOTICE

Sealed Tenders are invited by the undersigned under two bid system from intending reputed, registered and experienced and authorized firms/agencies for providing Mess Catering Service to Hall of Residences at Veer Surendra Sai University of Technology (VSSUT), Burla. The last date of receiving of tender is 20.05.2026, 1.00 PM. The Technical bid shall be opened on 21.05.2026 at 11.00 AM and opening of Financial Bid will be notified. For details visit University website www.vssut.ac.in.

Registrar

Memo No.VSSUT/ DSW/260 (6) /2026

Date: 27.04.2026

Copy to:

1. The Director, I & PR Department, Government of Odisha, Bhubaneswar with a request to publish Tender Call Notice in one issue of "The Samaja" Odia daily (All Odisha Edition) and the "Times of India" (All Odisha Editions) using minimum space in I&PR rate as applicable to the Government Educational Institute / Universities. The bills in triplicate alongwith a copy of the concerned issue may be submitted for necessary payment after the publication.
2. University Notice Board including website.
3. Dean (Faculty & Planning) with a request to display the advertisement on the University website.
4. The Comptroller of Finance, VSSUT, Burla for Information.
5. PA to Registrar for record.
6. PA to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.

Registrar



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA -768018, ODISHA, INDIA

SECTION-A

Tender Call Notice

Tender Notice No.: VSSUT/DSW/259/2026

Date: 27-04-2026

TENDER FOR "PROVIDING MESS CATERING SERVICE TO HALL OF RESIDENCES (HoR)" at VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA, ODISHA

A-1. Sealed Tenders are invited from interested and eligible firms/companies/proprietors/individuals to provide mess catering service to our hall of residences (HoR) (**Annexure-1**) on the following terms and conditions.

Sl.No.	Particulars	Annexure
a.	List of Hall of Residences and Number of Boarders	Annexure -1
b.	Check list for preparation of Bid/Tender	Annexure -2
c.	Annual Turnover Details	Annexure -3
d.	Evaluation of technical bid	Annexure -4
	Profile of Company & no. of years in catering business	Annexure -4A
	Feedback Performance from Higher Education Institutes	Annexure -4B
	Service at Government Universities	Annexure -4C
	catering works executed by the agency in last five years	Annexure -4D
	Feedback Form Format	Annexure -4E
e.	Letter of Undertaking and Format of particulars of tender	Annexure -5
f.	Caterer Profile	Annexure -6
g.	Detailed Work Experience	Annexure -7
h.	Declaration Regarding Blacklisting / Debarring	Annexure-8
i.	Financial Capacity	Annexure-9
j.	Price/financial bid format	Annexure -10
	Additional items and quoted price	Annexure -10A
k.	Mess Menu	Annexure -11
l.	Grocery Brands recommended by the University	Annexure -12
m.	Desired operational conditions	Annexure -13
n.	Monthly Performance evaluation and Penalty	Annexure -14
o.	Cluster Preference	Annexure -15

A-2. Important Dates:

- Last date of submission of tender **20/05/2026 by 01:00 PM**
- Opening of Technical Bid of the tender on **21/05/2026 at 11:00 AM**
- EMD and cost of Tender should reach to **The Registrar, VSSUT Burla, Burla-768018, Dist: Sambalpur, Odisha** through Speed Post/Registered Post/Courier on or before **20/05/2026 at 1:00 PM**.

A-3. Tender document is available in the University website, <https://vssut.ac.in>.

A-4 Nature of Contract:

- a) The Caterer must provide following services:
 - i) Preparation and Service of Healthy & Hygienic Food to the students of the Hall of Residences.
 - ii) Cooking and serving meals at specified time and place.
 - iii) Procurement of raw materials.
 - iv) Roti making machine or required accessories and Cooking utensils as per need.
 - v) Any electrical accessories or instruments
 - vi) Each category of serving utensils (stainless steel lunch/dinner plates, breakfast plates, milk/tea serving utensils, cutleries, spoons, steel water jugs, glasses for milk and water) equal to the number of residents at any given point of time.
 - vii) Cleaning of utensils, kitchen and serving items.
 - viii) Maintaining cleanliness and hygiene of the cooking area and dining hall, including gas pipelines and cylinders, drains, water supply lines, sinks, basins, drinking water systems, coolers, storage, and all related facilities, ensuring they remain clean and hygienic throughout the contract period.
 - ix) Security of the equipment, utensils and other items of the mess.
 - x) Maintaining kitchen equipment and utensils including cost of repairing.
 - xi) Maintenance of books, ledgers, other records related to running the mess.
 - xii) Deployment and supervision of required manpower for the above-mentioned tasks.
 - xiii) Complete solid waste management and disposal of kitchen mess.
- b) The contract is basically item/unit rate contract and involves no control of VSSUT Burla over the staff of the Vendor except ensuring food quality, quantity and hygiene.
- c) The period of the contract will be for one year from the date of issue of the work order, unless extended otherwise.
- d) The contract price is inclusive of all taxes and duties. Vendor is to bear all incidental cost/tax connected to the execution of the contract.
- e) The work may be divided among more than one party subject to matching with lowest bidding price in the tender.
- f) The tender may be cancelled without assigning any reason and EMD shall be returned within three months of cancellation of the Tender.
- g) Revocation/withdrawal from tender at any stage before or after opening of the price bid shall entail forfeiture of EMD.
- h) Bringing in outside influence or entering into unsolicited correspondence/communication will entail rejection of tender and a proceeding for blacklisting.
- i) As per policy decision, six different caterers will be offered to provide catering service to the six clusters given at Annexure-1.
- j) If situation demands, one caterer (will be decided by the committee) may have to serve more than one cluster / Hall of Residence or caterer/s in the panel list may be offered to provide catering services at any of the Hall of Residences, based on the requirement.
- k) In case of a decision by the Warden Council to run night canteen, the caterers must run the night canteen as and when required.
- l) The student numbers mentioned above are tentative and prior information about the number of students availing mess facility will be intimated.
- m) The Caterer shall ensure mess arrangement (same regular menu) during summer/winter/puja vacations/ other holiday times at each hall of residence when total number of students may reduce (it may be even less than 30) at the regular cost decided in the tender. During these



- periods, the Institute may also decide to close the dining facilities totally.
- n) During summer/winter/puja vacations or any other holiday times when mess is not running, caterer will not be given any establishment charge in any circumstances.
 - o) A student is eligible to avail "Mess off" as per university rules. In this regard, the caterer will not be given any kind of establishment and mess charges.
 - p) If, due to a pandemic or any other reason, the Institute decides to restrict the number of students or vacate the hall of residence entirely, the caterer shall not be entitled to any establishment charges for the period during which the hall remains fully vacated.
 - q) Meals shall include Breakfast, Lunch, Evening Snacks and Dinner.
 - r) Extra Items as per Annexure-10A shall be provided to the interested students on an on-the-spot or advance payment basis on all days during which the mess is operational.
 - s) The caterer shall provide minimum one grand feast per semester, within the quoted price.
 - t) The caterer shall provide minimum one special lunch or dinner per week. In case a grand feast is conducted in any week, the same shall be treated as fulfillment of the requirement of the special lunch or dinner for that week.
 - u) The caterer shall provide a special menu on festivals as decided by the concerned Hall of Residence Warden. In such cases, the Warden may modify the menu for the festival day and for one additional day, in consultation with the caterer.
 - v) The Dean, Students' Welfare, VSSUT Burla reserves the right to review and modify the terms and conditions periodically with the approval of the Vice Chancellor which will be binding on the Caterers/Vendors.

A-5 Eligibility:

- a) **Status:** The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of partnership firm/consortium, Proprietorship may be permitted. A proof for supporting the legal validity of the Bidder shall be submitted.
- b) **Financial Capacity:** The bidders should have the **minimum average annual turnover of Rupees One Crore** or more from **catering Services only** during the last three financial years [2022-23, 2023-24, 2024-25] in the books of account and need to submit CA certified audited Profit and Loss accounts and balance sheet as per Annexure-3. The firms preferably must be willing and/or capable to sustain itself financial till bills are processed & payment released.
- c) **Experience:** The Vendor(s) should have minimum three years of work experiences in catering services at Institutions/ any other organization. Relevant proofs shall be submitted.

A-6 Registration: The Caterer/Vendor should possess statutory obligations such as Labour license, EPF, ESI, GST Registration, PAN card and any other statutory requirements as deemed fit for their existing businesses. The firms should have valid license issued by Food Safety and Standards Authority of India (FSSAI) for their existing business. Relevant proofs shall be submitted.


REGISTRAR

SECTION-B
Instruction to the Bidders

B-1. The Bidder shall submit the tender in two parts consisting of Part-I (Techno-Commercial) and Part-II- Financial Bid (i.e. BOQ) each in separate cover.

Tender Cost (non-refundable) in shape of Demand Draft (DD) Rs. 1,000/- (Rupees One Thousand Only) in favour of "VSSUT Burla" Payable at Burla and Earnest Money Deposit (EMD) in shape of DD of Rs. 5,00,000/- (Rupees Five Lakhs only) in favour of "VSSUT Burla", payable at Burla from any nationalized Bank. EMD of unsuccessful bidders will be returned to them at an earliest and latest on or before the 90th days after the award of the contract. The successful bidder shall deposit Performance security amount of ₹5,00,000/- (Rupees Five Lakh only) in the form of a Demand Draft drawn in favour of "VSSUT Burla" payable at Burla after award of the contract. This condition shall be applicable to MSMEs as well. EMD and Tender Cost should reach through registered post only, in a sealed envelope & superscripted with subject, tender reference number addressing to The Registrar, VSSUT Burla; on or before 20/05/2026 at 01:00 PM. Bidding documents not accompanied with EMD and Tender cost shall be considered as invalid and rejected.

EMD exemption is allowed only for Micro and Small Enterprises(MSEs) and Start-ups as per the provision under 212 (1) of Odisha General Financial Rule, 2023 subject to production of valid supporting documents failing which the bidder will be considered as non-responsive. Duly filled in tenders are to be submitted within the date & time mentioned in the Notice Inviting Tender. No tender is acceptable through any mode other than mentioned in the notice. Bidders are not permitted to alter and modify their bids after the deadlines for receipt of bids.

B-2. The cover containing the DD for both EMD, Tender Cost shall be opened first at the time of opening of technical bid. The Part-I offer of those Bidders, whose EMD and Tender Cost are found in order and submitted as prescribed, will be opened immediately thereafter. Otherwise, the offer will be considered as invalid and other parts will not be opened.

B-3. The price discovery against this tender will be through-Procurement.

B-4. The tender shall be valid for at least **365 days** for acceptance from the date of opening of the price bid and withdrawal in between shall entail the forfeiture of Earnest Money.

B-5. Tenders not received in the prescribed format will be liable for rejection without any prior information.

B-6. The Bidder(s) shall duly fill in all particulars in the format as at **Annexure-2 to Annexure-9** and it shall form part of tender document under technical bid. Non-submission of duly filled in & signed form of tender shall render the tender invalid.

B-7. The invitation to Tender, Instructions to Bidders, Special Conditions of Contract (SCC) & General Conditions of Contract (GCC), form of tender along with the rates quoted against each item in the "Schedule of Rates" with the Letter of Acceptance and Work Order for awarding of the work and Vendor's Letter of acknowledgements shall form the contract. In case of any conflict between the terms mentioned in General Conditions of Contracts and Special Conditions of Contract, the latter shall prevail.

B-8. The Bidders shall furnish the following documents as part of Technical Bid:

a) Category of Bidder, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-Operative Society etc. along with following documents:

a) In case of Proprietary Firm, attested copy of affidavit of Sole Proprietary.

- b) In case of Partnership Firm, attested copy of Partnership deed along with amendments if any and proof of registration if any.
- c) In case of Limited Companies, Memorandum & Articles of Association, Certificate Incorporation, Authorized, and Subscribed and paid-up capital.

If required, the original documents will have to be produced for verification.

b) Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by Joint Stock Company shall be signed in the name of the company, by a person duly authorized on its behalf. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the company is duly authorized to do so, shall accompany the tender. Tender submitted without furnishing the full particulars or tender documents without strictly adhering to the directions given here in shall be rejected.

c) **Declaration regarding Blacklisting and Legal Status:**The Bidder shall submit a self-declaration (on non-judicial stamp paper) stating that neither the Bidder nor any of its Proprietor(s), Partner(s), Director(s), or major Shareholder(s) has been as per Annexure-8:

- i. blacklisted by any Government Department, Public Sector Undertaking, or Autonomous Body;
- ii. removed from any approved list of contractors/vendors;
- iii. subjected to any order of banning, suspension, or restriction of business dealings.

d) **Banning of Business Dealings:**

- i. If it is found during processing of the Tender or execution of contract, the Bidder or his representative has resorted to corrupt, fraudulent practices including misrepresentation of facts and/or fudging /forging/tampering of documents, the bid submitted by the Bidder shall be disqualified and a ban or any further business dealings shall be imposed for a specified period.
- ii. If it is found during the validity of the Contract that the Vendor or his agent/representative or any other person claiming interest under him, indulges in any malpractice/activity prejudicial in the interest of the VSSUT Burla or detrimental to the Plant/Unit, equipment and property, the said Contract may be terminated at once and a ban on any further business dealings shall be impose for a specified period under the laid down procedure of the Company.

e) **Vendor's Background:**

Persons convicted for any criminal offence involving moral turpitude/economic offences (other than freedom struggle) would not be eligible for execution of allotment Contract and if such a person procures any Contract by suppression of information, it will be cancelled.The Bidder shall also declare that no criminal case involving moral turpitude or economic offence is pending against the Bidder or its Proprietor(s), Partner(s), Director(s), or major Shareholder(s) in any court of law or with any law enforcement agency.

f) **Documents to be submitted**

- a) Food License issued by FSSAI or any competent authority.
- b) EPF Registration Code Number, if any.
- c) Registrations with ESIC, if applicable.
- d) Copies of audited Balance Sheets and Profit & Loss Accounts for Financial Years 2022–23, 2023–24, and 2024–25, duly certified by a Chartered Accountant, along with corresponding Income Tax Returns, Form 26AS and GST return, shall be submitted as part of the technical bid.

- e) Details of the bank account indicating the name of bank branch & account number to which payment is to be made in the Mandate Form.
- f) Copy of Permanent Account Numbers (PAN Card).
- g) GST Registration Number and copy of Certificate of GST Registration.
- h) Copy of Labour License particulars under Contract Labour (Regulations and Abolition) Act, 1970 held under Previous Contract, If Any.
- i) Trade License.
- j) Photocopy of Tender fee and EMD details.
- k) Copy of work orders.
- l) Self-declaration as per provision under Rule 206 (v) of OGFR 2023.
- m) Annexure for not blacklisted and no pending court cases and police cases(Annexure-8)
- n) Proof of a valid commercial LPG connection in the name of the bidder/firm from an authorized LPG distributor.

B-9. The Bidder is advised to contact Office of the Dean, Students' Welfare of the University & satisfy himself before submitting his tender as to the nature of work. No complaints on these accounts shall be entertained after submission of the tender. The inspection of the site can be made from 11/05/2026 to 16/05/2026 between 9:00 AM to 11.30AM on prior appointment on working days.

B-10. BID OPENING PROCEDURES

- a) The Technical Bids may be opened at VSSUT Burla, on the specified date & time by the Committee authorized by the competent authority of VSSUT Burla followed by presentation. The decision of evaluation committee will be final and binding can't be questioned by any bidder.
- b) The financial bids of those bidders whose Technical Bids are accepted, shall be opened by the Committee on the specified date and time.

B-11. CLARIFICATION ON TECHNICAL BID EVALUATION

- a) The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the University may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the University shall not be considered. The University's request for clarification and the response shall be in writing through e-mail.
- b) If a bidder does not provide clarifications of its bid by the date and time set in the University's request for clarification, the bid may be rejected.
- c) University also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

B-12. TECHNICAL BID EVALUATION

The bidders who qualify in the technical evaluation may be intimated through notice on the University website. The technical bid evaluation shall be carried out based on the documents submitted as specified in Annexure-4 followed by a presentation by the bidder before the evaluation committee. The university shall follow quality and cost-based selection bid evaluation system (QCBS) where both the technical bid and financial bid shall be considered for evaluation after qualifying in the technical bid as per prescribed criteria. Technical evaluation would be based on the criteria given at **Annexure-4**. The technical bid shall have 60% weightage. The bidders securing 60% of the total marks assigned to

technical bid (i.e. 36/60) shall be declared qualified in the technical evaluation. Marks assigned to bidders by the appropriate committee and approved by competent authority, VSSUT, Burla shall not be questioned by any bidder. The bidders who qualify in the technical evaluation may be present at the time of opening of financial bids.

B-13. FINANCIAL BID EVALUATION/OPENING PROCEDURE

The financial bids of all technically qualified bidders shall be opened on the appointed date and time in the presence of such bidders or their authorized representatives who choose to attend. The absence of bidders or their representatives shall not affect the validity or legality of the process. Only those bidders who have qualified in the technical evaluation and have submitted their financial bids in the prescribed format (Annexure-10& 10A) shall be considered for financial evaluation. The Cluster Preference, as per Annexure-15, shall be submitted along with the financial bid in the same sealed cover.

The financial bid shall carry a weightage of 40 marks out of a total of 100. The lowest quoted bidder shall be awarded the full 40 marks, while other bidders shall receive proportionate scores. Selection will be made based on the HIGHEST COMBINED SCORE. [Technical evaluation (60) + Financial Bid score (40)]

Financial Bid Score = 40 x (Lowest TOTAL AMOUNT quoted by L1 Bidder) / (TOTAL AMOUNT quoted by Bidder)

If any bidder quotes less than Rs. 127/- per student per day for 'R1' (Breakfast+ Lunch + Evening snacks + Dinner) and Rs. 5/- per student per day for 'R2' (Extra Items as per Annex-10-A), then that bid shall be considered as nonresponsive and liable to be rejected (check Annex-10 for abbreviations).

The merit list shall be made based on **HIGHEST COMBINED SCORE**[**HIGHEST COMBINED SCORE** = Technical evaluation score (60) + Financial Bid score (40)]. If further tie breaking arises, then the merit shall be based on the highest average turnover in the last three financial years.

B-14. The tender shall be awarded to the top six (6) bidders based on the '**HIGHEST COMBINED SCORE**' obtained. Allocation of Halls of Residence (HoRs) shall be carried out in order of merit based on the cluster preferences submitted by the bidders as per Annexure-15.

B-15. Notwithstanding anything contained elsewhere in this tender document, all selected bidders shall mandatorily provide Breakfast, Lunch, Evening Snacks and Dinner at the lowest rate quoted under 'R1' by the L1 bidder, and such rate shall be uniformly applicable to all HoRs.

B-16. Similarly, for extra items, all selected bidders shall mandatorily operate at the lowest rate quoted under 'R2' by the L1 bidder, and the same shall be uniformly applicable to all HoRs.

B-17. Allotment of Hall lies with the prerogative of the Mess Tender Committee. The allotment could not be challenged by the bidders.

B-18. In case tie breaking, the committee reserved the right to allot Halls considering the merits of technical bids. And the Firm/Vendor will not have any right to challenge the allotment.

B-19. The decision of evaluation committee will be final & binding and can't be questioned by any bidder.

B-20. Tender(s) containing overwriting or erasing, without authentication & without full signature in the page(s) of "Financial Bid" will be liable for rejection.

B-21. The rates quoted in the tender by the Bidder shall be in figure as well as in words. In case of discrepancy in the rate(s) amount between figure and words, the value written in words shall be taken as finally quoted rate(s) /amount.

B-22. The rate in the tender shall cover/include all statutory duties/taxes/levies, as on date of tender, including GST.

B-23. Income Tax (TDS) shall be deducted at the specified rates as per the Govt. rules (revised from time to time).

B-24. Conditional tenders shall be liable to be rejected.

B-25. Any request from the Bidder in respect of additions, alterations, modifications, corrections etc. of either terms and conditions or rates of his tenders after opening of the tenders, shall not be entertained under any circumstances. If the tenderer withdraws his tender after opening of the tender, but before the expiry of the validity period of the BOQ, the EMD shall be forfeited.

B-26. By submitting a tender, the tenderer will be deemed to have satisfied himself that the rates quoted by him in the tender will be adequate to complete such work according to the specifications and conditions attached and he has taken into account all conditions and difficulties that may be encountered during its progress /execution. Any complaint in this regard after submission of offer shall not be entertained.

B-27. Canvassing in any form is strictly prohibited and tenders wholly or partially submitted by the tender who resort to canvassing, will be liable for rejection.

B-28. Authority of VSSUT Burla reserves the right to accept /reject any or all tenders without assigning any reason thereof or divide the work with multiple parties(bidder).

B-29. Tender documents are not transferable.

B-30. Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-Operative Society etc. formed after floating date of the tender are not eligible for participating in the tender.

B-31. It shall be the responsibility of the persons/firms submitting the tender to ensure that the tenders have been submitted in the formats and as per the terms and conditions prescribed in the VSSUT Burla website and no change is made there in before submission of their tender. In the event of any doubt regarding the terms and conditions/formats, the person concerned may seek clarifications from the authorized officer of VSSUT Burla. In case any tampering/unauthorized alteration is noticed in the tender submitted from the tender document available on the website, the said tender shall be summarily rejected.

B-32. For any clarification: Please contact:

The Registrar, Veer Surendra Sai University of Technology, Burla, Sambalpur 768018, Odisha, India
Phone No.: 0663-2430211; Fax. No.: 0663-2430204; E-mail: registrar@vssut.ac.in

B-33. Before submitting the tender, the Bidder should ensure that the details/documents are submitted as per the checklist.

Date:

Place:

Signature of the Bidder
(Full Name & Seal)

SECTION-C

General Conditions of Contract

C-1 DEFINITIONS

- a) Approved means approved in writing, including subsequent written confirmation of previous verbal approval.
- b) Company means Veer Surendra Sai University of Technology Burla. (in short-VSSUT)
- c) Competent Authority means Dean, Students' Welfare and Officer authorized in this regard.
- d) Contract means the Invitation to Tender, Instructions to Bidders, General Conditions of Contract, Special Conditions of Contract, Scope of Work showing approximate quantities, tender submitted by the Bidder including his price offer, Performance Guarantee Bond and other bonds, Letter of Acceptance, Work Order and any communication having the effect of amendment of the contract, and the contract agreement, unless otherwise specified.
- e) Contract Rate/Price means the sum named in the tender that has been accepted subject to such additions thereto or deductions there from as may be made in course of the tender evaluation or thereafter.
- f) Vendor means "the Bidder" whose tender has been accepted and includes the Vendor's authorized representative, successors, permitted assignees, legal heirs.
- g) Vice Chancellor means and includes Vice Chancellor VSSUT Burla or his authorized representative.
- h) Duration of contract means the period stipulated in the contract or work order and includes any extended period thereof, if any made through by a written communication.
- i) VSSUT means Veer Surendra Sai University of Technology Burla represented through authorized officer for this contract or Vice Chancellor as the case may be.
- j) Authorized officer/Representative means and includes Registrar, Dean Students' Welfare and Warden, Registrar authorized or designated for this contract.
- k) Equipment means all tools, instruments, appliances or things of whatsoever nature required in course of the execution of the contract.
- l) Notice in writing or written notice including notice in digital mode means a notice in written, typed or printed characters sent or emailed (unless delivered personally or otherwise proved to have been received) by registered post only to the notified address or the Registered office of the addressee, or the Vendor's site office and shall be deemed to be sufficient service if so sent or left at that address.
- m) Terms and Conditions means the special condition of the contract (SCC) and the General conditions of the contract (GCC) here in mentioned and other stipulations incorporated in any part of the tender document and /or agreement.
- n) Tender means offer against enquiry / advertisement / Notice Inviting Tender submitted by the Bidder in single part or in multiple part like Techno-commercial part, price bid part.
- o) Bidder means and includes the person or firm or company who have submitted valid tender and also includes its authorized representatives, heirs, executors, administrators, successors and assignees as approved by the employer.
- p) Work means all work given in the Scope of Work in the tender documents and includes any associated work required for fulfilment of the Scope of Work and as set forth and required by

the specifications and also such additional instructions issued from time to time during the progress of the work.

- q) Words importing the singular only shall include the plural and vice versa. Where the context requires words importing person shall include firms and companies and vice versa.
- r) Cartel: If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance so as to influence the bid)

C-2 RESPONSIBILITIES OF VSSUT OFFICIALS

The duty of VSSUT Burla representative is to watch and oversee the work. He / She shall have no authority to relive the Vendor of any of his duties or obligations under the contract except as expressly provided hereunder or elsewhere under the contract or to order any work involving any delay or extra payment by VSSUT not to make any variations in the works.

C-3 ASSIGNMENT AND SUB-CONTRACTING

- a) The Vendor shall not assign the contract, or any part thereof, or any benefit or interest therein without prior written consent of the Wardens/Dean, Students' Welfare.
- b) The Vendor shall not sub-contract the works without written consent of VSSUT Burla and such consent if given shall not absolve the Vendor from responsibility, liability or obligation under the contract and he shall be responsible for the acts defaults or neglects of any sub- Vendor, his agents, servants, or workman as fully as if they were the acts defaults, neglects of the Vendor, his agent, servants or workman.

C-4 CONTRACT DOCUMENTS

- a) Documents mutually explanatory: The several documents forming the contract are to be taken as mutually obligatory of one another, and interpreted harmoniously, and in case of ambiguities or discrepancies, the same shall be clarified by VSSUT Burla who shall thereupon issue to the Vendor instructions / directions indicating the manner in which the work is to be carried out.
- b) Further instructions: The representative of VSSUT Burla shall have full power and authority as delegated to him to issue to the Vendor, from time to time during the progress of the work, such further instructions as shall be necessary for the purpose of proper and adequate execution of the work and the Vendor(s) shall carry out and be bound by such further instructions.

C-5 GENERAL OBLIGATIONS OF THE VENDOR

C-5.1 Sufficiency of tender: The Vendor shall be deemed to have satisfied himself before submitting tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule, which shall cover all his obligations under the contract and all material things necessary for the proper completion and maintenance of the work.

C-5.2 Bankruptcy and breach: A contract if the Vendor shall become bankrupt or have an order for appointment of any receiver made against him or shall present any position bankruptcy or shall make an arrangement with / or assignment in favour of his creditors or shall agree to carry out the contract under committee of inspection of his creditors or being a corporation shall go into liquidation (other than voluntary liquidation, for the purpose of amalgamation, absorption or reconstruction) or if the Vendor shall assign the contract without the prior consent of VSSUT Burla or it is found that the Vendor

- a) has abandoned the contract or
- b) Without reasonable excuse has failed to commence the work or has suspended the progress of the works for 7 days after receiving written notice to proceed or,
- c) is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contractor,
- d) has to the detriment of good workmanship or in defiance of VSSUT instructions to the contrary sublet any part of the contractor,

This contract can be **terminated** under any one of the following circumstances.

- i. **By giving one-month notice by the University, if in the opinion of the authorities such termination is in the interest of the University. This termination will not be challenged by the Vendor.**
- ii. **The Caterer/Vendor not performing his duties properly as per the agreed terms and conditions of the contract. The University shall decide whether the performance of the vendor meets satisfaction or is deficient and to what degree. In such a case, the notice period shall be one week.**
- iii. **For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Caterer/Vendor to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week.**
- iv. **The Caterer/Vendor being declared as insolvent by the court of law. The notice period shall be one week. During the period of termination of contract in any of the situation contemplate above; the Caterer/Vendor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the Caterer/Vendor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to VSSUT Burla.**
- v. **Contract may be terminated on poor service/performance rendered by the Caterer/Vendor based on the Monthly Performance evaluation details of which are given at Annexure-14.**

C-5.3 Illegal gratification, breach of contract: The contract may also terminated and the Vendor shall be liable to make good any loss or damage resulting from such cancellation (specified under clause D-5 of **Section-D**) , if any bribe gratuity , gift , loan reward or advantage pecuniary or otherwise shall either directly or indirectly be given, promised or offered by the Vendor or any of his servants or agents to any person employed by VSSUT in any way directly or indirectly interested in the contract or if the Vendor has committed a breach of any of the terms of the contract.

C-5.4 Final Certificate: The contract shall not be considered as completed until a Final Certificate have been signed and issued to the Vendor stating that the works have been completed in accordance with the terms of the contract & Vendor has submitted a no dues certificate evidencing closure of contract.

C-5.5 Notice:

- a) **Service of notice on Vendor:** Any notice given to the Vendor under the terms of the contract shall be served to the Manager or his representative by registered post / courier to or by hand or it's registered office or at the Vendor's site office or to their e-mail.
- b) **Service of notice on VSSUT Burla:** Any Notice to be given to VSSUT under the terms of contract shall be served by sending the same by Registered Post only at the office of Registrar, VSSUT, Burla, Sambalpur 768018, Odisha with a copy to The Dean Students' Welfare, VSSUT Burla.

- c) **Change of Address:** Any change of address of the Vendor shall immediately be notified to The Dean Students' Welfare, VSSUT Burla.

C-5.6 Safety:

- a) The Vendor will be responsible to ensure safety of the people working under them.
- b) Except in special circumstances (to be recorded in writing and with due approval), the Vendor will not be allowed to employ sub-vendor / petty Vendors.
- c) If required, Vendors will employ a supervisor with specifically assigned duties for ensuring safe working and will inform in writing.

For violation of safety norms, penalty may be imposed on the Vendor. The penalty shall be decided after investigation and obtaining the report from the committee constituted for the purpose.

C-5.7 Policing of the work: Should the general conduct of the works including the Premises of VSSUT Burla under occupation of the Vendor lead to violation of any of the provisions of the Indian penal code either in consequence of riotous or illegal proceedings of the Vendor's labour or supervising staff or others to such an extent as to necessitate the deployment of Special Police or Magistrate, the cost of such extra forces is to be defrayed by the Vendor and not by the employer.

i) Law in Force in Relation to Contract: The contract or amendments thereof entered into between the Employer and the Vendor under the contract shall be governed and regulated by the relevant laws for the time being in force in the territory of India relating to contracts.

(ii) Legal compliance: The Vendor shall comply with all statutes, rules, regulations, by law, orders of statutory authority including but not limited to compliance of:

- a) Payment of wages Act. (Linked to Govt. of India)
- b) Minimum wages Act. (Linked to Govt. of India)
- c) Maternity benefit Act. (Linked to Govt. of India)
- d) EPF Act. (Linked to Govt. of India)
- e) ESI Act. (Linked to Govt. of India)
- f) Food license, Trade license. (Linked to Govt. of India)
- g) Contract labour (R&A) Act (Linked to Govt. of India) & such other laws if applicable to execution of the contract in question as employer of this staff engaged / deployed in execution.

C-5.8 The Vendor shall not allow any visitor(s) on the work sites, without the prior permission of VSSUT Burla.

C-5.9 Order on one or more than one parties may be place based on L1 quotation. However, all the Bidders may be required to explain /justify the basis of their quoted price as and when asked for. In case, any Bidder fails to justify his quoted price or refuses to co-operate in this regard, they will not be considered for participating in the retendering and his bid will be disqualified.

C-5.10 ARBITRATION:

(i) Reference of Disputes to Conciliation /Arbitration: All disputes or differences arising out of the contract, except disputes or differences for which separate provisions for their resolution have been made in the contract ('excepted matters'), shall be settled by Conciliation or Arbitration in accordance with the Arbitration and Conciliation act, 1996, and the provisions made here in after in this article. Such

dispute shall first be referred to Conciliation by a Conciliator selected mutually by the parties, who shall also decide the fees / remunerations and the rules of procedure, which shall be flexible.

(ii) Appointment of Arbitrator: In the event of failure of conciliation, dispute will be referred to an arbitral tribunal comprising a sole arbitrator to be appointed by the Vice Chancellor VSSUT Burla. Upon receipt of notice for arbitration, Vice Chancellor VSSUT Burla shall support three names to the Vendor to select one of them to act as sole Arbitrator.

In the event the party fails to intimate within fifteen days from the date of intimation of the three names then Vice Chancellor VSSUT Burla will be at liberty to appoint any one out of the said three persons as the sole arbitrator. The Arbitrator(s) shall hear the cases independently and impartially and shall not represent the interest of any party. The Arbitrator shall, from the time of his appointment and throughout the arbitral proceedings and without delay, disclose to the parties in writing any circumstances likely to give rise to justifiable doubts as to his independence or impartiality.

However, merely because he is or has been an employed by one of the parties, it shall not be a disqualification for a person to be an arbitrator.

(iii) The arbitral tribunal shall be free to determine its own rules of procedure, which it shall state at the beginning of the arbitral proceedings, and shall follow such procedure thereafter. Arbitrator(s) may, in consultation with the parties, also determine the manner of taking evidence, the summoning of expert evidence, and all such matters for the expeditious disposal of the arbitration proceedings. The arbitrator shall be entitled to fees as may be agreed by the parties and also the expenses as per actual. The seat of the tribunal shall be at Sambalpur, but if necessary, the tribunal can hold the proceedings at other places, for convenience in recording evidence.

(iv) Work to continue during Conciliation / Arbitration: Work under the contract shall be continued by the Vendor during the arbitration proceedings and recourse to arbitration shall not be a bar continuance for the work.

C-5.11 **AMENDMENT:** Except to the extent expressly set forth in the Contract, no change in modification, in any form whatsoever, shall be valid or enforceable unless it is in writing on stamp paper of requisite value and signed by the party to be charged therewith or its duly, authorized representative.

C-5.12 **JURISDICTION:** The competent court at Sambalpur shall have the exclusive jurisdiction upon any matter arising out of this contract.

SECTION-D

Special Conditions of Contract

D-1 SCOPE OF WORK

- a) Preparation and Service of Healthy and Hygienic food to the students of the Hall.
- b) The Caterer/Vendor shall maintain neatness & cleanliness of the mess premises including cleaning of fixtures such as lights, fans and other kitchen equipment at all times. The dining tables and benches should also be properly cleaned after every meal.
- c) The hall of residence may provide some of the kitchen equipment. However, it will be sole responsibility of the Caterer to arrange all type of utensils, roti maker and any additional equipment etc required for cooking food in kitchen(s), and serve it in dining halls. Caterer will not make any demand for any extra equipment and utensils for food preparation and catering. Daily maintenance of the equipment is the sole responsibility of the Caterer. The Caterer shall bear the full cost of repair and maintenance of all issued equipment as well as their own equipments. It is the responsibility of the caterer to return back all the issued equipment and utensils in the working condition at the end of contract.
- d) For serving food, the Caterer need to use their own stainless-steel jugs, plates, cutleries, and glasses. Permission for use of paper plates, glasses in case of any special need, must be taken from the competent authority. Use of any polyethylene utensils is strictly prohibited in the mess. Drain connected to kitchen area needs to be cleaned on regular basis by the caterer. If the caterer fails to clean, then the hall of residence office will arrange for immediate cleaning and the cost with appropriate penalty will be deducted from the mess bill.
- e) The Caterer/Vendor shall possess and maintain a valid commercial LPG connection in its own name or in the name of the firm for the entire duration of the contract. The Caterer/Vendor shall ensure uninterrupted availability of LPG for mess operations and comply with all applicable safety norms and regulations prescribed by the competent authorities. Failure to comply shall be treated as a serious breach of contract and may attract penalty or termination.
- f) Type of service: Self-service with minimum of one counter for every 200 students or part thereof. For differently abled persons there must be a provision for serving on the table.
- g) All exposed surfaces must be cleaned and maintained stain free by regular cleaning and scrubbing using non-metallic soft scrubbers. (E.g. cloth, nylon or microfiber cloth) and non-corrosive detergent or soap. All vertical surfaces, roofs and windows must be cleaned regularly. High reach areas and roofs must be cleaned properly using high access pole brushes and duster.
- h) The vendor should have familiarity with the modern kitchen equipment and its uses.
- i) At present, no Piped Natural Gas (PNG) connection is available in the mess. However, if PNG is provided by the University during the contract period, the vendor shall be responsible for payment of all gas consumption charges and for operation, safety compliance, and maintenance of the PNG system and associated equipment. The University shall bear no financial or maintenance liability in this regard.
- j) The bidder shall engage and provide requisite number of well-trained cooks and service personnel to run the mess as per ANNEXURE-13. Bidder allotted for Girl's Halls (Arundhati, Anuradha, Visakha, Vasundhara, Rohini Hall of residences) shall preferably employ female working staffs in the dining halls. **Employment of Child labour defined as per relevant laws is strictly prohibited.**

- k) The vendor shall mandatorily ensure periodic interchange/rotation of cooks between the two hostels. This interchange shall be carried out at intervals as prescribed by the University or the designated committee, with the objective of maintaining uniform quality of food, hygiene standards, and service delivery across both hostels. The vendor shall ensure that such rotation does not disrupt mess operations in either hostel. Any failure to comply with the prescribed interchange policy may be treated as a breach of contract and may attract penalties as deemed appropriate by the University.
- l) The caterer will maintain a register with the name, age, address and ID proof of all employees working at a given time at the mess and provide the same to all hall office. The caterer shall report any changes in the list of staff to the hall authority.
- m) The Caterer/Vendor shall keep the mess open from 6:00 AM to 10:30 PM every day and serve meals during (and only during) designated hours. The University may change the time depending upon the convenience.
- n) They have to supply food as per the following schedule.

	Breakfast	Lunch	Evening Snacks	Dinner
Working days	7.30 am–9.30 am (During day classes) 6 am–8 am (During morning classes)	12.30 pm–2.30 pm	5.30 pm–7 pm	8 pm–10 pm
Week off (Saturday, Sunday) and Holidays	8 am–10.30 am	12.30 pm–2.30 pm	5.30 pm–7 pm	8 pm–10 pm

Note: The above schedule may be modified by the Hall Mess Committee (HMC) or the Warden depending on academic requirements, examinations, or other administrative considerations. The caterer shall comply with such modifications without any additional cost.

- o) The bidder should not close the mess without prior permission of the University/Dean, Students' Welfare under any circumstances.
- p) The Caterer/Vendor shall serve only specified foods as per Mess Menu (Annexure 11) or decided by HMC for the week as approved by Hall authorities.
- q) Note on the Menu:
- The Caterer will be required to provide Khichdi or any other items as prescribed by the Doctors for sick residents in lieu of the regular meals and should deliver in the student's room.
 - For residents observing fasts, the Caterer will provide the substitute items in lieu of the regular meal.
 - The Caterer will not serve any item whose rates have not been approved by the competent authority beforehand.
 - The caterer must make provision of a separate counter for providing extra items. For all the extra items, payment will be directly collected digitally from students (no cash collection) by the caterer.
 - The rates for the extra items to be decided in consultation with the Hall Competent Authority.
- r) The menu will be mutually agreed upon in accordance with the existing rate.

- s) The Caterer/Vendor shall display the menu/list of food items every day at an appropriate place in the mess.
- t) The Caterer/Vendor has to provide uniform to his employees during the service hours. The Caterer/Vendor has to ensure that his/her staffs are always dressed in clean and tidy uniforms while on duty. At any point of time, the workers, if found without dress code, penalty will be imposed upon the Vendor as deemed fit. The dress code will be uniform across the halls and should bear the logo of VSSUT Burla. The dress of the workers in the mess will be provided by Caterer/Vendor as per the specification and design.
- u) The Caterer/Vendor employees should be free from any contagious disease or sickness that is considered unacceptable for handling food. In such case the Caterer/Vendor should give them leave or arrange treatment as deemed fit and should make alternative arrangement at his cost. Whatever circumstance it may be, the Caterer/Vendor must ensure that the facility/service is not hampered.
- v) Caterer/Vendor should engage sufficient no. of workers (as per Annexure 13) to ensure zero queue in the food supply counter. Non-compliance of the above may invite penalty.
- w) For the preparation of food, the Caterer/Vendor has to use food materials as per the Specification (Annexure 12-13).
- x) The Caterer shall use only branded raw materials and best quality resources within expiry period for preparing food. The list of preferred brands is given at Annexure-12. However, in case of non-availability, the Caterer shall submit at least three brands for each item and the Hall Authority shall approve the brands for cooking after its inspection. The Hall Authority reserves the right to check the raw materials used for cooking and the cooking processes for compliance with the approved list.
- y) If the quality of all non-branded items (Sweets, Fruits, Vegetables, Chicken, Egg, Fish etc.) are not satisfactory, the supplier of the above items need to be changed with the consultation of the warden council. The vegetables to be used should be of fresh and good quality. Any rotten vegetables must be discarded immediately. Potato may be used in any item, if and only if it is mentioned in the menu, otherwise use of potato in any of the menu item without prior permission from HMC will lead to penalty. **In any case no item should contain more than 20% potato by weight, except for only potato-based items.** Peeling of potato is mandatory before using it. The curry type (gravy/semi-gravy/dry) will be decided by the HMC. The vegetable items should not have disproportionate/unnecessary amount of water.
- z) The Caterer/Vendor shall be solely responsible to provide safe and hygienic food to the students at all times. A Campus Hygiene committee appointed by the University as well as Hall Hygiene Committee will monitor the same in routine intervals, but the prime responsibility of monitoring the safety and hygiene lies with Warden/Asst. Warden, and Persons authorized by Dean, Students' welfare. Persons authorized by the University must have full access to all facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation. Further punitive action, as deemed fit shall be taken against the Caterer/Vendor.
- aa) Following shall be the responsibilities of the Caterer regarding hygiene and cleanliness:
- i) Personal & Food hygiene (it includes personal cleanliness of mess workers, general health, fitness, dress code in the kitchen, cleanliness of their staff rooms)

- The food must be prepared in clean, hygienic and safe conditions. The food served in the mess must follow acts and rules as prescribed by the Food Safety and Standards Authority of India (FSSAI).
- The serving persons must wear gloves, caps, apron while serving the food. Handling of food with bare hands is strictly prohibited.
- The mess workers must not chew tobacco/pan masala/gutkha, etc. in the mess premises.

ii) Kitchen hygiene (it includes work area hygiene and equipment hygiene)

- The kitchen, dish washing area, etc. must be washed with water and soap solution and mopped, after every meal (breakfast, lunch, and dinner). The areas must be disinfected after every meal and periodic fumigation should be done as and when required.
- High quality hygiene, sanitation and safety must be maintained at kitchen and dining halls. All the surrounding area of the mess premises must be cleaned and washed daily. The drain carrying the wash water must be cleaned by the caterer at least once in a week.
- All the cooking burners/stoves, tawa, potato peeler, vegetable cutter, dough maker, grinders need to be cleaned properly everyday. Fans, Water Coolers and purifier should be cleaned and maintained properly.
- The Caterer will be responsible for cleaning of the dustbins in the kitchen & dining area for maintaining proper hygiene.

iii) Food Service area hygiene

- After every meal (breakfast, lunch, evening snacks and dinner) all the plates, cups, katoris (bowl), glasses, spoons, forks, knives etc., must be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water. All the vessels should be available for cooking the next meal. The cleaning material used should be of approved quality.
- Dining hall & the hand washing area must be washed with water and soap solution and mopped, after every meal.
- The kitchen and the serving area should be maintained as per the standard of a three-star hotel.

iv) Waste disposal and dish wash area hygiene

- The garbage collected from the kitchen, dining halls, dish wash area must be disposed daily. The surroundings must be kept clean and hygienic.
- The Caterer should also provide branded liquid soap for the hand wash areas, else hall of residence office will supply the same and the cost will be deducted from the mess bill.
- In case, the cleaning of kitchen and dining is not found satisfactory, the Hall of Residence can clean that area and cost for the same will be deducted from the mess bill. Caterer is completely responsible for buying and maintaining dustbins.
- Disposal of waste generated every day from kitchen and dining area should be carried out as per solid waste management rule 2016 & local municipality rules. Caterer under no circumstances shall dispose plastic and food waste into the drainage.

bb) Only purified water (purified by Aquaguard/Kent or other purifier of similar standard) has to be served in the mess.

cc) The premises of the mess shall not be used for any other purpose.

dd) Waste disposal is the responsibility of the Caterer/Vendor. No trash is to be thrown inside or outside the mess premises except in properly covered bins supplied by the University. The Vendor would ensure clearance of all the bins, drains in and around the kitchen and dining hall at all times. Non-compliance of the above activity will invite penalty.

ee) Burning of fuels except cooking gas is forbidden. Use of electricity and solid fuel for cooking is strictly prohibited. Filling and refilling of the cylinders are the responsibility of the Caterer/Vendor at his own cost. Please note that, these cylinders can be refilled at the rates under Non-Domestic Exempted (NDE) category. However, it is responsibility of Caterer/Vendor to refill the cylinders as per the Government norms and prices.

ff) The assets and articles provided by the University shall be property of the University and the Caterer/Vendor shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the University in good condition. Any additional equipment required for the cooking and serving is to be procured by the Caterer/Vendor with prior permission from the competent authority. Electricity charge to run the equipment will be borne by the Vendor. Any equipment purchased by the Caterer/Vendor would remain the property of the Caterer/Vendor and can be taken away at the termination of this contract.

gg) The Caterer/Vendor shall maintain the building space in proper condition. All floors and counter tops are to be scrubbed regularly with non-corrosive detergent or soap and all vertical surfaces are to be dusted regularly. The period of cleaning should be such that there is no visible dirt or marks at any time.

hh) In the event of loss/theft/damage of property (equipment, furniture, fixtures & utensils) caused due to negligence of the any of its employees, the University shall be entitled to get compensation from the Caterer/Vendor.

ii) The Vendor should mention the name of the manager(s)/supervisor(s) at the time of bidding who will be the in charge or contact person of the Dean, Students' welfare Office.

jj) The Caterer/Vendor shall ensure that the designated Mess Manager, as declared in the bid, is present in the mess during operational hours and acts as the primary contact for University authorities. In case of unavoidable absence, a temporary substitute may be deployed with prior intimation to the Warden/Assistant Warden, for a limited period only. Failure to ensure the presence of an approved Manager shall constitute a breach of contract. In such cases, the University reserves the right to make alternative arrangements, including engagement of another vendor, at the risk and cost of the defaulting Vendor, including applicable per-meal commission.

kk) The Dean, Students' Welfare, VSSUT Burla reserves the right to review and modify the terms and conditions periodically with the approval of the Vice Chancellor which will be binding on the Caterers/Vendors.

ll) The Caterers/Vendors at all times will keep the cook house/dining hall/washing area free from flies/cockroaches/mosquitoes/rats and other pests. Frequent pest control and scientific pest control measures are required to be adopted by the Vendor at all times. Disinfestations should be done weekly or monthly as decided by the HMC at their cost.

mm) The Caterer/Vendor shall claim actual monthly mess bill to the designated officer of the hall, for payment within seven days of the successive month along with wage sheet, attendance sheet, EPF, ESI deposit & ECR copies.

nn) The University may, at its sole discretion, provide limited accommodation to the caterer's staff, which shall not be a matter of right. Such accommodation, if provided, shall be vacated upon termination of the contract or as directed by the University, failing which the University shall have the right to evict the occupants.

oo) Curry should not be added with any unspecified items like mashed potato, pumpkin, flour, maida etc to make it thick. Caterer will provide the list of ingredients of the curry item whenever it is asked or during surprise visit of the competent authority.

pp) Segregation of cooking utensils for non-vegetarian items: All utensils used for cooking non-vegetarian items must be clearly marked in red and to be used exclusively for that purpose. If non-vegetarian food is found to be cooked in utensils (marked in green) designated for vegetarian food, a fine Rs.10,000/- will be imposed.

qq) Use of analogue or synthetic or adulterated paneer: To ensure the quality of paneer, the mess caterer must regularly perform the iodine test to check for any signs of analogue, synthetic, or adulterated paneer. If the use of such paneer is detected, the caterer will be held responsible and a fine of Rs.10,000 will be imposed.

rr) They shall not participate in any strike or protest in any form.

ss) No person with any criminal record will be allowed to work in the Hall of Residence mess.

D-2 PENALTY

1. Any member of the designated student committee or any person authorized by the University can inspect the mess, kitchen or any process without any prior notice to Caterer/Vendor.
2. In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, appropriate punitive action shall be taken.
3. Extent of Penalty for bill amount based on Monthly Performance evaluation is given at Annexure-14. For any penalty criteria not specifically mentioned below, the concerned HMC may recommend an appropriate penalty, which shall be imposed by the Warden of concerned HoR.

A guide line of different penalties are as follows:

Penalty criteria	Per instance
Unavailability of Complaint Register in the mess hall/discouraging students from registering the complaint	Rs.5000/-
Changes in the menu without permission of Hall Mess Committee (HMC)	Rs.3000/-
Insects and/or foreign object found in food	Rs.10,000/-
If food for any meals gets over within timings of mess and waiting time is more than 15 minutes for lunch or dinner, and 10 minutes for breakfast or tea & snacks	Rs.10,000/-
Unclean utensils	Rs.7,000/-
HMC agrees that certain meal was not cooked properly	Rs.10,000/-
If vegetables kept for use is found to be rotten or poor quality	Rs.5,000/-

Reuse of oil	Rs.10,000/-
Kitchen & Dining hall should be kept clean. If it is not kept clean	Rs.5,000/-
Items like Aji-no-moto(MSG (monosodium glutamate)), Baking Soda, Colouring Items etc. are banned and they should not be used, if they are found in kitchen premises	Rs.10,000/-
Absence of Caterer/Vendor or his representative empowered to take decision from HMC meetings on due invitation	Rs.20,000/-
Waste management and drain cleaning on regular basis	Rs.5,000/-
Use of newspaper to keep fried items or any cooked food	Rs.1,000/-
Food poisoning	Rs.2,00,000/-

Food poisoning shall invoke a hefty fine of at least Rs.2 Lakh or more, along with cancellation of contract and possible blacklisting of the caterer. The performance security deposited to the institute will not be refunded to caterer if the contract is cancelled for the above reason.

D-3 FOOD SAFETY COMPLIANCE: The Caterer shall strictly comply with all provisions of the Food Safety and Standards Act, 2006 and regulations issued by the Food Safety and Standards Authority of India (FSSAI). Any violation of food safety standards detected during inspection shall attract penalty, and repeated violations may lead to termination of the contract.

D-4 OTHER TERMS & CONDITIONS:

- a) The Vendor after award of contract shall mobilize its resources for execution of the work as per terms of contract.
- b) The Vendor shall discharge its responsibility strictly adhering to this scope and shall ensure proper food service as per frequency indicated in the contract.
- c) The Vendor while discharging, its aforesaid of responsibility shall carry out the instructions of Warden/Asst. Warden from time to time.
- d) VSSUT Burla shall provide storage space for the agency/firm/Vendor at a suitable place inside the Mess premises. The agency/firm/Vendor shall ensure that all the tools/tackles along with required raw materials etc. are kept at the appropriate place, specified for the purpose, as provided by the Hall of Residence.
- e) The waste materials if any, collected during the food processing shall be disposed of at the designated place.
- f) Utmost care is to be taken while cleaning to avoid any damage to the fixtures and accessories installed in the mess premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of agency/firm/Vendor and the agency/firm/Vendor shall be liable to compensate the loss, if any to VSSUT Burla, which shall be recovered from the bills accrued to the agency/firm/Vendor.
- g) Caterer/Vendor should provide sufficient number of biometric devices/ attendance system to ensure maximum 10-15 boarders in the queue in the food supply counter. The maintenance of the devices should be taken care of by the caterer/vendor at their cost.
- h) The agency/firm/Vendor shall obtain written permission in respects of all its staff and officials for entry and working inside the hall premises and shall maintain record in this regard. Unauthorized entry and deployment of persons without prior permissions of the Dean, Students' welfare office is prohibited.

- i) The agency/firm/Vendor shall ensure that proper discipline is to be maintained by the staff and officials engaged by the agency/firm/Vendor, and they shall have to behave soberly at all times while functioning in the hall. The conduct safety and security of the staff and officials shall be the sole responsibility of the agency/firm/Vendor.
- j) The Vendor shall ensure timely payment of wages to all personnel and maintain proper attendance, wage, and statutory records. The University reserves the right to verify these records at any time, and the Vendor shall submit wage sheets, bank transfer details, and EPF/ESI contribution documents for inspection upon request.
- k) Payment will be made/ released on monthly pro-rata basis to the agency/firm/Vendor during the preceding month based on the certification by concerned Warden and countersigned by the Dean, Students' welfare.
- l) The assets and equipments provided by the Institute, if any, shall be property of the University and agency/firm/Vendor shall be merely the custodians of such assets and equipment's. On termination/ expiry of contract. Any such property shall be handed over to the University in proper working condition.

D-5 LIQUIDATED DAMAGES

The agency/firm/Vendor shall ensure execution as per the frequency indicated in the scope of work. For any deviation there from or for any job not performed or left out or for any delayed performance, the agency/firm/Vendor shall be liable for liquidated damages subject to a maximum limit of 10% of the monthly bill.

D-6 RISK AND COST: In the event of failure, refusal, or inability of the Caterer to provide catering services as per the contract, the University shall have the right to make alternative arrangements at the risk and cost of the Caterer. Any additional expenditure incurred by the University in making such arrangements shall be recoverable from the Caterer.

D-7 PAYMENT TERMS:

- a) Subject to any deduction that may have to be made in accordance with the terms and conditions of this contract as per Monthly Performance evaluation given at Annexure-14, the Vendor shall be paid against bill on monthly basis for the work done during the previous month. In case of non-payment of imposed penalties within the stipulated time, the same shall be deducted from the monthly payment due to the Vendor.
- b) For the purpose of such monthly payments, invoices preferably in their printed forms along with the documentary proof for having deposited the Vendors' permanent employees and his labourers' contribution towards PF, ESIC and pension with his jurisdictional RPF commissioner and proof of payment of wages to his workmen shall be prepared and submitted by the Vendor for the work done during the previous month within seven days from the expiry of the previous month.
- c) Payments against on-account bills shall be released through a crossed account payee cheque within 30 days from the date of clear invoices, PF, ESIC documents and any others document by the Vendor. For this purpose, the Vendor should give the details of the name of the bank, branch and account no. before submission of the first running account (RA) bills. Final bill will be paid within 60 days on completion of all formalities as per the Terms & Conditions of the Contract.

- d) Payment shall be regulated as per terms of contract.
- e) Deduction of applicable taxes will be made including TDS & Certificate will be issued by finance & accounts department for such deductions.
- f) **The payment shall be made based on the number of students served each day, as declared by the Warden or his/her authorized staff on the previous day, taking into account leave taken by students and other authorized official or personal absences from the Hall of Residence.**

D-8 WORK TO THE SATISFACTION OF VSSUT BURLA: The Vendor shall execute the work efficiency and complete it in all respects in accordance with the contract terms and conditions and shall comply with and strictly adhere to the instructions and directions on any matter in accordance to the terms of the contract. Only lady staff should be deployed in those building where only women are allowed to execute job. In all other places the Vendor is free to deploy his manpower male or female as the case may be.

D-9 INDEMNITY: The Vendor shall indemnify VSSUT Burla against any claim, order, and demand, made by competent authority & in case VSSUT Burla was asked to comply such order / direction, VSSUT Burla shall be entitled to recover/ adjust the said amount from the dues of the Vendors.

D-10 CONTRACT VALIDITY: Rates finalized after opening the price bid will be valid for one year. The contract shall be initially for a period of one year from the date of award subject to continuous satisfactory performance. Based on the Vendor's performance, the Contract may be extended for a maximum of two additional years, one year at a time. The Vendor's performance will be reviewed at the end of each year, and upon satisfactory performance, the contract may be renewed for one year at a time with the due approval of the competent authority of VSSUT, Burla. During extension, the prices of R1 component (as per Annexure-10) will increase by 5% annually, while the enhanced price for the R2 component will be fixed by the Hall Mess Committee (HMC). During extension, Dean, Students' Welfare, VSSUT Burla reserves the right to review and modify the terms and conditions with the approval of the Vice Chancellor which will be binding on the Caterers/Vendors.

D-11 REALLOCATION OF MESS CONTRACTS IN CASE OF TERMINATION: **In the event of termination, suspension, or discontinuation of a caterer's contract for any reason, the University reserves the right to make alternative arrangements for the uninterrupted operation of the mess services in the concerned Hall(s) of Residence (HoRs).** The catering contract may be awarded to another existing caterer based on performance, to a vendor from the approved waiting list, or to a new caterer in accordance with the University's rules and regulations through fresh tender. Such decision shall be taken by a committee constituted by the Vice-Chancellor, and the recommendations of the committee, as approved by the Vice-Chancellor, shall be final and binding on all parties. No claim for compensation or damages shall be entertained from the terminated caterer on account of such reallocation of the contract.

Further, in cases where the termination arises due to serious breach of contract, misconduct, fraud, poor performance, violation of statutory norms, or any act detrimental to the interests of the University, the caterer may also be blacklisted for a specified period as deemed appropriate by the University. During the period of blacklisting, the caterer shall be debarred from participating in any future tenders or contracts of the University. The decision of the University in this regard shall be final and binding.

ANNEXURE-1**List of Hall of Residences and Number of Boarders**

Sl. No	Name of Hall of Residences (HoR)	Cluster	Minimum Capacity
1.	Pulastya HoR & Anuradha HoR	I	500
2.	Vasundhara HoR & Atri HoR	II	
3.	Kratu HoR, Visakha HoR & Marichi HoR	III	600
4.	Agastya HoR & Vasistha HoR	IV	
5.	Pulaha AB HoR (Mess at Ground floor) & Rohini HoR	V	700
6.	Pulaha CD HoR (Mess at First floor) & Arundhati HoR	VI	

ANNEXURE-2
Check list for Technical Bid

Sl. No.	Particulars	Yes/No	If Yes, Page No
1.	EMD of Rs.5,00,000/-		
2.	Tender Cost of Rs.1000/-		
3.	Annual turnover as per eligibility criteria as per Annexure 3 and Annexure 9 Financial year 2022-23 Financial Year 2023-24 Financial Year 2024-25		
4.	Documentary proof for technical evaluation as per Annexure 4, 4A, 4B, 4C, 4D & 4E		
5.	Undertaking of Truthfulness of tender participation(Annexure 5)		
6.	Caterer Profile (Annexure 6)		
7.	Proof of 3 years of experience as per eligibility criteria (Annexure 7)		
8.	Undertaking to the effect that the firm has not been blacklisted and no pending cases – on Rs.100/- stamp paper duly notarized as per (Annexure 8)		
9.	Valid PAN card issued by the Income Tax Department with a copy of Income Tax Returns of the last financial year		
10.	Valid GST registration Certificate		
11.	Valid Registration certificate of the firm		
12.	Valid License under contract labour (R&A) Act 1970		
13.	Valid Provident Fund Registration Number		
14.	Valid ESI registration Certificate		
15.	Valid Food License (FSSAI)		
16.	Documentary proof of a valid commercial LPG connection in the name of the bidder/firm from an authorized LPG distributor.		
17.	Profile of Mess Manager (Details with name, passport size photo, Experience, qualification, address)		
18.	Prints of all the sections of the Tender in the prescribed paper size and signed on all pages of the Tender document?		
19.	Proof of authorization to sign on behalf of the Bidder		

Signature of the Bidder
(With Full Name and Seal)

ANNEXURE – 3

Annual Turnover Details

(To Be Provided On the Letter Head of the CA Firm)

This is to Certify that the Annual turnover of the firm M/s..... during the following financial years mentioned in the table below is true and correct.

Financial Year	Annual Turnover in Rs. (Figures)	Annual Turnover in Rs. (Words)
2024-25		
2023-24		
2022-23		

Date:

Place:

Signature and Seal of the Authorised Chartered Accountant

Name:

Designation:

Address:

Note: The document has to be certified & validated by the Chartered Accountant (CA) with the name of CA, registration number, signature, and stamp. In case of failure to submit the aforesaid document, bids will not be considered.

The Bidder should attach the ITR copies of the above-mentioned financial years along with this document without fail.

Certificate issued by the Chartered Accountant without enclosing the ITR Copies, the bid will be rejected.

ANNEXURE-4

Form for Evaluation of Technical Bid

S.N.	Description	Score	Score as per bidder (self assessment)	Score after Scrutiny
1	Profile of Company & no. of years in catering business; Mention details as Per Annexure-4A [Max Score: 14]	2 marks for each year in operation for every year beyond minimum requirement of 3 year of operation in similar work		
2	Feedback Performance of at least 3 reviews (incase of more than 3 reviews received best three reviews will be considered) from any Institutes of Higher Education availing the services of the vendors in the last five years of at least 200 diners/students as per format in Annexure-4B, anything other than the given format will not be considered. [Max Score: 21]			
	Feedback Score > 75%	7		
	Feedback Score > 60% and 75%<	5		
	Feedback Score > 50% and 60%<	3		
	Feedback Score > 40% and 50%<	1		
3	No. of catering works executed (minimum for 30 days) by the agency (Last five years) as per format in Annexure-4C [Max Score: 25] . Catering services provided and mentioned under Annexure-4B should be excluded from Annexure-4C.	Marks awarded for each work order shall be calculated as $0.01 \times A \times B$, subject to a maximum of 5 marks per work order. Where, A = Number of year for which continuous service has been provided (fraction can be used) B = No. of students or persons served		
4	Presently serving in any one of IIT, IISER, AIIMS throughout India or any other Government Universities/Colleges in Odisha as per format in Annexure-4D [Max Score: 5]			
	>3 years of continuous service experience	5		
	>2 years and <3 years of continuous service experience	4		
	>1 year and <2 years of continuous service experience	3		
	> 6 months & <1 year of continuous service experience	2		
5	Annual turnover during last 3 years as per format in Annexure-9 [Max Score: 15]	1 to 5 crores: 3 marks Above 5 crores and less than equal to 10 crores : 5 marks Above 10 crores and less than equal to 20 crores : 7 marks Above 20 crores : 15 marks		
6	Presentation & interaction based on previous experience, future planning and execution in areas of hygiene & sanitation, quality assurance, staff deployment and contingency plan etc. [Max Score: 20]	A committee will evaluate the presentation		
	Max Score = 100	Score = T =		
	Max Score = 60	Technical Score = 0.6 x T =		

ANNEXURE-4A

Profile of Company & no. of years in catering business

S.N.	Financial year	Name of the contracting authority	Date of award of Assignment	Date of completion of assignment	Value of the Assignment in lacs	No. of persons for which catering services provided in a single order	Score as per bidder	Page no (s) in your bid where the copies of the relevant work order is (are) placed
1								
2								
Total Score (1)								

Date:

Signature of the Bidder

Place:

(With Full Name and & Seal)

ANNEXURE-4B

Feedback Performance from Higher Education Institutes in the last 5 years of at least 200 students

S.N.	Year	Name of the contracting authority	Date of award of Assignment	Date of completion of assignment	Value of the Assignment in lacs	No. of students for which catering services provided in a single order	Feedback Score as per Annexure-4E	Score as per bidder	Page no (s) in your bid where the copies of the relevant work order is (are) placed
1									
2									
Total Score(2)									

Date:

Signature of the Bidder

Place:

(With Full Name and & Seal)

ANNEXURE-4C

No. of catering works executed by the agency in last five years

S.N.	year	Name of the contracting authority	Date of award of Assignment	Date of completion of assignment	Value of the Assignment in lacs	No. of students for which catering services provided in a single order	Years of continuous service	Score as per bidder	Page no (s) in your bid where the copies of the relevant work order is (are) placed
1									
2									
Total Score(3)									

Date:

Signature of the Bidder

Place:

(With Full Name and & Seal)

ANNEXURE-4D

Service at IIT/IISER/AIIMS or Government Universities/Colleges in Odisha

S.N.	year	Name of the contracting authority	Date of award of Assignment	Date of completion of assignment	Value of the Assignment in lacs	No. of students for which catering services provided in a single order	Years of continuous service	Score as per bidder	Page no (s) in your bid where the copies of the relevant work order is (are) placed
1									
2									
Total Score(4)									

Date:

Signature of the Bidder

Place:

(With Full Name and & Seal)

ANNEXURE-4E

Feedback Form (from Clients) Format from Contracting Organizations

Name of the contracting authority:

Date of award of Assignment:

Date of completion of assignment:

Value of the Assignment in lacs:

No. of students for which catering services provided in a single order:

Nature of catering service (scope):

S.N.	Criteria	Maximum score	Score Awarded
1.	Food Quality, Quantity and Taste	40	
2.	Hygiene, sanitation and waste disposal	30	
3.	Timeliness of service and Service Quality	20	
4.	Student Complaint Resolution	10	
	Total Score	100	

Seal and stamp of Organization

Note: This feedback form should only be filled by the authorized person of that organization where the bidder has served.

Date:

Place:

**Signature of the Bidder
(With Full Name and & Seal)**

ANNEXURE -5
(Letter head of Bidder)

Ref. No:

Date:

LETTER OF UNDERTAKING

(TO BE TYPED ON A LETTER HEAD OF THE CATERING AGENCY)

To

The Registrar

VSSUT Burla

Sambalpur 768018, Odisha

Ref: Invitation for Tender No. _____ dated _____

We, the undersigned, declare that:

1. We have examined the tender document and its terms and conditions and we have understood the details.
2. We are ready to execute in conformity with the tender document the contract in case we are found successful as a Bidder.
3. Our bid shall be valid for a period of 90 days from the date of opening of price bid and we shall not revoke the same.
4. If our bid is accepted, we undertake to comply all other formalities as per the tender document and work order.
5. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid you may receive.
6. The detailed particulars of the Bidder are mentioned & attached separately as at Annexure-6.
7. We understand that VSSUT Burla may divide the work amongst the successful bidders who match with the L1 price.

Yours sincerely,

Authorized signatory of the Bidder

(Authorized person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and Designation

ANNEXURE-6

CATERER PROFILE (ON LETTER HEAD OF THE FIRM)

General Details:

Sl. No.	Particulars		
1.	Name of Agency/ Firm/Proprietor		
2.	Full Postal Address		
3.	Email ID		
4.	Mobile No.		
5.	Other business of the firm		
6.	Office/Residence Ph.No		
7.	Office/Work Email ID		
8.	Fax no. (if any)		
9.	Name(s) of Proprietor / Partner		
10.	Food License issued by FSSAI		
11.	PAN No.		
12.	E.P.F. Registration No.		
13.	E.S.I.C. Registration No.		
14.	GST Registration No.		
15.	Labor License No.		
16.	Trade License No.		
17.	EMD Details	DD No.	
		Amount:	
		Bank	
		Date	
18.	Tender Cost Details	DD No.	
		Amount:	
		Bank	
		Date	

Date:

Place:

**Signature of the Bidder
(With Full Name and &Seal)**

ANNEXURE-7

Detailed Work Experience for the last three years.

Sl. No	Particulars					
1.	Please state type of food supply carried out in last three years including current contracts with details regarding daily persons served per day, menu, cost etc. (Attach order copies/certificates from the clients of such work) <i>year wise</i>					
	Period of contract		Name and Address of the organization with reference letters (copy contract to be attached)	Name of the contract person & phone no.	Value of contract and other details	Remarks
	From	To				
2.	Total turnover in last three years including current works (April, 2022 onwards)		2022-23			
			2023-24			
			2024-25			
3.	Staff Available (numbers)		Manager			
			Cook			
			Helpers			
4.	Give details of termination of any of the previous contracts (if any)					
5.	Give references where you are currently providing such services. (client wise) (Academic University student Mess only)		Contact person Name			
			Phone No.			
			Email			

Date:

Place:

**Signature of the Bidder
(With Full Name and Seal)**

ANNEXURE-8

DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder)

I/we _____ manufacture / Partner(s) / Authorized Distributor / agent of M/S _____ hereby declare that the firm/company namely M/S _____ has not been blacklisted or debarred in the past by Union/State Government, PSU/Autonomous organization from taking part in Government tenders in India.

Or

I / We _____ Manufacture / Partner(s) / Authorized Distributor / agent of M/S _____ hereby declare that the firm / company namely M/S _____ was blacklisted or debarred by Union / State Government or any organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by Registrar, VSSUT, Burla, Performance Security and Security deposit shall be forfeited.

In addition to the above VSSUT, Burla will not be responsible to pay the bills for any completed / partially completed work.

Bidder

Name:

Address:

(Signature of the agency with seal)

ANNEXURE-9
FORM FOR FINANCIAL CAPACITY DESCRIPTION

Description	2022-23	2023-24	2024-25
Annual Turnover (Rs.) in figures			
Annual Turnover (Rs.) in words			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after tax			
Taxable Value (Rs.)			
Service Tax/ GST paid (Rs.)			
Income Tax paid (Rs.)			

Attach attested copies of Proof for payment of Service Tax/GST (last three years), balance sheet & IT Returns and Form 26AS (of last 3 financial year) and profit and loss statement

Date:

Place:

Signature of the Bidder
(With Full Name and Seal)

ANNEXURE-10**Price/financial bid***(On the letter head of the Firm)*

Sl. No.	Particulars		Rate Per Student per day including all taxes
1	Breakfast (R11)	R1= R11+ R12+ R13+ R14	
	Lunch (R12)		
	Evening snacks (R13)		
	Dinner (R14)		
2.	Extra Items as per Annex-10-A	R2	
	TOTAL AMOUNT (Rs.)	R1+R2	

Note:

1. If any bidder quotes less than Rs. 127/- per student per day for 'R1' (Breakfast+ Lunch + Evening snacks + Dinner) and Rs. 5/- per student per day for 'R2' (Extra Items as per Annex-10-A), then that bid shall be considered as nonresponsive and liable to be rejected (check Annex-10 for abbreviations).
2. The concerned Hall of Residence or the Office of the Dean, Students' Welfare shall make payment only for R1 (Breakfast, Lunch, Evening Snacks and Dinner), and such payment shall be released on conclusion of the respective calendar month.
3. Extra Items as per Annexure-10A (R2) shall be provided to the interested students on an on-the-spot or advance payment basis on all days during which the mess is operational.
4. The above rates will be inclusive of utensils, electrical appliances, fuel, cost of procurement of rice, flour and all other provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, charge for decent hygienic housekeeping, all statutory taxes including service tax, duties and levies etc., per student per day. The College will not pay any other charges for the catering services provided.
5. IT and other taxes will be deducted as per rule.
6. The authority resolves the right to reject all tenders without assigning any reason.

Date:**Place:**

Authorized Signatory
(With Full Name and Seal)

ANNEXURE-10-A

Additional items and quoted price (R2 Component)

S.N.	Item Description	Minimum price (Rs.)	Quoted price (Rs.)
1	Dahi/ Curd (100 gm) and Sugar/Salt	15	
2	Butter (10 gm) Jeera Fried Rice*	15	
3	Boiled Egg (one no)	10	
4	Egg Poach (one no.)	15	
5	Egg (one no.) Omlet / Bhujia with onion and tomato	15	
6	Egg Poach (two no.)	25	
7	Egg (two no.) Omlet / Bhujia with onion and tomato	25	
8	Butter (10 gm) with One Egg Fried Rice*	25	
9	Paneer (50 gm) with onion and tomato fried rice*	25	
10	Two Egg Fried Rice*	25	
11	Two Egg with onion and tomato Fried Rice*	30	
12	Butter (10 gm)with One Egg with onion and tomato Fried Rice*	30	
13	Butter (10 gm) with Two Egg Fried Rice*	35	
14	Butter (10 gm) with Paneer (50 gm) with onion & tomato fried rice*	35	
15	Butter (10 gm) with Two Egg with onion and tomato Fried Rice*	40	
16	Paneer (100 gm) bhurji with onion and tomato	45	
	Total	410	B=
		R2 = B/82	R2 =

* Cooked rice for lunch/dinner to be used

Note: - Caterer should provide extra items during lunch and dinner except boiled egg which should be provided during breakfast.

- The additional list of extra items, its quantity and price will be fixed by the Hall Mess Committee (HMC) with consultation with caterer.

- In case of extension in contact, the enhanced price for R2 Component will be fixed by the HMC.

- **The extra food counter (one for each 300 students) shall operate on all mess days** with a digital payment option. The caterer shall provide separate staff, cooking utensils, and gas stoves for this counter without any additional cost.

ANNEXURE-11

Typical Mess Menu, Sample Menu, Special Menu and Grand Feast Menu

1. Typical Mess Menu for normal days

Days	<u>Breakfast</u>	<u>Lunch</u>	<u>Evening Snacks</u>	<u>Dinner</u>
		Veg: 5 days (2 days-paneer, 2 day-mushroom, 1 day- corn). Non-Veg: 5 days (2 days-fish, 1 day- prawn/mutton curry, 2 day-chicken)		Veg: 5 days (2 days- mushroom, 2-days paneer, 1 day-corn). Non-Veg: 5 days (2 day-egg, 3 days-chicken), Sweets: 4 days
Common Item Unlimited Quantity for each day	Options: 1. Bread and Jam/Butter 2. Cornflex/Muesli & milk 3. Masala/boiled channa or chhole 4. Sprout chat	Options: 1. Arua Rice, Usuna Rice, Dal 2. Jeera Rice, Usuna Rice, Dal 3. Tamato Rice, Usuna Rice, Dal		Options: 1. Arua / Usuna Rice, Dal, Roti 2. Arua / Usuna Rice, Puri 3. Arua / Usuna Rice, Paratha 4. Arua / Usuna Rice, Bhature
Common Item	Tea / Coffee	Salad, Achar, Fried Mirchi	Tea /Coffee /Rasana /Cold Coffee /Lassi	Salad, Achar, Fried Mirchi
Monday	Breakfast item (oily/non-oily)	2 main items (1 Dry, 1 Gravy / Veg / Non-Veg)	1-snacks main item	2 main items (Dry/Gravy/Veg/Non-Veg) + Sweet (one day)
Tuesday	Breakfast item (oily/non-oily)	2 main items (1 Dry, 1 Gravy / Veg / Non-Veg)	1-snacks main item	2 main items (Dry/Gravy/Veg/Non-Veg)
Wednesday	Breakfast item (oily/non-oily)	2 main items (1 Dry, 1 Gravy / Veg / Non-Veg)	1-snacks main item	2 main items (Dry/Gravy/Veg/Non-Veg)
Thursday	Breakfast item (oily/non-oily)	2 main items (1 Dry, 1 Gravy / Veg / Non-Veg)	1-snacks main item	2 main items (Dry/Gravy/Veg/Non-Veg) + Sweet (one day)
Friday	Breakfast item (oily/non-oily)	2 main items (1 Dry, 1 Gravy / Veg / Non-Veg)	1-snacks main item	2 main items (Dry/Gravy/Veg/Non-Veg)
Saturday	Breakfast item (oily/non-oily)	2 main items (1 Dry, 1 Gravy / Veg / Non-Veg)	1-snacks main item	2 main items (Dry/Gravy/Veg/Non-Veg) + Sweet (one day)
Sunday	Breakfast item (oily/non-oily)	2 main items (1 Dry, 1 Gravy / Veg / Non-Veg)	1-snacks main item	2 main items (Dry/Gravy/Veg/Non-Veg) + Sweet (one day)

2. Sample Mess Menu for normal days

Days	<u>Breakfast (BF)</u>	<u>Lunch</u>		<u>Dinner</u>
		Veg: 6 days (2 days-paneer, 2 day-mushroom, 1 day- corn). Non-Veg: 6 days (2 days-fish, 1 day- prawn/mutton curry, 1 day-chicken, 2 day-egg)		Veg: 4 days (1 day- mushroom, 3-days paneer, 1 day-corn). Non-Veg: 4 days (1 day-egg, 3 days- chicken)
Common Item Unlimited Quantity for each day	Options: 1. Bread and Jam/Butter 2. Cornflex/Muesli/Oats, sugar & milk 3. Masala/boiled channa or chhole 4. Sprout chat	Options: 1. Arua Rice, Usuna Rice, Dal ^s 2. Jeera Rice, Usuna Rice, Dal ^s 3. Tamato Rice, Usuna Rice, Dal ^s		Options: 1. Arua / Usuna Rice, Dal, Roti 2. Arua / Usuna Rice, Puri 3. Arua / Usuna Rice, Paratha 4. Arua / Usuna Rice, Bhature
Common Item	Tea / Coffee	Salad, Achar, Fried Mirchi	Tea/Coffee/Rasana/Cold Coffee/Lassi	Salad, Achar, Fried Mirchi
Monday	1. Idli, Guguni/Sambar Chutney or 2. Masala Idli+Chatni	Dalma, Ambula Rai, Veg Chips, Aloo Bharta	Noodles (Maggi)/Corn Fry/ Channa Fry	1. Puri, Aloo Kasa or Chhole, Kheer / 2. Chhole and Bhature / 3. Stuffed Paratha and Aloo Kasa / 4. Veg Manchurian + Gulab Jamun
Tuesday	1. Biri Bara, Guguni or 2. Aloo Chop + Guguni	Gobi/Potal Alu Kasa (V), Egg Kasa (NV)&Khata / Bhaja (with seasonal vegetables /fruits)	Gupchup/Vada Pav	Chicken Mughlai (NV), Paneer Butter Masala (V)

Wednesday	1. Masala Upma, Guguni or 2. Masala Dosa+Chatni	Fish Besar or Curry (NV), Panner Curry (V) &Khata / Bhaja (with seasonal vegetables /fruits)	Ghuguni Chat/Papdi Chat	Chicken Chilli (NV), Mushroom Chilli (V)
Thursday	Dahibara+ Aloo Dumor Besan / Muga Chila+ Chutney	Fried rice, Mix Veg, Chips	Chowmin/Pasta	Navratna Korma/Chole Chilli/Gobi Chilli and Rasgulla/Any sweets
Friday	1. Poha Upma+Guguni or 2. Stuffed Paratha + Aloo Curry	Chicken Kasha or curry (NV), Mushroom Kasha (V)& Dahi Bondi/Papad/ Bhaja (seasonal vegetable)	Choula Bara & Chautni/ Masala Mudhi	Chilly Chicken (NV)& Chilly Paneer (V)/Chicken Kasa (NV)& Paneer Curry (V) /Chicken Dum Biryani, Paneer Veg Dum Biryani and Dahi
Saturday	1. Uttapam/Chakuli, Guguni or 2. Veg Sandwich + 1 boiled egg (NV) + 1 banana (V)	Gobi/Potal Alu Kasa/Mix Veg (V), Egg Kasa (NV) &Khata / Bhaja (with seasonal vegetables /fruits)	Pakudi & Chautni/ Paobhaji	1. Puri, Aloo Kasa or Chhole, Kheer / 2. Chhole and Bhature / 3. Stuffed Paratha and Aloo Kasa / 4. Veg Manchurian or Soya Curry + Gulab Jamun/ 5. Veg Biryani, Raita
Sunday	Paratha + Aloo Curry or Puri + Aloo Curry orChhole + Bhature	Mutton/Prawn Curry, Mushroom Chilli/Paneer Butter Masala + Khata+ Gulab Jamoon, Salad*	Aloo Chop/Samosa, Chautni	Egg Tadka (NV), Paneer Tadka (V) + Jalebi/Laddo/Gulab Jamoon

* Special lunch, (NV): For Students taking non vegetarian food, (V): For Students taking vegetarian food

§ Different varieties of pulses (dal) shall be used in the preparation of meals in order to ensure nutritional balance and variety in the menu. The caterer shall rotate the following types of dal: Toor Dal (Arhar), Moong Dal, Masoor Dal, Chana Dal, mix Dal and Urad Dal. No single type of dal shall be repeated for more than three consecutive meals unless approved by the Hall Mess Committee or Warden.

Note: The menu is a reference menu and it can be changed as per requirement by HMC

3. Mess Menu for special lunch/dinner

Main Course	Mutton or Prawn item (NV)+ Special veg item Paneer / Mushroom (V)+ Khata/Salad + Papad + Dal fry+ special rice
Desert	Ice-cream or Sweets

Mutton / Prawn (raw): 125 gm, Paneer / Mushroom/Baby corn (raw): 125 gm, Sweets: 100 gm, Ice-cream: 100 ml

4. Mess Menu for grand feast

Starter	1 Veg for all+[1 Paneer / Mushroomdry/chilly item(V)+ 1chicken dry/chilly item (NV)] + soft drink + soup
Main Course	Mutton or Prawn item (NV)+ Special veg item Paneer / Mushroom (V)+ Veg item for all+ chatni/fruitkhata + papad + salad+ Dal fry/ Dal makhni + special rice+Roti/Rumali roti
Desert	Ice-cream + Sweets + Mitha Pan

Starter: Chicken (raw): 150 gm, Paneer / Mushroom/ Baby corn (raw): 100 gm, Soft drink: 200 ml bottle

Main Course: Mutton / Prawn (raw): 150 gm, Paneer / Mushroom/ Baby corn (raw): 150 gm, Sweets: 100 gm, Ice-cream cone / cup: 100 ml

5. Quantity of the Items:

01.	Milk	200ml
02.	Tea/Cofee	70ml
03.	Curd	100gm
04.	Sweets	100 gm
05.	Prawn* (5 pieces)	100 gm
06.	Chicken*(four pieces)	125 gm
07.	Fish* (1 piece)	100 gm

19.	Poha [#]	200 gm
20.	Masala Upma [#]	200 gm
21.	Chakuli (4 pieces) [#]	200 gm
22.	Uttapam (3 pieces) [#]	240 gm
23.	Puri (8 pieces) [#]	200 gm
24.	Stuffed Paratha (2 pieces) [#]	240 gm
25.	Masala Dosa (1 piece) [#]	240 gm

08.	Mutton* (four pieces)	100 gm	26.	Choula Bara**	100 gm
09.	Egg in Curry	02pcs	27.	Aloo Chop (2 pieces)**	100 gm
10.	Paneer*	75 gm	28.	Pakudi**	100 gm
11.	Mushroom*	75 gm	29.	Raw Noodles**	60 gm
12.	Green and leafy vegetable*	150 gm	30.	Papdi Chaat with topping**	100 gm
13.	Dry soya badi	30 gm	31.	Gupchup with filling**	100 gm
14.	Bada (5 pieces) [#]	200 gm	32.	Channa Fry**	100 gm
15.	Paratha (4 pieces) [#]	200 gm	33.	Corn Fry**	100 gm
16.	Idly (5 pieces) [#]	200 gm	34.	Chowmin/Pasta**	100 gm
17.	Aloo Chop (4 pieces) [#]	200 gm	35.	Bada (3 pieces) **	100 gm
18.	Bhature (4 pieces) [#]	200 gm	36.	Lassi/cold coffee **	150 ml

* Raw weight, [#]For breakfast, **For evening snacks

6. Main Sample Items:

a. List of Breakfast MainItems:

- Oily Items:** vada with chutney and sambar; chole bhature with muttorsabjee or other sabjee; masala puri with aloo sabjee or sabjee; puri with aloo sabjee or other sabjee; onion utthappam with chutney and sambar; plain dosa with chutney and sambar; masala dosa with chutney and sambar; paratha with curd and aloo sabjee; aloo paratha with curd; pongal with chutney and sambar.
- Non-oily Items:** Idly with chutney and sambar; suji upma with sabjee; sevai upma with sabjee; poha with sabjee; dhokla; oats idly with chutney and sambar; green gram sprouts.

b. List of Lunch and Dinner main items:

- List of Dry Items:** bhendi masala, baigan masala, kadaibhendi, potal fry, karela fry, roast cauliflower korma, aloo potal, aloo gobi, aloo bhindi, barbate fry, beans fry, capsicum chilli, potato spring onion curry, saga, raw banana bhaja, finger chips, karela aloo fry, green peas fry, veg do pyaza, broccoli mix-veg fry, bhoondimasala, beetroot channa, french fries, boondibeanfry.
- List of Gravy Items:** palak muttor curry, soyabean curry, aaloo pakodi curry, ghanto curry, navratnakurma, kabulichanna curry, mixed veg curry, veg kurma, corn capsicum masala, aloo muttor curry, kala channa curry, aloo channa curry, rajma curry, lobia curry, aloo posto, drumstick curry, cabbage curry, aloo tamatar curry, bhindi masala gravy, methimatar masala, channa palak, laukichanna dal, aloo gobi muttor curry, capsicum curry, beetroot curry, beans curry sag curry, sarson sag curry, palak tomato, chickpeas curry, lauki curry, dhal makkani, sprouts curry, baby cornmasala.

c. List of Snack Main Items:

samosa; jalebi; pav-bhaji; masala dosa; vadapav; chana chat; papdi chat; ghugni chat; samosa chat; dahi vada; noodles; aaloo chop; bread chop; cutlet; mirchi bhaji; onionpakodi.

d. List of Paneer Items:

Paneer butter masala; palak paneer; kadai paneer; sahi paneer; malai kofta; chilli paneer; paneer tikka masala; paneer bhurji; paneer lababdar; paneer masala; paneer makhani; paneer kolhapuri; achari paneer; paneer makhawala; paneer handi; muttor panner; methi paneer; paneer korma.

e. List of Mushroom Items:

Mushroom masala, palak mushroom curry, kadai mushroom, mushroom curry, aloo mushroom curry.

f. List of corn Items

Corn palak, corn muttor curry, corn butter masala

g. List of Chicken Items:

Butter chicken; tandoori chicken; chicken tikka masala; chettinad chicken; chicken curry; Mughlai chicken; chicken dhansak; chicken sagwala;

h. List Mutton items

Mutton curry, Mutton Kassa

i. List of prawn items

Prawn Curry

j. List of sweets:

Gulabjamun, rasgulla, pahalarasgulla, motichoorladdu, kheer, custard, carrot halwa, jalebi, coconut laddoo; chenna podu.

ANNEXURE-12

Recommended Grocery Brands

S.N.	Item	Brand
1.	Rice	Zayaka /Neelakantha /Kashmir Keshar/Sona Masoorilong grain thin as approved by council(India Gate for Biryani/Pulao)
2.	Atta	Grihasthi(Sarbati), Aashirvaad/ Annapurna/ Fortune/Pillsbury
3.	Besan	Grihasthi/Nature Fresh/Patanjali/Tata/ Fortune/ Aashirvaad
4.	Maida, Suji	Neelachakra/Patanjali/ Fortune/ Aashirvaad/Tata
5.	Soya Badi	Grihasthi/Nutrella/Ruchi/Fortune
6.	Vermicelli	Grihasthi/Ruchi/ Bambino/MTR/Tata/Ruchi
7.	Cooking oil (sunflower/ ricebran)	Adhar/Sweekar/Saffola Tasty/Sundrop/Nature Fresh/Fortune/Dhara/Freedom/Tata[Use of Hydrogenated (vanaspati) oil is prohibited]
8.	Cooking oil (Mustard oil)	Engine/Saffola/Patanjali/Fortune/Dhara/Tata
9.	Spices	Grihasthi/MDH/Everest/Ruchi/Catch/Bharat
10.	Tea	Red Label/Tata Gold/Tata Premium/Brook bond/Lipton/Taj mahal
11.	Jam	Kissan /Tops/ Weikfield
12.	Ice-cream	Amul/Dinshaw's/Vadilal/Omfed/Mother Dairy/Arun/Kwality Walls/Natural's
13.	Milk	Omfed/Amul/Mother Dairy/Milkymoo
14.	Curd	Amul/Omfed/Mother Dairy/Paras/Madhuban
15.	Paneer	Amul/Omfed/Britannia/Mother Dairy/Good quality brand as per mess council (Only milk paneer should be used)
16.	Green Peas/Baby Corn/Corn	Ruchi Fresh/Bangur
17.	Salt	Tata/Annapurna/Nature Fresh/Aashirvaad/Patanjali
18.	Pickle	Mother's/Pravin/Priya/Nilons/Tops/MTR/Nilons
19.	Instant Noodles	Maggi/Top Ramen/Yippee/Knorr
20.	Papad	Lijjat/Sriram/DNV/Mother's/ Madhuri/Priya
21.	Bread	Mayfair/Max/Metro Gold/Modern/ Diamond/Paris Bakery/Britannia/Elite/Good quality brand as per mess council
22.	Green Vegetables	Fresh Vegetables
23.	Durable Vegetables	Top Quality
24.	Fish/Prawn/Eggs	Top Quality
25.	Chicken	Fresh Chicken (Live weight < 2 kg)
26.	Mutton	Fresh Mutton
27.	Ketchup	Maggi/ Kissan/ Heinz/ TOP/MTR/Delmonte
28.	Butter	Amul /Britannia/Mother dairy
29.	Coffee	Nescafe/Bru/Sunbean

30.	Ghee	Amul/ OMFED/Mother Dairy/Britannia/Paras, Everyday/Nandini
31.	Cornflakes	Kellogg's/Nestle/Quaker
32.	Oats	Saffola/kellogg's/Braggy's
33.	Flavoured drinks	Tang, Rasna, Roohafza, Kissan, squash, Khussharbat

Note:

1. The Caterer/Vendor may use any other FSSAI approved brands only if permitted by the competent authority with due recommendation. All non branded items should be used as per the suggestions of the Mess Committee. If any brand is not available in the local market the brand may be replaced with equivalent brand only with the approval of Mess Committee.

2. The Caterer/Vendor shall use only the approved brands of food materials as specified above. The empty wrappers/packaging of such items (e.g., oil, rice, atta, pulses, milk packets, spices, etc.) shall be retained by the Caterer for a minimum period of one (1) day for verification by the Warden, Mess Committee, or any authorized officer of the University. Failure to produce such wrappers during inspection may be treated as use of non-approved materials and may attract penalty as decided by the competent authority.

ANNEXURE-13

Desired Operational Conditions

Sl. No.	Item	Specification
1.	Adequacy of staff and counter	
	(a) Manager	1 for each HoR
	(b) Supervisor	1 for each 300 students
	(c) Cook	2 for each 400 students and 1 cook per 200 students beyond that
	(d) Assistant Cook	2 for each 400 students and 1 assistant cook per 200 students beyond that
	(e) Helper	1 for each 30 students
	(f) Serving Counter	1 for each 200 students
2.	Dal/Water proportion	Dal: Water- 1:3
3.	Dal/Rice proportion in Idli/Dosa/and Tiffin items	Dal:Rice-1:2:5 (Dosa) Dal:Rice-1:2 (Idli)
4.	Cleanliness of Utensils	On Regular Basis
5.	Cleanliness of Surrounding	On Regular Basis
6.	Cleaning of Staff Toilet	On Regular Basis, use liquid soap containers on wall
7.	Garbage disposal	Daily, as per timing agreed with Vendor (2 times in a day)
8.	Separation of food and non-food items in disposal	Should be done
9.	Use of machine provided	All machines provided to the Halls should be used regularly
10.	Staff dress, Cleanliness, Training	All employees in clean dress only
11.	Notices, Information displayed	All times
12.	Oiliness of the food	Less
13.	Tea (Quality, proportion of milk)	Excellent, 1:1
14.	Drinking water supply and quality	Aquaguard/Water Purifier
15.	Disposal of used plates (speed & hygiene)	Immediate, VIM powder/soap/liquid for washing then Lizol for mopping.
16.	Cleanliness of Dining Hall and furniture	Should be cleaned after all meals with Lizol (3 times in a day)
17.	Cleanliness of Kitchen	On Regular Basis (3 times in a day)
18.	Wash Basin	Dettol hand wash liquid should be provide

ANNEXURE-14

Monthly Performance evaluation for HOR mess catering services by boarders

1. Form for Monthly Performance evaluation

S.N.	Criteria	Maximum score	Scored secured*
1.	Food Quality, Quantity and Taste		
	Taste	10	
	Quality	10	
	Quantity	10	
	Freshness and quality of ingredients	10	
2.	Hygiene and Sanitation		
	Cleanliness of the kitchen and dining area	10	
	Safety in storing, preparing and serving in hygienic manner	10	
	Personal Hygiene of Staff, Utensil Hygiene and waste disposal	10	
3.	Service Quality		
	Timeliness of service & Queue Management	10	
	Staff Behavior	10	
4.	Student Satisfaction & Complaint Resolution	10	
	Total Score	100	

Note: For calculating the secured score, 40% weightage shall be assigned to the Students' Average Score (SAS), 40% weightage shall be assigned to the score given by the Hall Mess Committee, Warden and Assistant Warden (HMCWAW), and the remaining 20% weightage shall be assigned to the score obtained during the surprise inspection conducted by the designated committee. In case no surprise inspection is conducted during a particular month, the secured score shall be calculated by assigning 50% weightage each to the SAS and the score given by HMCWAW.

2. Extent of Penalty for bill amount

Score	Performance	Extent of Penalty for bill amount
≥ 90%	Excellent	Zero (Appreciation letter)
>75% and 90%<	Very Good	Zero (Appreciation letter)
>50% and 75%<	Satisfactory	Zero
>40% and 50%<	Needs improvement	1% Penalty from monthly bill* and Warning letter
≤ 40%	Poor	3% Penalty from monthly bill* and Warning letter

Note: For penalty, recommendation should be made by HMC & Warden and approved by DSW/Committee constituted for the same. Imposing other fines and issue of warning letter to be carried out by Warden after getting recommendation from HMC.

3. Termination of contract

The contract may be terminated under any one of the following monthly performance evaluation:

- The score secured is ≤ 50% in two consecutive months; or
- The score is ≤ 50% in any three months during an academic session (year); or
- The score is ≤ 40% in a month along with two penalties in the same month; or
- Failure to maintain a cumulative average score of 50% (to be assessed after completion of two months of service); or
- Imposition of four penalties in a single month; or
- Imposition of seven penalties in a semester; or
- Serious misconduct or negligence as decided by committee setup by vice-chancellor

ANNEXURE-15
Cluster Preference

Sl. No	Name of Hall of Residences (HoR)	Cluster	Preference No.
1.	Pulastya HoR & Anuradha HoR	I	
2.	Vasundhara HoR & Atri HoR	II	
3.	Kratu HoR, Visakha HoR & Marichi HoR	III	
4.	Agastya HoR & Vasistha HoR	IV	
5.	Pulaha AB HoR (Mess at Ground floor) & Rohini HoR	V	
6.	Pulaha CD HoR (Mess at First floor) & Arundhati HoR	VI	

Date:

Place:

Authorized Signatory
(With Full Name and Seal)