



## ସରକାରୀ ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ, ରାଉରକେଲା

ପୋ.ଅ.- ପାନପୋଷ, ଜି.- ସୁନ୍ଦରଗଡ଼, ଓଡ଼ିଶା - ୭୬୯୦୦୪, ଦୂରଭାଷ- ୦୬୬୧-୨୬୬୪୫୮୭

## GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA

AT/PO-PANPOSH, ROURKELA-769004, DIST-SUNDARGARH, ODISHA, INDIA

TELE/FAX- 0661-2664586 Email- [principalgacr@gmail.com](mailto:principalgacr@gmail.com) Website- <http://www.gacrkl.ac.in>

No. 1879 //GACR

Dt. 19.07.2018 //

### **Expression of Interest (Eol)**

The Expression of Interest (Eol) is hereby invited from the interested bidders for providing "Catering Service" in Boy's and Girl's Hostel Govt. Auto. College, Rourkela. Interested bidders can download the document from college website *i.e.* <http://www.gacrkl.ac.in/> and submit their offers in the given format duly filled and signed with required enclosures and documents. The Eol is to be submitted in a sealed envelope super scribed " Eol for providing Catering Service in Hostels, Govt. Auto. College, Rourkela addressed to the Principal, Government Autonomous College, Rourkela-769004, Odisha.

**LAST DATE FOR SUBMISSION OF EOI:**

**28 JULY, 2018 LATEST BY 04:00 PM.**

**PLACE OF SUBMISSION:**

**OFFICE OF THE PRINCIPAL, GOVT. AUTO. COLLEGE, ROURKELA.**

Sd/-

Principal

Govt. Autonomous College, Rourkela.

Memo. No. 1880 //GACR, Dt. 19.07.2018 //

Copy to Notice Board (College/ Spl. Treasury, Panposh, Rourkela/ Sub Collector, Panposh, Rourkela)/ College Website/ RTI Website/ All Hostels/ Accounts Bursar/ Accounts Section/ Head Clerk for information and necessary action.

Sd/-

Principal

Govt. Autonomous College, Rourkela.

Memo. No. 1881 //GACR, Dt. 19.07.2018 //

Copy to the M/s Ganapati Advertisement Agency, Rourkela for publication of given the item below on or before 20.07.2018 for wide circulation (Size 5 sq. cm x 8 sq. cm)

Copy to The Pragatibadi, Rourkela for publish the item given below in their daily on 20.07.2018 for wide circulation (Size 5 sq. cm x 8 sq. cm)

Sd/-

Principal

Govt. Autonomous College, Rourkela.

**GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA**

#### **Expression of Interest (Eol)**

Sealed **Eol** are invited from Regd. firms for providing "Catering Service" in Boy's and Girl's Hostel Govt. Auto. College, Rourkela. For details see College website- **[www.gacrkl.ac.in](http://www.gacrkl.ac.in)**

**Last date: 28.07.2018**

**Sd/- Principal**



## GOVERNMENT AUTONOMOUS COLLEGE, PANPOSH, ROURKELA

### INSTRUCTION TO BIDDERS/ TERMS & CONDITIONS:

Interested bidder should note the following:

**1.** Concerned firms are required to fill all the particulars with proofs as per Annexure-I. Failure to do so or any incomplete information would disqualify the firm for further processing.

**2. Earnest money deposit (EMD):** Rs. 10,000/- (rupees ten thousand only) by crossed Demand Draft issued from any scheduled bank in favour of Principal, Government Autonomous College, Rourkela. EMD amount deposited will be refunded (without any interest) to the unsuccessful bidders after the award of the contract to successful firm.

**3. Security Deposit (SD) :** The successful firm will be required to deposit Rs.2,50,000/- (Rupees Two lakh fifty thousand only) as interest free security deposit in the form of a crossed demand draft drawn in favour of Principal, Govt. Auto. College, Rourkela and payable at Rourkela, within 15 days of the award of the services contract. EMD deposited at the time of submission of the EOI documents can be adjusted against the security deposit. The SD will remain at the disposal of Govt. Auto. College. The authority reserves the right to recover the losses/ damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/ civil action as the authority deems fit.

**4. Period of contract:** The contract will be assigned initially for a period of 1 (one) year, preferably from the date of awarding with a provision for normal extension for 2 (two) more years on yearly basis subject to satisfactory performance and approval of the competent authority of the Institute.

**5. Termination of contract:** The contract can be terminated by the contractor by giving 02 (two) months clear notice. However, the authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the services, quality of food, maintenance of hygiene/cleanliness of any of the canteen services are deteriorated to such an extent that it is detrimental to the interests of the Institute.

**6. Agreement:** The successful agency has to sign an agreement on Rs 100/- non judicial stamp paper (to be borne by the successful bidder).

**7.** Successful caterers has to pay water charges and monthly rental of the kitchen area as intimated on the basis of extent rules every month to Hostel, apart from this the caterer has also to pay electricity charges of the kitchen area every month on the basis of actual unit consumed.

**8. Arbitration: All** disputes or differences whatsoever between the mess service provider and the Institute related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purpose.

**9. Legal dispute:** Any dispute, which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Rourkela only.

**10. Inspection authority:** Authorized representatives of the Institute will carry- out periodic inspection and surprise checks to ensure quality of food, services, hygiene, and cleanliness.

**11. Rejection clause:** The firm who does not fulfil any of the above conditions or submit incomplete documents in any respect is liable to be rejected summarily.

**12. Modifications: Govt. Auto. College, Rourkela** reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services etc.

**13.** Concerned Caterers those who are bidding must have their food licence from the Competent Authority.

#### **16. Brief specification of the services**

- a. Procuring good quality raw materials, both dry and wet rations, from the open market.
- b. Ensuring that the procured raw materials are fit for cooking with proper washing and cleaning in a hygienic environment.
- c. Cooking the raw stuff as per menu and meal specification using ISI branded cooking materials, wherever applicable. Standard brand or quality of ingredients should be used for preparing food items as per the menu recommended by authorized body of the hostel in consultation with the service providers (contractor).
- d. Serving the prepared food in hot condition using service utensils on pre-cleaned dishes, tumblers, cups (small bowls), as the case may be. Food is to be served during fixed time periods as per meal schedule in a well maintained and clean environment in the dining halls of the hostel.
- e. Thorough washing and cleaning of all the items and space used for the purpose should be done after each meal.
- f. Interested parties also to provide coffee/soup/tea vending machines along with stall for light snacks on payment basis.
- g. Interested parties have also to extend services to other employees and staff of the Institute as and when required.

**17. Subletting of contract** Under any circumstances, the contractor cannot sublet or transfer the contract to any third party. Any deviation from this clause may invite spot termination of the contract.

**18.** In order to coordinate the activity for smooth discharge, manager(s) shall be appointed by the mess service provider for hostels who will keep a check on the food prepared inside the kitchen, servicing in the dining hall, and all aspects of hygiene, etc. staff posted on duty should always bear a clean appearance, complete in uniform and should carry a photo identity card.

**19. Transportation of raw materials** Transportation of all the consumables, including filling and refilling of the gas cylinders, to the hostel will be the sole responsibility of the mess service-provider at his own risk and cost.

**20. Penalty** Non-availability or short supply of any declared item of the menu of any meal may entail imposition of penalty decided by the competent authority, as and when necessary. Deficient up-keeping and non- maintenance of hygiene in the cooking/cleaning/dining area may also entail imposition of penalty to be fixed by the said authority as deemed fit. A few of the possible penalty situation under the purview of authorities, which accounts to poor services in the mess, are (for a broad idea to the contractor):

- Delay in making of food.
- Shortage of food items before scheduled time.
- Food item (to be made according to menu) not prepared at all.
- Poor service and misbehaviour of staff or any other case which comes under this category.

**21. Recovery of dues** In case of any rightful dues (such as claim, penalty etc.) the service provider is supposed to deposit the amount in due time, failing which stern action may be Initiated leading to termination and recovery from the security deposit.

I/We accept all the general terms and conditions stated above.

Date:  
Place:

Signature of the bidder  
with seal, if any

**EOI FORM**

1. Name of the agency (As registered):- \_\_\_\_\_

2. Address of the agency:-  
\_\_\_\_\_  
\_\_\_\_\_

3. Phone Number: - \_\_\_\_\_

4. Proprietor 's name: \_\_\_\_\_

5. Address of Proprietor: \_\_\_\_\_

6. Proprietor 's Phone No.: \_\_\_\_\_

**Details of the firm: -**

(a). Date from which the firm is operating: \_\_\_\_\_

(b). Turnover of the firm during:

FY 2015 - 16(Rs.) \_\_\_\_\_

FY 2016 - 17 (Rs.) \_\_\_\_\_

FY 2017 - 18 (Rs.) \_\_\_\_\_

**(Please attach copy of audited balance sheet)**

(c) PAN \_\_\_\_\_

(d) TAN/ GST \_\_\_\_\_

(e) PF Reg. No.: \_\_\_\_\_

(f) Service Tax Registration No.: \_\_\_\_\_

Note: For any other information attach extra sheet.

Date:  
Place:

Signature of the bidder  
with seal, if any

**PRE- REQUISITE QUALIFICATION FOR BIDDERS**

**The bidder shall necessarily be a valid legal entity, having following registrations:**

- i. Registration under Labour Laws.
- ii. Copy of License under Food Safety and Standard Act 2006. (Valid on date of EOI Opening). (No person shall commence any food business unless he possesses a valid license. For reference please visit the website: <http://www.gacrkl.ac.in>)
- iii. Employee Provident Fund Registration.
- iv. Employee State Insurance Corporation registration
- v. Copy of Registration with GST, service Tax, PAN and Sales Tax/VAT etc.
- vi. Copies of work order of last 03 years. (i.e. similar work).
- vii. The Bidder should not have been blacklisted by any organization at any point of time.
- viii. The caterer must possess at least 03 years of experience serving as a mess contractor in reputed national institutes or any other university/institute/corporate sector etc.
- ix. The caterers having experience only in the Cafeteria (snacks & beverage services) will not be considered.
- x. Annual financial turnover of Rs. 50 lakhs (in each year) during last three financial years.

***Final selection of the agency will be made on the basis of various parameters (as fixed by the Committee/Competent Authorities) like visiting of various existing sites of caterers, food quality, cleanliness, feedback from the current users etc. Bidders, if required may be called for the presentation (not more than 15 minutes) before the committee regarding their plan/credentials etc.***

Date:  
Place:

Signature of the bidder  
with seal, if any



### BOYS/GIRLS HOSTEL MESS MENU, 2018

DAY	MORNING ITEMS	NIGHT ITEMS
MONDAY	Rice+Dal+Dahi Salad + Saga + Alu Chokha	Rice + Dal + Matar Paneer + Khata + Papad
TUESDAY	Rice +Dal + Bhaja + Alu Soyabin	Rice + Dal + Egg / PotoI Korma/Veg curry + Papad
WEDNESDAY	Rice + Dal+ Chips + Veg curry	Rice + Dal + Chicken / Paneer + Papad
THURSDAY	Rice+Dal+Dahi Salad + Saga + Alu Chokha	Rice + Dal + Mixed Veg(Paneer + Mushroom) + Khata + Papad
FRIDAY	Rice +Dal + Bhaja + Alu chana CURRY	Rice + Dal + Egg / Mixed veg + Achar
SATURDAY	RICE +DAL + Chips + Mixed Veg	Rice + Dal + Besan Pakoda / Paneer / Veg curry + Khata
SUNDAY	Rice +Dal + Bhaja + Alu Soyabin	Rice + Dal + Chicken / Mushroom + Papad

Date:  
Place:

Signature of the bidder  
with seal, if any