

**Bid Ref No. P MEC/WH/2019/TENDER/01 Date:- 28/08/2019**

**BIDDING DOCUMENTS AND INSTRUCTION FOR RUNNING MESS  
IN DIFFERENT HOSTLES OF  
PARALA MAHARAJA ENGINEERING COLLEGE, BERHAMPUR**



**PARALA MAHARAJA ENGINEERING COLLEGE, BERHAMPUR  
(A Constituent College of Biju Pattnaik University of Technology, Rourkela)  
SITALAPALLI, GANJAM DISTRICT, ODISHA, PIN-761 003**

Tender Notification Date	<b>29.08.2019</b>
Nature of work	Running Mess in different Hostels
EMD Amount	Rs. 30,000/- (Rupee Thirty thousand only)
Period for contract	Initially for a period of 1 year that may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents.
Last Date of submission of Tender	<b>23.09.2019 by 12.00 Noon</b>
Date of Opening of Technical Bids	<b>23.09.2019 at 3.00 PM</b>
Date of Opening of Commercial Bids	<b>27.09.2019 at 3.00 PM</b>
Address for the submission	The Warden of Hostels, Parala Maharaja Engineering College, Berhampur At:- Sitalapalli, PO:- Tanganapalli, Dist.:- Ganjam (Odisha), PIN-761003
Scope of Work	<p>The contract is essentially for providing following Messing services to the boarders in different Hostels of P MEC. The scope of work, covered in the contract, described below:</p> <ol style="list-style-type: none"> <li>a. Cooking and serving meals- Breakfast (Morning), Lunch and Dinner.</li> <li>b. Procurement of raw material as per given specification.</li> <li>c. Managing and control of stocks and inventories.</li> <li>d. Coupon sales. Boarders may use these coupons to get “extra” items not included in the basic menu of the mess.</li> <li>e. Providing and Cleaning of utensils, kitchen serving items and serving plates etc.</li> <li>f. Cleaning of cooking, dining and auxiliary areas which includes toilet and nearby area also.</li> <li>g. Security of the equipment, utensils and other items in the mess.</li> <li>h. Maintenance of the equipment in the kitchen and dining areas.</li> <li>i. Maintenance of records, ledgers, other records and documents related to running of the mess.</li> <li>j. Deployment and supervision of required manpower for the above mentioned job.</li> </ol>

**Note: The details of tender documents along with terms and conditions may be downloaded from the College website <http://www.pmec.ac.in> and must reach the office of the Warden of Hostels, P MEC, Berhampur on or before 23.09.2019 by 12.00 Noon, either by Registered / Speed Post only along with Demand Draft of Rs.1,000/- (Non-refundable) in favor of “Warden of Hostels, P MEC”, payable at Berhampur from any Nationalized Bank.**

**Conditions of Tender documents for Running the Mess Facility in different Hostels of  
Parala Maharaja Engineering College(PMEC), Berhampur**

**About PMEC and its Hostels**

Parala Maharaja Engineering College (P.M.E.C), Berhampur came into existence in the year 2009 as a constituent college of Biju Pattnaik University of Technology (BPUT), Odisha. This college is one of the premier technical institute in the state and is funded by the government of Odisha. The main objective of the institution is to produce quality technocrats in various streams. The silk City-Berhampur is located on the eastern coast-line of Odisha. It is one of the oldest cities of the state famous for its silk works, temples and culture. The city which is declared as a municipal corporation is well-connected by roads and rails to all parts of India. This college is situated at the distance of 12 Kms. from Brahampur Railway Station and at the distance of about 5 Kms. from NH-16 (Pokadibandha Junction). This college has two Boys hostels (200 & 430 seated capacity) and one Girls hostel (200 seated capacity). Further, two more 500 seated hostels are on the verge of completion.

**CONDITION 1**

1. Sealed tenders are invited for running the mess in the different Hostels of PMEC, Berhampur for one year, in two bids:
  - a. **Technical / Qualification Bid** containing, the information regarding the business, turn over, experience and other details of the firm, to judge the suitability of the caterer for different Hostel mess of PMEC, Berhampur **(Refer table:1)**
  - b. **Commercial Bid** containing the price of the items of full day menu etc.
2. The Technical/Qualification Bids will be opened in the presence of Hostel Committee. The authorized representatives of PMEC, Berhampur may also do a spot visit of the establishments of the caterers to assess their suitability as part of the Technical/Qualification Bid. The Commercial Bids of only those who are found suitable by the Committee appointed for the purpose will be opened on the date and time mentioned above.
3. **The bidder should submit the Technical / Qualification Bid and Commercial Bid in SEPARATE sealed envelopes super scribing “Technical / Qualification Bid” and “Commercial Bid”, respectively.** These two envelopes should be then put in an envelope and sealed properly and super scribed **“Tender for Mess of different Hostels”**.
4. The tenders supported by earnest money of **Rs.30,000.00 (Rupees Thirty thousand Only)** through a Demand Draft shall be submitted by the Tenderer, issued by any Nationalized Bank, drawn in favour of “Warden of Hostels, PMEC” payable at Berhampur. Tenders should be addressed to **The Warden of Hostels, Parala Maharaja Engineering College, Berhampur, At:- Sitalapalli, PO:- Tanganapalli, Dist:- Ganjam (Odisha), PIN-761003.**
5. **The Warden of Hostels, PMEC, Berhampur**, reserves the right to reject any or all the tenders or accept them in part or full without assigning any reason(s) thereof.

For eligibility criteria, qualifications, price, bid evaluation criteria and other information etc., interested agency(s) / Firms(s) may visit the college Website at <http://www.pmec.ac.in>.

6. The successful tenderer who is awarded the contract shall have to make a Performance Security of Rs.2,00,000.00 (Rupees Two Lakh only) with **Warden of Hostels, PMEC, Berhampur** upon award of contract, valid up to one year beyond the date of all contractual obligations.
7. The tenderer should quote the rate and amount in figures as well as in words as tendered by them for each item.
8. The tender is not transferable under any circumstances at any stage.
9. Telegraphic, conditional or incomplete tender forms / bids shall be summarily rejected. Canvassing or influence of any kind, direct or indirect, shall lead to disqualification of the tenderer.
10. Bids in any form other than the prescribed form issued by this college or incomplete bids will not be entertained and will be summarily rejected.
11. The tenderer who is awarded the contract shall be bound to execute and implement it from **the date of award of contract** by signing an AGREEMENT on the non-judicial stamp paper of the value of **Rs.100/-** in the enclosed form at his own cost. On acceptance of the tender by the **Warden of Hostels, PMEC, Berhampur**, it will constitute a binding agreement between the **Warden of Hostels, PMEC, Berhampur** and the person so tendering whether such formal contract is or is not subsequently entered into within 10 days of the date of AWARD of contract. Failure to comply with the above conditions will lead to the cancellation of the contract and forfeiture of his earnest money. In the event of any tenderer backing out before the actual award or execution of agreement, the contract being awarded to him, the Warden of Hostels will have discretion to forfeit the Earnest Money in full.
12. Bidder should **sign and stamp all the pages** of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.

**CONDITION 2. Award of mess operation contract:**

- I. The bidders qualifying the Technical Evaluation Criteria (Table 1) will be opened the price bid.
- II. The tender documents contain page number 1 to 20.
- III. Notwithstanding the above, the Warden of Hostels reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of contract. Also, college reserves the right to select or reject any bid without assigning any reason thereof.
- IV. The bidders whose bid is accepted will be notified for the award of the contract by the college. The terms and conditions of the accepted offer shall be incorporated in the contract.
- V. The Bidder should have all the kitchen equipment such as Cooking utensils, Double Burner Stove, Bain Marie, Gas Cylinder, Vegetable Cutter, Glasses,

Breakfast plate, Lunch plates, Kadai, Frying, and Spoons etc. The college is not having obligation to provide the above.

- VI. All disputes shall be subject to Berhampur Jurisdiction only, where the college is situated.

Note: Bidder who do not comply the above points will be treated as irresponsible and no Communication will be given in that regard and allotment will be offered to the next bidder in the merit list.

### **CONDITION 3: General Terms and Conditions:**

Mess bidder will be finalized based on his / her experience, contracts executed earlier, capacity to prepare food of all regions, managerial abilities and other relevant factors as considered appropriate by the tender committee. If required, a team of Hostel management may also take visits to check up the quality of food being served etc. by the bidder at the place of his / her current contract of catering / mess / canteen services. Mess Bidder (hereinafter referred as bidder) is required to note that health, hygienic safety and satisfaction of the hostel boarders is the prime concern of the hostel authority. On behalf of the students of Hostels, the hostel office hereby lays down the following terms and conditions which shall be binding to the bidder.

1. **The unit size of mess for awarding contract will be maximum 250. A Vender under no circumstances will be awarded more than two units.**
2. This mess contract is for the period of One Year initially. If hostel boarders and hostel authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender.
3. The caterer must start the mess within five days after getting the work order.
4. The rates quoted should be inclusive of all taxes.
5. TDS as applicable on date will be deducted from the monthly bill of the Bidder.
6. Mess service should be provided at the designated hostel(s) of PMEC, Berhampur without any extra charge.
7. Terms of Payment: Actual bill is to be submitted by the Bidder in the office in every month. Monthly payment to the Bidder will be made after verification and certification by Assistant Hostel Superintendent & Hostel Superintendent of concerned hostel.
8. Tender documents can be download from the college website <http://www.pmec.ac.in> and must reach the office of the undersigned on or before **23.09.2019 by 12.00 Noon** either by Registered / Speed post only along with Demand Draft of Rs.1,000/-(Non-refundable) in favor of "Warden of Hostels, PMEC", payable at Berhampur.
9. Postal delay will not be considered and the Tender received late will be rejected.
10. The hostel office will provide necessary facilities such as, electricity, furniture. These facilities will be in the charge of the Bidder and he / she will be responsible for any loss / damage other than usual wear and tear. In case of any loss or damage, the bidder will has to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Warden of Hostels.

11. The maintaining safety, health and hygienic conditions in and around the mess will be the responsibility of the bidder. Warden of Hostels suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the bidder.
12. The bidder is required to keep minimum one mess manager, two cooks and helpers for effective functioning and management of the mess. The age of every mess worker must be between 18 to 50 years.
13. The bidder and mess workers have to behave politely with hostel boarders.
14. Smoking and intoxication (drug, alcohol, Gutkha, Tambaku, etc.) is strictly prohibited in the mess as well as college premises.
15. One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
16. The bidder must put complain register at the entrance of the mess which will be checked by mess committee / hostel secretary / Warden of Hostels / Principal on regular basis.
17. If the mess management of the bidder is not up to the mark or, the quality of the food is found below standard or unhealthy or unhygienic, then Warden of Hostels is fully empowered to terminate the contract with a short notice of one week. The Warden of Hostels and Committee's opinion is final so far as the food quality / mess management is concerned.
18. The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored / preserved after meals, not following Warden of Hostels suggestions / instruction in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.
19. Mess workers and cook should be healthy and medically fit. They are required to have a regular Medical check up by the college Medical Officer / any other doctor suggested by Warden of Hostels. These expenses have to be borne by mess bidder themselves. If any mess worker is found medically unfit, he / she may not be given permission to continue his / her duties and mess bidder has to replace him / her immediately without fail.
20. Bidders are required to give company uniform to the mess worker and mess supervisor / mess manager. It is to be ensured that whenever the mess workers are on duty they should be in uniform. The uniform should be cleaned / washed at least thrice in a week.
21. Sample daily menu to be followed by the bidder is attached with this document. Mess Menu will be prepared in consultation with dietician along with hostel management committee. Menu can be changed, to suit the availability of seasonal vegetables and their market supply.
22. The meals should be served at following timing:  
Morning Breakfast -- 6.30 AM to 8.30 AM  
Lunch --1.00 PM to 2.30 PM  
Dinner -- 8.00 PM to 10.00P.M  
Timings may be changed as and when such circumstances arise.

23. Minimum number of meals in a month:-
  - a) In a normal month the number of minimum meals will be calculate for 25 days.
  - b) The month in which the mess runs partially, the minimum number of meals will be calculated proportionately.
  - c) The mess will remained closed during Summer vacation, Puja holidays and semester breaks during which no meal will be charged.
  - d) In addition to the above during natural calamities and officially declared closer of the college, no mess bill will be charged.
24. Bidder shall provide light food to the sick student(s) during his / her sickness period and no extra charge will be paid for the same.
25. The payment of the bidder will in one / two installments of the actual mess bill within 15 days after depositing the bill.
26. The payment / calculation of mess bill would be on actual days of operation of the mess. Service charge will not be paid when mess is not operated due to official breaks / vacations during the academic year.
27. Bidder shall collect the guest charges directly from the students / guests who are not registered for Meals.
28. Subletting of contract is strictly not allowed which can lead to termination of the contract.
29. At present this mess contract period is for one year from the date of award of contract. If hostel boarders and hostel authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender.
30. The mess utensils are to be cleaned with hot water using detergent powder / soap after every meal.
31. The bidder is required to maintain the details / records of all his employees / mess workers. This information along with their photographs shall be submitted to the Hostel-Section in the prescribed format.
32. Liability / responsibility in case of any accident causing injury / death to mess worker(s) or any of his / her staff shall be of the bidder. The Hostel Section / college authority shall not be responsible by any means in such cases.
33. Bidder shall be solely responsible in case of incidence(s) of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel boarders. In addition, penalty may be imposed on the bidder as decided by the Warden of Hostels for such incidence(s).
34. The bidder shall not employ any mess worker whose track record is not good. He / She should not have involved in any crime / offence / police case.
35. Quality control will be done by committee members consisting of Warden of Hostels and students. Monitoring of quality of food, hygiene, cleanliness, etc. in the mess operation area will be carried out on weekly basis and final score will be derived by taking average of weekly Quality Score (QS). The following scale will be adopted for monitoring of quality.

Quality	Very Poor	Poor	Good	Very good	Excellent
Rating	1	2	3	4	5

Penalty will be imposed, if QS for the month will be less than 3.5 or below. The penalty amount will be decided by the Warden of Hostels.

36. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The bidder shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco, pan etc. is also prohibited in hostel premises.
37. The bidder has to follow all labor laws / government laws in regard of employing the mess workers. The bidder shall be solely responsible for any dispute / violation of labour laws / government laws.
38. The bidder shall be completely responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel boarders / hostel staff, he has to take action as suggested by the Warden of Hostels.
39. The bidder shall provide other prepared food items like biscuits, wafers, namkins and flavored milk etc. in consultation with the Warden of Hostels whenever such need arises.
40. The following brands of grocery items are permissible to be used.
  - a) Atta: Shaktibhog / Ashirwad / Pillsbury / Golden Khazana / Punjab / Rista atta as per approval by Warden of Hostels
  - b) Cotton seed oil/ Sunflower: Fortune / Saffola / Freedom as per approval by Warden of Hostels
  - c) Mustard Oil: - Kachi Ghani / Double Hiron / Patanjali / Saloni / Engine as per approval by Warden of Hostels
  - d) All type of Masala: Badshah / Everest / MDH / Ruchi / Bharat as per approval by Warden of Hostels
  - e) Ghee / butter: Amul / Omfed / Britannia / Mother Dairy / as per approval by Warden of Hostels
  - f) Salt: Tata / Annapurna / Ashirwad / as per approval by Warden of Hostels
  - g) Besan: Rista / Ruchi as per approval by Warden of Hostels
  - h) Noodles: Maggie / Top Roman / Knorr / as per approval by Warden of Hostels
  - i) Rice: Good quality / any other equivalent to this / as approved by Warden of Hostels
  - j) Milk / Curd: Amul / Omfed / Pragati / as per approval by Warden of Hostels
41. Mess will be closed as per the prior instructions of Warden of Hostels during vacation.
42. Bidder shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India or Government of Odisha and shall bear full cost for the same.
43. Drainage line to be maintained / repaired in case of blockage due to wastage of food material by the bidder at his / her own expenses.
44. Responsibility of providing Medically-Fit Mess Staff - The contractor shall ensure that all employees engaged by him / her are free from communicable / infectious disease and are also medically fit to work at mess. Medical officers specified by



the Mess Committee / Warden of Hostels shall conduct medical examination on every 2 (two) months or as decided by the college. The cost of the medical examination will be borne by the contractor. If in the opinion of the college any of the contractor's employee(s) is found to be suffering from any such disease / condition or if any employee(s) of the contractor is found to have committed misconduct or misbehavior, the Mess Committee / Warden of Hostels shall have the right to ask the contractor to remove such employee(s) without questioning the decision of the college. The college shall be entitled to restrain such employee (s) from entering into the mess premise. Thereafter, the contractor shall have to provide a substitute(s) within a reasonable time.

45. The contractor shall not appoint any sub-contractor for the work assigned to him without the written permission of the Mess Committee / Warden of Hostels. Also, no part of the contract, nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever.
46. FESTIVE SPECIAL MEALS: As directed by Warden of Hostels for special menu for such occasion based on holiday calendar of the college.
47. Arbitration - Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the principal of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on both parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
48. The caterer will be fined in case of violation of the following rules:
  - a) Unavailability of complaint register on the counter / discouraging the complaint would lead to a fine of Rs.1,000/- on the caterer.
  - b) 3 or more complaints of insects found in any meal would invite a fine of Rs.2,000/- on the caterer.
  - c) 10 or more complaints of unclean utensils in a day would lead to a fine of Rs.2,000/- on the caterer.
  - d) If mess committee agrees that certain meal was not cooked properly then a fine of Rs.1,000/- would be imposed on the caterer.
  - e) If food for any meal over within timings of mess and waiting time is more than 20 minutes, then a fine of Rs.1,000/- would be imposed on the caterer.
  - f) Changes in menu without permission of mess committee would result in a fine of Rs.2,000/- on the caterer.
  - g) Fine on any discrepancy (personal hygiene of workers, Kitchen area, dining area etc) will lead to fine of Rs.2,000/- on caterer.
  - h) For any rules stated in the agreement - First violation of the rule implies fine as per the rule. - Second violation of the same rule in the same calendar month will attract triple the initial amount of fine for the caterer. –

All subsequent violations of the same rule would invite five times the initial amount of fine.

- i) Absence of proprietor from mess council meeting (which will be held once every month) will attract a fine of Rs. 10,000/- on caterer.
  - j) As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the warden.
49. Safety Regulations - In respect of all labour, employed directly or indirectly by contractor to perform the assigned job as part of the agreement, the contractor shall make necessary arrangements for the safety and security of workmen at his own cost as per safety codes of the CPWD, Indian Standards Institution, the Electricity Act, various safety regulations, rules and orders made there under and such other acts as applicable.
50. Fulfillment of Statutory Provisions - The contractor shall be responsible for fulfilling the requirement for all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him / her. The college shall be indemnified for any action brought against it for any violation / non-compliance of any of the provisions of any of the acts, etc. Hence, non compliance or violation of any of these provisions of any of the Acts would lead to the immediate termination of the contract. The contractor shall maintain all records required to be maintained under statutory enactments and the Warden of Hostels and his authorized representatives shall be entitled to inspect all such records at any time. No worker below the age of 18 (eighteen) years shall be employed for the mess work. The Contractor has to pay the salary to workmen in presence of Warden of Hostels and/or his authorized representatives as per payment of wages act every month for immediate previous months work without waiting for clearance of his pending bills. Failing which a penalty equivalent to 5% of monthly bill value shall be imposed on contractor.
51. Accident or Injury to Workmen- the college shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor through claim from insurance company. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereof.
52. At any circumstances the staff / employee of bidder / contractor shall not have any claim what so ever for any type of employment with PMEC, Berhampur.

### MENU FOR MESS

Sl. No.	Day	Breakfast (6.30 AM to 08.30AM)	Lunch (1.00PM to 2.30PM)	Dinner (8.00 P.M to 10.00 P.M)
1	Monday	Dahi Bara/Plain Bara/Ghuguni	Rice,Dalma,Potal Kurma,Dahi Baigan.Papad /chips	Rice/Roti, Dal, mix veg, Custard
2	Tuesday	Puri & Upama, Ghuguni	Rice,Dal,Fish curry,Veg Manchurian,Ambula khata, Alu Bharta	Rice,Dal, Roti,Chicken Kasa,Paneer Masala,Chips
3	Wednesday	Bread Butter Jam Banana & sweets/Boiled Egg/	Rice,Dal,Roti,Egg Masala,Soyabin curry/Veg Kofta, Alu Bhaja	Chicken Biryani/Veg Biryani ice cream/ Cachumer
4	Thursday	Iddli, Ghuguni, Chatni, Sambar	Rice,Dal,Paneer curry,mushroom Chili, dahi bundi	Rice,Dal,Roti,veg tadka , Sweet
5	Friday	Alu chap-2 Egg chap-2(NON VEG) Alu chap-4(Veg),Imili chatni OR Chhole Buttore	Rice,Dal,Fish curry, Chhena curry, Salad	Rice,Dal,Roti,Egg Bhujia,Mix veg/Paneer Bhurji
6	Saturday	Chakuli, Aludum	Rice,Dal, Paneer Hydrabadi,Salad, Chips	Rice,Dal,Parata, ,Khiri, Chole
7	Sunday	Dosha sambar chatni	Rice,Dal, Chicken Curry, Paneer matar,Papad	Rice,Dal,Roti, Prawn curry, Navratna Kurma

### QUANTITY OF FOOD

Sr. No	Details of Food Items	Qty
1	UPMA	150Gms
2	IDLY	4 Pieces
3	BADA	4 Pieces
4	PHOA	150Gms
5	PURI	5 Nos
6	PARATHA	3 Nos
7	RICE	Unlimited
8	DAL / DAL MIX	Unlimited
9	PANEER CURRY	100gm
10	PAPAD	1 Pieces
11	CHICKEN / MUTTON	150 Gms
12	FISH WITH GRAVEY	2 Pieces(100Gms)
13	SALAD CHIPS	50 Gms
14	MUSHROOM CURRY	100 Gms
15	EGG WITH CURRY	2 Pieces
16	MIX VEG (Chips)	Sufficient Qty
17	ROTI	Sufficient Qty
18	SWEET ITEMS	Kheer – 100 ML , Sweet -1 Piece
19	DALMA	Unlimited
20	ALL TYPE OF MIX VEG	Sufficient Qty
*Other items such as pickles, green salad etc as per menu		

Sd/-  
Principal  
PMEC, Berhampur

**TABLE:1 TECHNICAL / QUALIFICATION BID**

<b>Sl. No.</b>	<b>Particular</b>	
1	Must have minimum 3 years experience and technical expertise in undertaking works exclusively with Catering services, preferably at large institutional establishments.	Details of Previous Contracts (Work order and successful execution certificates)
2	Last 3 year's Turnover (Minimum 50 Lakhs per year) (2018-19, 2017-18, 2016-17)	Attach necessary Proof (Audited Balance sheet of last 3 years)
3	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.	Attach necessary Proof
4	Name of the applicant / Firm:	
5	Registered Office:	Attach necessary Proof
6	Year of establishment:	Attach necessary Proof
7	Type of Organization: (whether proprietorship, partnership, Private Ltd., Certified copy of a Partnership deed / Certificate of Incorporation / Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	Attach necessary Proof
8	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number	Attach necessary Proof
9	Food License Number	Attach necessary Proof
10	PAN No. / TIN / Aadhar No.	Attach necessary Proof
11	IT return of last Three Financial Year	Attach necessary Proof
12	GST Registration No.	Attach necessary Proof
13	<b>"Police Record" of last three years (Preferably) [Certified copy to be attached from local Police station]</b>	Attach necessary Proof
14	Affidavit mentioning that he / she was not blacklisted earlier	FORM 5: AFFIDAVIT (To be furnished on non-judicial stamp paper duly attested)

15	EPF Registration	Attach necessary Proof
16	ESI Registration	Attach necessary Proof
17	Labor license	Attach necessary Proof
18	Food Safety and Standards Authority of India (fssai)	Attach necessary Proof
19	Whether 24x7 service and support will be available	letter to be attached
20	The EMD of Rs.30,000/- in the form of Demand Draft in favor of "Warden of Hostels, PMEC", payable at Berhampur.	DD NO. / DATE / BANK NAME
21	Demand Draft of Rs1,000/- (Non- refundable) in favor of "Warden of Hostels, PMEC", payable at Berhampur..	DD NO. / DATE / BANK NAME
22	Do you have office at Odisha? If so, Please provide the Address and Telephone No.	Attach necessary Proof
23	Form 1: Details of Previous Contracts	Yes / No
24	Form 2: Undertaking	Yes / No
25	Form- 3: Tender/Conditions acceptance Letter	Yes / No
26	Form 4: Certificate Of Ethical Practices	Yes / No
27	Form5: Format For Solvency Certificate	Yes / No

Place:

Date:

(Name, Designation and Signature with Seal of the Company)

**FORM 1: DETAILS OF PREVIOUS CONTRACTS**

Period of Contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

Period of Contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Place:  
Date:

SIGNATURE OF THE TENDERER WITH SEAL

## **FORM 2: Undertaking**

I / We hereby undertake that if any information given in the Technical Bid / Tender Document is found false / incorrect at any stage after opening of the tender, the bid shall be rejected and EMD / Bid Security shall be forfeited and in case of successful bidder the Performance Guarantee will be forfeited by Warden of Hostels, PMEC, Berhampur.

Name & Signature of the Contractor or its  
Authorized signatory  
**With seal of the Agency / Company**

**FORM 3: TENDER / CONDITIONS ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

To

Date: -----

The Warden of Hostels  
Parala Maharaja Engineering College, Berhampur  
At:- Sitalapalli, PO:- Tanganapalli  
Dist:- Ganjam, Odisha, PIN-761003

Place: -----

Subject: Acceptance of Terms & Conditions of **Bid Ref No. PMEC/WH/2019/TENDER/01**  
**Date:- 26/08/2019**

Dear Sir,

1. We have purchased / downloaded the tender document(s) for the above mentioned  
"Tender / Work" from the PMEC, Berhampur website <http://www.pmec.ac.in> as per your advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like table, forms annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



**FORM 4: CERTIFICATE OF ETHICAL PRACTICES**

**(This document shall be duly signed by the tenderer and to be attached with Technical Bid)**

1. I / We assure the Warden of Hostels, PMEC, Berhampur that neither I / We nor any of my / our workers will do any act(s), which are improper / illegal during the execution of the contract awarded to us.
2. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the organization / college.
3. I / We will have no conflict of interest in any of our work / contract at the college.
4. We will keep the messes and its surroundings hygienic, neat & clean. It is our responsibility.

Yours faithfully,

Place:

Date:

(Signature of the Bidder, with Official Seal)

**FORM 5: FORMAT FOR SOLVENCY CERTIFICATE**

**(On Bank's Letter Head)**

**Bid Ref No. PMEC/WH/2019/TENDER/01 Date:- 26/08/2019**

**TO WHOM IT MAY CONCERN**

This is to certify that to the best of our knowledge and information, M/s. ....

.....  
.....  
.....

..... (Bidders name with complete address), a customer of our Bank, is respectable, and is capable of executing orders to the extent of Rs.....(Rupees ..... ) as disclosed by the information and records which are available with us. M/s.....

..... have been

Our customer since.....to date and has been granted the following limits, at present, against.....various facilities granted by the Bank:

.....  
.....

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its officials. This certificate is issued at the specific request of the customer for the purpose of participating in PMEC, Berhampur Tender No-

Signature of Authorized Person

Name: -----

Date: -----

Seal

**FORM 6: AFFIDAVIT**  
**(To be furnished on non-judicial stamp paper duly attested)**

I / We / M/s \_\_\_\_\_ are registered as Mess Contractor / Service Provider as per Registration Certificate No. \_\_\_\_\_ issued By \_\_\_\_\_ having registered office at \_\_\_\_\_ and manufacturing/ supply base at \_\_\_\_\_ do hereby declare and solemnly affirm that I / We have not been Black-listed, nor mine / our Tenders or Mess Contract have ever been cancelled by any State / UT / Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my / our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non completion of work / catering service/supply order by any State / UT / Central Government or by any authority.

**Place:** \_\_\_\_\_

**DEPONENT**

**Dated:** \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

**Place :** \_\_\_\_\_

**DEPONENT**

**Dated :** \_\_\_\_\_

## Commercial Bid

DAILY MESS RATE: Rates Quoted (As per Sample Menu Attached in this tender Document)

Description	Rate in Figure	Rate in Words
Rate per day-per student as per sample menu		
<b>* These prices include all kind of material &amp; transportation cost, GST and profit margin of contractor. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.</b>		