BIDDING DOCUMENTS AND INSTRUCTION FOR RUNNING OF CAFETERIA
OF
GOVERNMENT POLYTECHNIC, SAMBALPUR (RENGALI)

Government Polytechnic Sambalpur

At/Po: Rengali, Dist: Sambalpur, Odisha
PIN - 768212
Mobile: 7978060649
Email: principal_gpsambalpur@rediffmail.com

Tender Notification Date	**Tender Call Notice No.01/2026/GPS/Dt.09/11/2026**
Nature of work	Running of Cafeteria of Government Polytechnic, Sambalpur (Rengali)
EMD Amount	Rs.10,000/-(Rupees Ten 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	**18/11/2026 up to 5:00PM**
Date of Opening of Technical Bids	**19/11/2026 at 10:30AM**
Date of Opening of Commercial Bids	**19/11/2026 after opening of technical bids**
Address for the submission	Principal, Govt. Polytechnic, Sambalpur At/Po: Rengali, Dist: Sambalpur, Odisha PIN - 768212 Mobile: 7978060649 Email: principal_gpsambalpur@rediffmail.com
Scope of Work	The contract is essentially for providing following Canteen services to students / staff of Govt. Polytechnic Sambalpur. The scope of work, covered in the contract, described below: a. Cooking and serving. b. Procurement of raw material as per given specification. c. Managing and control of stocks and inventories. d. Providing and Cleaning of utensils, kitchen serving items and serving plates etc. e. Cleaning of cooking, dining and auxiliary areas which includes toilet and nearby area also. f. Security of the equipment, utensils and other items in the mess. g. Maintenance of the equipment in the kitchen and dining areas. h. Maintenance of records, ledgers, other records and documents related to running of the mess. i. Deployment and supervision of required manpower for the above mentioned job.

Note: The details of tender documents along with terms and conditions may be downloaded from the College website http://www.gpsambalpur.com and must reach the office of the Principal, Govt. Polytechnic Sambalpur, Rengali on or before Dt 18/11/2026 by 5:00 PM, either by Registered / Speed Post/ submitted in person with proper acknowledgement received from office of Principal, GP Sambalpur (Rengali) only along with Demand Draft of Rs.1,000/- (Non-refundable) in favor of Principal, Govt. Polytechnic Sambalpur from any Nationalized Bank.

CONDITION OF TENDER DOCUMENTS FOR RUNNING OF CAFETERIA OF GOVT. POLYTECHNIC, SAMBALPUR (RENGALI)

TERMS AND CONDITIONS

CONDITION 1

1. Sealed tenders are invited for running the Cafeteria of GOVT. POLYTECHNIC SAMBALPUR (RENGALI) 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 running cafeteria of Govt. Polytechnic Sambalpur(Rengali) **(Refer table:1)**

   b. Commercial Bid Bidder quoting the highest amount of monthly rent subject to an minimum amount of Rs.10,000/-. (Rs Ten Thousand Only/-) and meeting all other conditions of the tender will be awarded the contract.

2. The Technical/Qualification Bids will be opened in the presence of Tender Committee. The authorized representatives of bidders 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 Tender Committee 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 running of Caferetia of Govt. Polytechnic Sambalpur (Rengali)".**
4. The tenders supported by earnest money of **Rs.10,000/-(Rupees Ten Thousand Only)** through a Demand Draft shall be submitted by the Tenderer, issued by any Nationalized Bank, drawn in favour of **Principal, Govt. Polytechnic Sambalpur Payable at Rengali.** Tenders should be addressed to **Principal, Govt. Polytechnic Sambalpur (Rengali),** who 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 institute website at **http://www.gpsambalpur.com**
5. The successful tenderer who is awarded the contract shall have to make a security deposit of Rs. 1,00,000/- (Rupees One Lakh only) with **Principal, Govt. Polytechnic Sambalpur** upon award of contract, valid up to one year beyond the date of all contractual obligations.
6. The tenderer should quote the monthly rent amount.
7. The tender is not transferable under any circumstances at any stage.
8. 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.
9. Bids in any form other than the prescribed form issued by this institute or incomplete bids will not be entertained and will be summarily rejected.

10. 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-4 at his own cost. Failure to comply with the above conditions will lead to cancellation of the contract and forfeit 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, **Principal, Govt. Polytechnic Sambalpur** will have discretion to forfeit the Earnest Money in full and after the amount of contact to second lowest quoted tenderer and so on.
11. 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 price bid will be opened of those bidders qualifying the technical evaluation criteria as in Table-1.
II. The tender documents contain page number **1 to 17**.
III. Notwithstanding the above, **Principal, Govt. Polytechnic Sambalpur** 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, the undersigned 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 institute. 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, Lunch plates, Kadai, Frying, and Spoons etc.

All disputes shall be subject to Sambalpur Jurisdiction only, where the institute is situated.

Note: Bidder who do not comply the above points will be treated as irresponsive 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:

Cafeteria 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 Institute 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. cafeteria 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 institution authority. On behalf of the students of Hostels, the office hereby lays down the following terms and conditions which shall be binding to the bidder.

1. **The tenderer for awarding contract is for running cafeteria of Govt. Polytechnic Sambalpur (Rengali).**
2. This cafeteria contract is for the period of One Year initially. If student and Institution 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 cafeteria within **TEN** days after getting the work order.

4. Tender documents can be download from the institute website **http://www.gpsambalpur.com** and must reach the office of the undersigned on or before **Dt 18/11/2026 by 5:00PM** either by Registered / Speed post/ submitted in person with proper acknowledgement from office of Principal, GP Sambalpur (Rengali) only along with Demand Draft of Rs.1,000/-(Non-refundable) in favor of "**Principal, Govt. Polytechnic Sambalpur**", payable at Rengali.

Criteria of Selection

1. **Bidder quoting the highest amount of monthly rent subject to an minimum amount of Rs.10,000/-(Rs Ten Thousand Only) and meeting all other conditions of the tender will be awarded the contract.**
   - ❖ Bids quoting less than the minimum amount (Rs.10,000/-pm) will be rejected.
   - ❖ If any two parties quote same rate, then higher experienced will be given chance.
   - ❖ **After selection, if a successful bidder refuses to accept the contract, Earnest Money Deposit (Rs 10,000/-) will be forfeited, a**nd contract may be awarded to the next eligible bidder. The Earnest money shall be refunded to unsuccessful bidders after finalization and award of the contract. No interest is payable on the EMD.
   - ❖ The successful bidder shall deposit a sum of Rs. 100,000/- (Rupees One Lakh Only) as interest free Security deposit within two days of the issue of allotment letter of contract. This is in addition to the monthly rent payable by the contractor.
   - ❖ Security Money will be forfeited in case of breach of contract in between the contract period (complete one year).
2. Authority may take a week's time for verification of documents and other things from previous institution worked with by the firm/bidder, before final award of contract.

3. Regarding the canteen rent payment, following provisions will be in force:
    - The Contractor is required to pay monthly rent in advance by 10th of every month for the space provided by Govt. Polytechnic Sambalpur (Rengali) for running the canteen.
    - Water & electricity charges, to be deposited (actual basis as per sub meter reading) by 10th of every month as per TPWODL tariff.
    - Contractor will have to pay late payment charges@50/- per day for late payment of monthly rent. However penalty due to delayed payment (if any) may be waived off (under special circumstances if found reasonable) by the authority (Principal).

    - Period from end of teaching period of odd semester to commencement of teaching period of next (even) semester, as per SCTE&VT Academic Calendar, will be treated as break period. Monthly rent charges for this period will be 25% of the normal rent.
    - Under situations like COVID 19, considered 'extraordinary' by the authority (Principal) where in polytechnic will remain closed for students Canteen rent may be waived off. If the student strength is more than50,the canteen contractor will have to provide basic services of tea/coffee along with packed material like biscuit, namkeen, snacks etc However canteen electricity charges on actual reading basis may be charged as per rule of the institution.
    - In the case of continuous student off period of 4 days or more in a month (due to any reason), canteen rent will be reduced accordingly.
4. Institute reserves the right to terminate the agreement with the contractor by giving one month's notice for non compliance of any term/condition or without assigning any reason. In that case Performance Security Money will be released on his application with suitable documents (Contract award letter) after deduction of any pending dues.
5. The Contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the canteen premises on stipulated date or on direction then the charges for the over stay at the rate of Rs. 1000/- (Rupees One thousand only/-) per day will be recovered from the Contractor out of the Performance Security. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
6. A penalty of Rs.1500/- will be imposed on the Contractor for each day of unauthorized (without prior written permission with valid reason) closing of canteen. If canteen remains closed for a week continuously, this agreement is liable to be cancelled and the Contractor shall be required to vacate the premises within 48 hours as per directions of Institution authorities.

7. The Contractor shall keep the canteen open from 08:00 A.M to 08:00 P.M and render all the necessary services, sale of eatables, tea etc., on all normal working days including Sunday and other holidays (for hostel students).
8. Permission to be taken in case for extended period (beyond 08:00 pm) from the authority on special occasions like annual day, sports meet etc.
9. The Govt. Polytechnic Sambalpur (Rengali) will provide suitable space for Kitchen and dining within the college campus. Necessary furniture for dining area will also be provided by Govt. Polytechnic Sambalpur (Rengali). The contractor is responsible to maintain the infrastructure facilities provided by the college such as sitting spaces, fans, electrical fittings, sanitary fittings, water cooler, chairs, tables etc.
10. Contractor will be required to provide service in the canteen premises and also in various rooms of the college such as Principal Office, all lecturer rooms, teaching block(s), office and work shop block. Special Permission to be taken from authority for providing canteen service other than canteen premises (with applicable terms and conditions). Service will be free of cost.
11. a) Contractor shall be liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty.
    b) The Contractor shall not be entitled to use the accommodation allotted by the Govt. Polytechnic for any other purpose or business other than running the canteen.
12. Contractor shall serve food item at such prices as mentioned in Part-III of this tender. In case of excess charge found in any occasion, a fine of Rs.1000/-will be charged for every excess charge.
13. The contractor selected for canteen service, will be required to maintain highest level of Cleanliness in the canteen sitting, and utensils for cooking/serving the food and hygiene with regard to the persons under his employment.
14. The fuel to be used for cooking should be non polluting to environment and shall be arranged by the contractor.
15. Contractor will be responsible for engage/arrange adequate number of persons in cooking, distribution of food and disposal of garbage and left over food.
16. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by Govt. Polytechnic to rule out the possibilities of communicable disease / infectious diseases, and anybody found suffering from such has to be kept out of work till he / she is fully recovered.
17. There shall be no compromise on the quality of food supplied by the Contractor and if any Such incidence or food adulteration is found, action deemed fit, including blacklisting the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.

18. An Officer authorized by Principal can check the quality of food and hygienic condition as per the Government norms and a fine of Rs. 500/- would be charged for every occasion of non-compliance. Institute reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.
19. Contract awarded to the Firm shall be responsible for compliance of all labor laws , trade & security laws in respect of personnel employed by them. Institute will not be responsible for any kind of their physical/financial loss, whatsoever in case of any untoward incident/ mis-happening in the canteen/institute premises.
20. The Contractor will be responsible for such conduct of the persons engaged by him in the institute, which will be conducive for maintaining the harmonious atmosphere in the College and will be responsible for any act of commission & omission of such persons.
21. The Institute Campus is a "NO SMOKING ZONE", hence sale and use of tobacco is Prohibited.
22. The sale and use of Liquor (alcohol) is also strictly prohibited in CAFETARIA area and premises.
23. No child labor shall be employed.
24. The Contractor shall provide the GST bill to every customer,
25. The Contractor shall use AGMARK material or such standard quality food articles approved by relevant regulatory authorities, for preparation of fresh snacks. Certificate in this regard should be displayed prominently in the canteen premises.
26. For any dispute regarding quality / service and rates the decision of the Principal Govt. Polytechnic ,Sambalpur is final and binding to the Contractor.
27. The contract/tender, if awarded, shall be valid initially for one year from the date of award of contract subject to continuous satisfactory performance. The period of the contract may be extended for further period by the competent authority, If work and conduct is found satisfactory.
28. The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.
29. All disputes relating to this tender can be legally resolved through courts in Sambalpur only.

PART-II–A

APPICATION FORM

1. Name of the Firm _____
2. Address _____

_____

3. Aadhar No. _____
4. Phone No.(Mobile/Landline) _____
5. Experience (in years) _____

(Certificate to be enclosed)

6. Firm Registration No/Date _____

(Attach attested Photo stat copy of license issued by the competent authority)

7. Annual Turnover (Last three Year) _____

8. ITR (Last three Year)submitted Yes/No _____

9. DD / Pay Order No., Date &Drawee Bank_____

10. GSTIN No _____

11. GSTR-3B (In separate sheet) _____

PART-II-B

Quotation for Monthly Rent

Amount of monthly rent/license fee	
In figures	Rs /-
In words	Rupees only

I hereby declare that:

1. The applicant/firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.

2. All the particulars subscribed by me are true to the best of my knowledge.

3. I fully agree to all the terms and conditions mentioned in the tender document.

4.All the terms & conditions of this tender document area acceptable to me & I shall abide by the same in case the tender is awarded to me.

Date:

Signature of the Contractor:

TABLE:1 TECHNICAL / QUALIFICATION BID

Sl. No.	Particular	
1	Must have minimum 03 years' experience and technical expertise in undertaking works exclusively with Catering services, preferably at institutional establishments.	Details of Previous Contracts (Work order and successful execution certificates)
2	Last 03 year's Turnover (Minimum 25 Lakhs per year)	Attach necessary Proof (Audited Balance sheet of last 03 years)
3	The Agency shall furnish details of any legal case or any issues, if any, pending at 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 Self-declaration (Notarized)
4	Name of the applicant / Firm:	
5	Registered Office:	Attach necessary Proof
6	Year of establishment:	Attach Registration Certificate
7	Type of Organization: (Whether proprietorship, partnership, Private Ltd./Individual, Certified copy of a Partnership deed / Certificate of Incorporation / Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	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 (fssai)	Attach necessary Proof
10	PAN No. / Aadhar No.	Attach necessary Proof
11	IT return of last Three Financial Year	Attach necessary Proof
12	GST Registration No.	Attach necessary Proof
13	Latest Tax clearance certificate (GSTR-3B)	Attach necessary Proof
14	The EMD of Rs.10,000/- in the form of Demand Draft in favor of "Principal, Govt. Polytechnic Sambalpur, Rengali", payable at Rengali.	DD NO. / DATE / BANK NAME

15	Demand Draft of Rs1,000/- (non-refundable) in favor of “Principal, Govt. Polytechnic Sambalpur, Rengali”, payable at Rengali.	DD NO. / DATE / BANK NAME
16	Form 1: Details of Previous Contracts	Yes / No
17	Form 2: Undertaking	Yes / No
18	Form 3: Certificate of Ethical Practices	Yes / No

Place:

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

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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

a. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.

b. If selected, I shall pay the monthly rent/license fee within one week of intimation of selection.

c. The Earnest money of Rs.10000/-deposited by me has been enclosed here with vide Demand Draft no…….Dt.……Drawn on Bank....., Branch…….

d. I / We give the rights to Principal Govt. Polytechnic Sambalpur(Rengali) to forfeit the Earnest money deposited by us in the event of my /our selection and failure on my/our part in starting the services of cafeteria as per the terms of this tender on the date specified by the Principal or an officer authorized by him.

e. I/We are duly authorized to sign the above undertaking.

Date: Signature of the Bidder

Place: Full name:

Form- 3

CERTIFICATE OF ETHICAL PRACTICES

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

1. I / We assure 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 / institute.
3. I / We will have no conflict of interest in any of our work / contract at the institution.
4. We will keep the messes and its surroundings hygienic, neat & clean. It is our responsibility.

Yours faithfully,

Place: (Signature of the Bidder, with Official Seal)

Date:

PART-III

List of items to be provided in Cafeteria by the Contractor

Items code	Menu/Name of the items	Composition /Description/ Quantity	Unit	rate
1	Standard Tea	Disposable cup(100ml)	Per Cup	Prevailing market rate with consent of OIC, Cafereria and Principal, Govt. Polytechnic, Sambalpur
2	Coffee	Disposable cup(100ml)	Percup	
3	Cold Coffee	200ml	One glass	
4	Samosa	100gm+Sauce/ Chautni	Per piece	
5	Bread Pakora	100gm+Sauce/Chautni	Per piece	
6	Upma	150 gms + Ghuguni	Per plate	
7	Idli	4 nos. + Ghuguni	Per plate	
8	Bara	4 nos. + Sambar	Per plate	
9	Poha	150 gms + Ghuguni	Per plate	
10	Puri	4 nos. + Ghuguni	Per plate	
12	Dosa	1 no. + chatni (Coconut + badam+ buta dali) + Sambar	Per plate	
13	Bread Butter/Toast Butter/	2slicesofbread+10gm Butter + Sauce/ Chautni	Per piece	
14	Sandwich bread/Veg Burger	With slices of cucumber, onion and tomato +Sauce	Per piece	
15	Momos (10pcs)	Fried, tandoori, Kurkure, steamed	Per plate	
16	Veg Chowmin	200gm + Sauce	Per plate	
17	Manchurian	200gm	Per plate	

18	Aloo Patties/Paneer Patties	Sauce	Per piece	
19	Pastries	All Varieties (fresh)	Per piece	
20	Mango/Banana/ Papaya Shake	Disposable cup(200ml)	Per Cup (200ml)	
21	Juice (Tetra Pack) all brands	Standard Varieties	Per piece	As per MRP
22	Soft Drinks	Standard Varieties	Per piece	As per MRP
23	Chips	Various size & Varieties	Per piece	As per MRP
24	Biscuit Packets	Standard Varieties	Per piece	As per MRP
25	Chocolates	All brands & flavors	Per piece	As per MRP
26	Muffins & Cakes	All Varieties	Per piece	As per MRP
27	Sweets	Standard Varieties	Per piece	With bill of the concerned shop
28	Ice-cream	Branded	Per piece	As per MRP
29	Stationary/General Store Items/Photostat Work	Standard Brands	Per Piece	2/-per Copy (B&W) 10/- (colored copy)
30	Water Bottle	Branded	Per Piece	As per MRP
31	Lassi	(Sweet/Namkeen)	Per Piece	As per MRP

Note: Number of items may be increased as per requirement/need of the students/staff with approval of the competent authority. (Principal of the institute)

Signature of the Contractor