



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)**

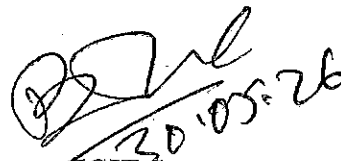
**INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG  
PARJANG, DHENKANAL, ODISHA-759146**

Email: [warden@igitsarang.ac.in](mailto:warden@igitsarang.ac.in), [superintendentbrahmos@igitsarang.ac.in](mailto:superintendentbrahmos@igitsarang.ac.in)

**TENDER NOTICE FOR PROVIDING  
HOSTEL MESS SERVICES AT IGIT  
SARANG**

<b>Tender Enquiry No</b>	IGIT/BRB/TENDER/2026-27/32
<b>Tender Issue Date</b>	Date: 30-05-2026
<b>Tender Mode</b>	OFFLINE
<b>Closing date for submission of bids</b>	Date: 29-06-2026 (12:30 PM)
<b>Opening date of Technical bid</b>	Date: 30-06-2026
<b>EMD amount in INR</b>	₹3.2 Lakhs
<b>Tender Fee</b>	₹ 1000.00

\*\*\*\*\*

  
20.05.26

Director, IGIT Sarang

Page 1 of 23

**Director**  
Indira Gandhi Institute of Technology  
Sarang, Dist. Dhenkanal



# TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)

## I. INSTRUCTION TO BIDDERS

1	Work	:	Hostel Mess services at,IGIT SARANG (Scope of work is provided at Annexure-I).
2	Tender Enquiry No	:	IGIT/BRB/TENDER/2026-27/32
3	Value of Work	:	Rs.1.8 cr. (approximately)
4	Eligibility Criteria	:	<p>1. The contracting agency/firm/company should have at least 4 years prior experience in providing similar Hostel Mess services at Central/State Govt. Educational Institutions: IIT/NITs/IIITS /IISER/IIM, Central Universities etc. They must have turnover of at least Rs 1.00 Crore in a year on or after 01/04/2022. A certificate duly signed by the CA is required to be submitted by the agencies.</p> <p>2. Copies of relevant work order need to be enclosed as a proof without fail.</p> <p>a. Satisfactory services certificate where experience is claimed as per Para 2 above.</p> <p>b. The firm should have registration with EPFO, ESIC, GST and FSSAI Certification</p>
5	EMD	:	₹3,20,000/- is to be enclosed, in form of D.D/Bankers Cheque drawn in favour of "Principal, IGIT, Sarang", payable at SBI, IGIT Sarang.
6	Tender Fee	:	₹1000/- is to be enclosed in the form of Demand Draft (Non-refundable) in favor of "Principal, IGIT, Sarang", payable at SBI, IGIT Sarang.
7	Submission of Offer	:	<p>All the documents of the Technical Bid has to kept in one Envelope and has to superscribed as "Technical Bid for Mess Service". The financial bid document is to be kept in a separate envelope and has to be superscribed as "Financial Bid for the Mess Service". The above two bids must be signed &amp; sealed by the bidder and should be kept in a separate big envelope super-scribed 'Bid for providing Mess Services at IGIT, Sarang vide Tender No IGIT/BRB/TENDER/2026-27/32 dated 30-05-2026.</p> <p>The bid must be addressed to:</p> <p>Director, IGIT Sarang, Parjang, Dhenkanal, Odisha-759146 by Speed Post/ Registered post under Indian postal Service Only.</p>
8	Last Date for submission of bids	:	Date:29-06-2026
9	Opening of Technical bid	:	Date:30-06-2026
10	Presentation	:	Date: 30-06-2026
11	Commencement of Operation	:	The selected agency will start the services from 15 <sup>th</sup> July 2026 (Tentatively)
12	Opening of Financial Bid	:	Date;30-06-2026

Director, IGIT Sarang  
30/05/26

Director  
Indira Gandhi Institute of Technology  
Sarang, Dist. Dhenkanal



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmes Bhawan)

### II. TERMS AND CONDITIONS OF CONTRACT

1. Intending tenderers are advised to visit and inspect the Mess building before submission of their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

#### 2. **Contract Period:**

The contract is initially for a period of ONE YEAR, which may be extended ANNUALLY for a further period of One-year subject to satisfactory performance of the work, under the mutual agreement with same terms and conditions. Further extension will depend upon performance, feedback and direction of the institute.

#### 3. **Preparation and submission of tender document:**

Tenders which are submitted without following the two bid offer system will summarily be rejected.

#### **Bid-1: Technical Bid: Annexure IV**

#### **Bid-2: Commercial Bid**

(a) The format and details to be included in these bids are at **Annexure V**. Late bids will not be considered.

#### **Bid -1: Technical Bid**

#### **The Technical bids should be submitted containing the copy of the following documents:**

- i. Partnership Deed/Articles and Memorandum of Association/Certificate of Incorporation, as applicable.
- ii. Copy of catering license issued by the State/Central Govt.
- iii. PAN Number (Aadhar Linked)
- iv. ESI, EPF, GST No. and details
- v. Turn over Certificates duly signed by the Chartered Accountant.(2022-2026)
- vi. Copy of work order(Originals to be produced during verification)
- vii. Customer Satisfactory Performance Report from which the above experience claimed.
- viii. FSSAI Certificate
- ix. EMD ₹3,20,000/-
- x. Tender Fee ₹1000/-
- xi. IT return filled for 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26(if available)
- xii. The Bidder should furnish his/her 'Police Record' of the last three years, valid up to the date of notification or later.
- xiii. Affidavit of not being black listed as per annexure-VII
- xiv. Bank Solvency as per Annexure IX

Director, IGIT Sarang

*[Handwritten Signature]*  
20/05/26

Director  
Indira Gandhi Institute of Technology  
Sarang, Dist. Dhenkanal



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)

- (b) The rates quoted in the Financial / Price bid shall be valid for at least 3 months from the date of tender. Tender valid for a shorter period shall be rejected.
- (c) Each Page of the tender and all documents shall be signed by the authorized person and his / her full name and status be indicated below the signature along with the official stamp of the firm.
- (d) The tenderer not in possession of valid statutory sanctions / registrations will be rejected. In addition, the tender of firms black listed by any Govt. Institutions will not be considered.

### **Bid-2: Commercial Bid**

i. This should contain only the price information along with commercial terms & conditions.

#### **4. Successful Bidder shall:**

- (a) **Execution of Agreement:** The successful tender will have to execute an agreement with IGIT Sarang on Rs. 100/- stamp paper, the cost of which will be borne by the contracting agency/firm/company.
- (b) **Performance security deposit.** The successful bidder is required to deposit **3% of total contract value** as **Performance Security Deposit** with the Institute. This shall cover the entire period of contract and shall remain valid for a period of **60 days** beyond the period of contract. If a contract is further extended beyond the initial period, the Performance guarantee shall have to be renewed for the extended period. The performance security deposit will be refunded after successful completion of the contract/forfeited in case termination by either the Institute or the tenderer before completion of the contract.

#### **5. Service and Manpower Deployment**

- (a) The tenderer shall need to provide the services continuously as per the award of contract period. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the tenderer shall also forfeit their performance security deposit.
- (b) The designated Mess Management Committee of the Institute will supervise the overall catering operations. The tenderer shall get suitable instructions from the Director / Designated Official of IGIT Sarang and shall provide the services promptly as per requirement.
- (c) The Contractor shall also make arrangements for provisions, labour including commercial Gas Connection.
- (d) The Institute will provide kitchen, dining hall, store rooms etc. and the firm/agency has to pay **Rs.5,000/- (Rupees Five thousand only)** per month towards establishment charges like providing rooms and other facilities for mess staff etc. and the same amount will be

Director, IGIT Sarang

*[Handwritten Signature]*  
30/5/26

Director  
O.P.J.S. Institute of Technology  
Ghenkanal



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)

deducted from the final payment of the monthly bill. The electricity charge will be

charged as per actual meter reading. Electricity charge will be deducted from the Bidder's monthly mess bill. For the DG facility during power cuts the bidder has to pay Rs.5,000/- (Rupees Five thousand only) per year. DG charges will be deducted from the Bidder's first mess bill.

- (e) The tenderer shall use good quality ingredients for cooking (Standard Brands). The items used in food preparation are subject to Inspection by authorized officers / warden of the Institute. Use of Ajinomoto is strictly prohibited.
- (f) Personal hygiene of workers and preparation of food under hygienic conditions will be of utmost importance for continuation of contract. Any default on the part of hygiene will attract heavy penalties.
- (g) **All the mess workers should be** should be free from all kinds of contagious diseases. A medical certificate for fitness to this effect should be submitted for all the workers.
- (h) The tenderer will have to deploy sufficient housekeeping staff at respective sites to keep the area i.e. Kitchen, Stores, Dining, Passage, Washing, Accesses etc. neat and clean. Liquid hand wash for students should be provided by the contractor at required basis.
- (i) The tenderer will carry out pest control activity every month in mess premises. Further the company / agency is responsible for removal and disposal of waste / garbage from daily mess operation. House fly controlling measures.
- (j) The successful tenderer shall depute a coordinator/supervisor who shall be responsible for immediate interaction with IGIT Sarang so that optimal services could be availed without any disruption.
- (k) It shall be the responsibility of the service provider to transport provision and other materials at their own cost.
- (l) The tenderer shall employ adequate staff and they may be medically fit. They shall be provided proper uniforms, gloves, head gear, ID card etc. No child labor should be employed.
- (m) In case, the workers employed by the successful tenderer commits any act of omission / commission that amounts to misconduct/indiscipline /incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such workers, including their removal from site of work, if required by the IGIT Sarang.
- (n) The tenderer shall immediately replace any of its workers who are found unacceptable to the IGIT of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent authority of IGIT Sarang.
- (o) For all intents and purposes, the successful tenderer shall be the "Employer" within the meaning of different Labour Legislations in respect of workers so employed and engaged at IGIT Sarang under this contract. The workers deployed by the agency at IGIT Sarang shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IGIT Sarang.

Director, IGIT Sarang

*[Signature]*  
30/5/26

Director  
Gandhi Institute of Technology  
Dist. Dhenkanal



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Blawan)

- (p) The tenderer shall be solely responsible for the redressal of grievances/resolution of disputes relating to workers engaged by them. IGIT Sarang shall, in no way, be responsible for settlement of such issues whatsoever.
- (q) IGIT Sarang shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by the tenderer in the course of their performing the functions/ duties, or for payment towards any compensation.
- (r) The workers deployed by the service provider shall not claim nor shall be entitled for pay, perks and other facilities from IGIT Sarang admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
- (s) In case of termination of this contract on its expiry or otherwise, the mess workers engaged by the service provider shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IGIT Sarang.
- (t) The tenderer shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.

### 6. Statutory Compliance:

- (a) The caterer should adhere to all labour laws of the land which includes provision of provident fund, minimum wages act, stipulated work hours, issue of salary slips, ID cards, gate pass and other such acts which are applicable.
- (b) The tenderer shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IGIT Sarang to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- (c) The tenderer shall maintain all statutory registers under the applicable Law. The tenderer shall produce the same, on demand, to the concerned authority of IGIT Sarang or any other authority under Law.
- (d) The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be provided to the agency by IGIT Sarang.
- (e) In case, the tenderer fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof IGIT Sarang is put to any loss/obligation, monetary or otherwise, IGIT Sarang shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

### 7. Payment Terms:

- (a) The payment for the Mess services/food supplied to the students during semesters shall be made by IGIT Sarang. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services.
- (b) The tenderer shall submit the monthly bill preferably on 1<sup>st</sup> of subsequent month, for providing catering services. The payment will be made by cheque or RTGS.
- (c) The payment / calculation of the mess bill would be on actual days of operation of the mess and actual number of students served. (The biometric attendance sheet has to be produced while submitting the final bill (GST bill signed by the vendor and approved by

Director, IGIT Sarang

*[Signature]*  
30/5/26  
Director  
Gandhi Institute of Technology



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)

the Asst. Superintendent in charge of mess and mess committee members). Establishment bill will be paid on all days except vacations and semester breaks based upon the total strength. (Establishment Charges will be 40% of the price quoted by the bidder).

(d) The contractor is required to provide a Biometric machine at his own cost for recording of diners and the biometric details of the students will be taken by the Contractor on each mess dining. The hostel office will take the data in the presence of the contractor and shall record the details which will be signed by both parties for record purpose for effecting payments.

### 8. Vacating of Premises and Return of utensils/Fixtures etc:

- (a) The caterer shall hand over the premise and return all furniture, fixtures, equipment and other items made available by IGIT Sarang in good condition after the contractual period is over or if the contract is prematurely terminated.
- (b) Handing over of the premise and equipment etc. shall be effected within 4 (four) days of the completion of the period of contract or termination of the contract. If the contractor fails to do so, the Institute shall be free to take possession of the premises by opening the lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the contractor's bill(s) or security deposit, cost of any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the contractor by the Institute.

### 9. Right of IGIT Sarang

- (a) The Director, IGIT Sarang reserves the right to withdraw /relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) The Director, IGIT Sarang reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.
- (c) The Director, IGIT Sarang reserves the right to terminate the contract at anytime without assigning any reasons by giving a one-month notice to the tenderer.
- (d) IGIT Sarang reserves the right to suitably increase / reduce the scope of work put to this tender.

### 10. Breach of Terms and Conditions:

- (a) Serving Quality and Quantity Food as per terms of Work is the essence of contract. If the quality of service remains poor in spite of communication from IGIT Sarang, the contract may be terminated at the discretion of Competent Authority.
- (b) In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the work order/job without assigning any reason thereof and nothings shall be payable by IGIT Sarang and in that event the performance security deposit shall also stand forfeited.

### 11. Dispute Settlement:

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same.

Director, IGIT Sarang

  
30/5/26  
Director  
IGIT Sarang  
Brahmos Bhawan



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)**

- (b) shall be referred to the sole Arbitrator appointed by the Director, IGIT Sarang whose decision shall be final and binding on both the parties.
- (c) It is also agreed that in case of any disagreements/disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction in the District of Dhenkanal. The resultant contract will be interpreted under Indian Laws.
- (d) In case of any ambiguity in the interpretation of any of the clauses in the Tender document or the contract document, interpretation of the clauses by the IGIT Sarang shall be final and binding on all parties.

  
Sd/-  
Director  
IGIT Sarang

Director  
Indra Gandhi Institute of Technology  
Sarang Dist Dhenkanal



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)

### SCOPE OF WORK

#### 12. Mess:

- i. The essence of this contract is to prepare and serve food as per the requirement of the institute. The Institute has adopted highest quality standards for all its activities and the bidder is required to render services meeting stringent standards.
- ii. **The present menu includes Non-Veg items and the caterer is required to cook and serve the Non-Veg food separately. No relaxation of any kind on this matter is permitted. Presence of non-veg items in Veg food will attract severe penalties.**
- iii. Food needs to be served at a common dining space as per directions. The total number of students will be approx. 450.
- iv. When circumstances warrant, the caterer should extend service for a large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation and other occasions shall also be accommodated.

#### v. Tentative Mess Timings:

Breakfast	Lunch	Dinner
07.00 to 09 15 Hrs	12.00 to 14 00 Hrs	20.00 to 10. 00 Hrs

- vi. **Daily rate:** The caterer should quote daily rate per person (inclusive of provisions, vegetables, fruits, transportation, loading/unloading, labour, all statutory taxes, levies, duties etc including fluctuation in rates of the commodities) for hostel mess services as per the Menu at **Appendix I including GST**
- vii. **Type of Service:** Self Service (Apart from fixed quantity items like Chicken/Paneer/Mushroom etc.)

#### 13. Materials:

Caterers shall procure and utilize only hygienic and branded provisions and other materials (FSSAI approved/AGMARK) for cooking and the same may be decided in consultation with the mess committee/ Warden. Use of tasting agents/ artificial colors is prohibited. List of material to be used enclosed as **Annexure VII**.

#### 14. Manpower Deployment:

In order to ensure quality, the caterers are required to engage required experienced cooks required assistants. **A team of 20 man powers (minimum) including Managers, Supervisors, Cooks, Assistant, Servers, and Cleaning & Washers etc for students strength of 450.** All the caterers are expected to intimate the deployment of manpower in clear terms in the tender document enclosed as **Annexure-III**.

Director, IGIT Sarang

*[Handwritten Signature]*  
30/5/26

Director  
Institute of Technology  
Bhubaneswar




## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)

### 15. Quality Inspection:

Warden/Superintendent/mess committee members or any person authorized by the Director shall inspect and taste the food at periodic intervals. A complaint book is required to be placed in prominent position for registering complaints and the same shall be intimated to Superintendent. The caterer is bound to implement suggestions for overall improvement in quality of food. In case of non compliance, the following penalty will be imposed:

Rule Violation	Minimum Fine per Complain
Non-availability of complaint register on the counter/discouraging students from registering complaints	Rs.5,000/-
Insects cooked along with food	Rs.15,000/-
Soft objects like hair, rope, plastic, cloth etc.in food	Rs.5,000/-
Any complaint of stones/pebbles of diameter more than 2 mm	Rs. 5,000/-
Hard and/or sharp objects like glass pieces, nails, hard plastic etc.	Rs.20,000/-
Three or more complaints of unclean utensils in a week	Rs.5,000/-
If mess council in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy / extra oily	Rs.5,000/-

  
Director, IGIT Sarang  
Director  
Indira Gandhi Institute of Technology  
Sarang, Dist. Bhubaneswar



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGT SARANG (Brahmos Bhawan)**

Food poisoning	Up to Rs 3,00,000.00 depending upon severity
Timings mentioned in the tender or decided with the respective council should be followed strictly	Rs5,000/-
If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10minutes for breakfast.	Rs.5,000/-
Changes in menu of any meal without permission of Superintendent/Asst. Superintendent.	Rs.10,000/-
If the quality of milk/curd is not found to be appropriate, or it is diluted. It should have 3-4% fat content or as recommended by the council.	Rs5,000/-
Inappropriate mess area hygiene or personal hygiene of workers including their dress and / or misbehavior by workers etc.	Rs.10,000/-
Failure to maintain a proper health checkup of the workers	Rs.5,000/-
Using brands not mentioned in the contract without prior permission and adulteration	Rs.15,000/-
Improper maintenance of gas cylinders/gas pipelines, related services.	Rs.10,000/-
Use of newspapers to keep fried items or any cooked food will be fined severely	Rs. 5,000/-

  
30/5/26  
Director, IGT Sarang

Director  
Indira Gandhi Institute of Technology  
Sector - 16, Chandigarh



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)

### 16. Payment:

The payment will be made by the institute under fixed and variable components taking into account the student strength except during summer/winter vacation period notified by the Institute.

**Fixed Component:** 40% of the awarded price (Payable on all days except vacations)

**Variable Component:** Actual number of students dined as per the biometric attendance.

The contractor is required to provide a Biometric machine at his own cost for recording of diners and the biometric details of the students will be taken by the Contractor on each mess dining. The hostel office will take the data in the presence of the contractor and shall record the details which will be signed by both parties for record purpose for effecting payments.

The mess off application of the students will be received by the contractor either by a Register entry or by application signed by the hostel authorities. Application on the day of mess off or after will not be received by the contractor. (Bidders having catering apps with more than 450 users are preferred)

### 17. Summer Mess

During summer that is from 1st April regular classes starts at 7.00 hrs, necessary steps as recommended by the mess council have to be adopted by the contractor.

This document will become a part of the Contract agreement.

### 18. Bid Evaluation Scheme:

- (a) All the technical Bids will be scrutinized and the firm/agency submitted all relevant documents as sought in the Technical bid, meeting the eligibility criteria and minimum 60% marks for technical evaluation as per details given below.

#### Technical bid evaluation process

SI No	Parameter	Maximum
1.	Marks Back ground of the organization (Type of company, certification for quality, Turn Over etc.) Reputed/Valuable clients	25
	(a)Type of Company	
	1. Corporate/Public Ltd =5 marks	
	2. Private Limited Company =3 Marks	
	3. Proprietary/ Partnership Company=2 Marks	

  
20/5/26  
Director, IGIT Sarang

Director  
Indira Gandhi Institute of Technology  
Sarang, Dist. Bhubaneswar



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)**

	<p>(b) Certification for quality</p> <ol style="list-style-type: none"><li>1. ISO(above10 years) =4Marks</li><li>2. ISO(5-10 years) =3 Marks</li><li>3. Any other certification =2 Marks</li></ol>	
	<p>(c) Turnover</p> <ol style="list-style-type: none"><li>1. Above 10 Cr =8 Marks</li><li>2. 2Cr- 10 Cr =5 Marks</li><li>3. 1-2 Cr =2 Marks</li></ol>	
	<p>(d) Reputed/ Valuable Clients</p> <ol style="list-style-type: none"><li>1. Operation of Students Mess in similar Institutes IIT / NIT/ IIIT/IIM/IISERs = 8 Marks</li><li>2. State Govt Colleges =5 Marks</li><li>3. Other Institutes =3 Marks</li></ol>	
	<p>Past experience in carrying out similar works on or after 01.04.2022. Type and Number of Organization served, Contract value, of service etc.</p>	
2.	<p>(a) Number of Organizations served</p> <ol style="list-style-type: none"><li>1. More than 5 CFTIs/IITs/NITs/IIIT/IIM/IISERs/State Govt. Institutes served after1.04.2022 = 15 Marks</li><li>2. Less than 5 CFTIs/IITs/NITs/IIIT/IIM/IISERs/ State Govt. Institutes served after1.04.2022= 10 Marks</li><li>3. More than 5 in other Institutes =8 marks</li><li>4. Less than 5 in other institutes=5 marks</li></ol>	25
	<p>(b) Single Contract Value</p> <ol style="list-style-type: none"><li>1. More than Rs.3.00 Cr =10 Marks</li><li>2. Rs.1.00-3.00 Cr =8 Marks</li></ol>	
3.	<p>Proposed Work plan and ability to extend quality service including customer feedback / complaint Redressal mechanism, plan to maintain quality of services, specialization in maintaining hygiene food preparation standards etc. Tenderer is required to submit a detailed plan for the evaluation purpose.</p> <p>Bidders need to make a presentation on <u>30/06/2026</u></p>	50
	<p>(a) Quality control Mechanism adopted by the management=20 marks</p> <p>(b) Feedback/ Complaint Redressal mechanism=10Marks</p> <p>(c) Measures for maintaining hygiene food preparation=10 marks</p> <p>(d) Qualification experience of Managers/Cooking staff proposed to be deployed at site= 10 Marks</p> <p>(10-15MINUTES PRESENTATION IN PERSON WILL BE CALLED FOR THE PURPOSE.)</p>	

Director IGIT Sarang

30/06/2026  
Director  
Indira Gandhi Institute of Technology  
Brahmos Bhawan, Cherkul



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)**

- (b) The firm scoring 60% marks in technical bid will be opened commercial bid.
- (c) The cost evaluation of the commercial bid which are qualified in the technical evaluation will be carried out under QCBS with 70% weightage for technical score and 30% weightage for price quoted.

**Commercial bid evaluation Process**

1. L-1 will be arrived on the basis of Technical bid (70% weightage) and Commercial bid(30%) .
2. In case of tie between two bids, the winning bid would be selected on merit of Technical Bid Evaluation marks. Even in case of tie between technical evaluation also, then the winning bid would be selected by way of drawing lots.

Place :  
Date :

Signature of the Contractor with seal  
Name & Address:

  
30/5/26

Director, IGIT Sarang

**Director**  
Indira Gandhi Institute of Technology  
Sarang, Dist. Bhubaneswar



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmes Bhiawan)

### Annexure I

#### Menu

Items to be served daily: In Lunch: Rice, Dal Lemon, Pickel, Onion, Harimirch  
In Dinner: Roti, Rice, Onion, Pickel, Harimirch

Day	Breakfast	Lunch	Dinner
Monday	Idli-5 pc, sambar, chutney	Dalma, alu potala/ kabi kasa, khata, badichura	Cholle Bature, Khiri/Custard
Tuesday	Egg/Green Banana-1, sprouts, milk-200ml, cornflex	Fish besara(2-pc)/ Mix-veg, alu chokha, pampad	Egg curry(2pc)/ Paneer Butter masala, pampad
Wednesday	Samosa-4 pc with pudina chutney	Chicken hyderabadi/ paneer hyderabadi, salad	Egg bhujia/veg manchurion, vegetable fry (bhaja)
Thursday	Poha, Jalebi, Milk-200 ml	Besan Sabji, Saga/dahi baigan, Salad	Rajma/ Lobia curry, Sweets, Veg chips
Friday	Upma with alu sabji	Chicken curry/ Mushroom/ Paneer, Green salad. ice cream for veg only	Kabuli chana, Dal Makhni, pampad
Saturday	Milk-200 ml, Banana(green)/egg- 1 pc, bread 4-pc with fruit jam and butter	Paneer Dopiaja, salad, pampad	Lobia// Veg Tadka, vegetable fry
Sunday	Dosa (30cm) with sambar, chutney	Chicken Biryani/ Veg Biryani, Raita, Ice cream	Egg curry-2 pc/soyabean, khata

**Sabji:** Seasonal vegetable (Bidder should try to provide variety of vegetables available in the market, weight of raw Vegetable should not be less than 150gm, excluding Potato).

**Salad:-** Onion, Tomatto, Green Chilli, Cucumber, Carrot, Lemon/Curd (subject to availability)

**Rice and Dal must be served on the Dining Table as required by the border in an unlimited way.  
Roti- 5 pcs per person in dinner time.**

**Chicken-140 gm, Mutton- 140 gm, Fish-150 gm( 02 Pieces), Egg- 02 Pieces. Paneer/Mushroom -75 gm per person in each serving.**

Director, IGIT Sarang

30/5/26  
Director  
Indira Gandhi Institute of Technology  
Bikaner



## TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)

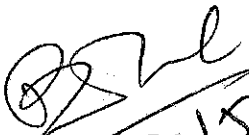
Annexure II

### **BID SUBMISSION**

The tender document can be downloaded from [www.igitsarang.ac.in](http://www.igitsarang.ac.in) and should be submitted ONLY through registered post/speed post under Indian postal service. The bid will remain valid for 03 months from the date of opening of the financial bid as prescribed by IGIT Sarang. A bid valid for a shorter period shall be rejected, being non-responsive.

- TWO BID System –Technical Bid and Commercial Bid
- Bids will be summarily rejected if the tenders are submitted by any other means within the stipulated date/time.

\*\*\*\*

  
Director, IGIT Sarang

30/5/20  
Director  
Indira Gandhi Institute of Technology  
Bhubaneswar



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)**

**Annexure III**

**Name of the Tender: PROVIDING HOSTEL MESS SERVICES 2026 AT IGIT Sarang**

**BREAK-UP LIST OF MAN-POWER DEPLOYMENT**

**TOTALCOUNT: 20 NOS**

Sl. No.	Name	Qty
1	Manager	
2	Supervisor	
3	Cook	
4	Assistant Cook	
5	Assistants	
6	Servers	
7	Cleaning & Washers	

Signature of Bidder with Seal of firm

(Name of Bidder)

Place.....

Date.....



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IIT SARANG (Brahmos Bhawan)**

**Annexure IV**

**TECHNICAL BID INFORMATION TO BE PROVIDED BY TENDERER**

S.No	Particulars	Details concerning Firm	Page No (in the submitted bid)
1.	Name and address of the caterer with Phone No. And E-mail ID, if any		Not applicable
2.	Account Details: Attach Proof		
3.	Registration Details		
	a. Catering License Number/Registration Number of the Firm.		
	b. PAN Number		
	c. GST Number		
	d. PF/ESI Number		
	e. FSSAI Registration Number		
4.	Aaadhar No.		
5.	Experience certificate and Copy of Work orders for the last four years on or after 01/04/2022 onwards.		
6.	Turnover per at least Rs1.00 crore in a year on or After 01/04/2012 duly signed by the Chartered Accountant.		
7.	*Customer Satisfactory Performance Report where Experience is claimed in Sl.no.3.		
8.	Litigation/Blacklisting if any, in connection with Catering work.		
9.	IT Return filed (Last Four Years)		
10.	Bank Solvency		
11.	Police Verification		
12.	Any other Information including: <ul style="list-style-type: none"> <li>● Comprehensive operational plan</li> <li>● Ability and expertise to extend quality service.</li> <li>● Brand of materials proposed to be used.</li> <li>● Takeover plan for smooth operation</li> <li>● Number of manpower proposed to be employed</li> </ul>	Enclose separate document as annexure	

I agree that the Institute is under liberty to verify the credentials/performance of the bidder from whom performance report is submitted and also at other places where the bidder had rendered the service.

Place : \_\_\_\_\_ Signature of the Contractor with seal  
Date : \_\_\_\_\_ Name &Address:

\*List to be enclosed with full address and phone numbers.



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)**

Annexure V

**COMMERCIAL BID**

**HOSTELMESSSERVICE**

**(Rate per Person per day)**

Sl.No	Particulars	Rate per Person per day (Inclusive of all as per tender document) in Rs.	
		In figures	In Words
1.	Breakfast, lunch, Dinner as per Menu provided as Appendix I Menu for a strength of 450-480 students		

Note: The GST payment is extra as applicable.

Place : Signature of the Contractor with seal

Date : Name & Address:

Note: Facilities provided by IGIT Sarang is attached at Annexure VI.



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGIT SARANG (Brahmos Bhawan)**

**Annexure VI**

**FACILITIES PROVIDED BY IGIT Sarang**

1.	Electricity	:	Electricity chargeable for entire consumption.
2.	Water	:	Will be provided by IGIT Sarang
3.	Kitchen chullah and gas pipe line; Deep freezer	:	Will be provided by IGIT Sarang
4.	Furniture & Fixtures, Equipments and Utensils	:	<ul style="list-style-type: none"><li>● Boiler, Dining hall furniture, cutlery/plates, SS storage racks, SS containers, bain-Marie etc., will be provided by IGIT Sarang on as is where basis is.</li><li>● Institute provides a Central Chimney Exhaust facility, which will be maintained by IGIT Sarang. The same will be returnable on working conditions upon expiry of contract.</li><li>● The contractor shall be responsible for ensuring safety and maintenance of all the equipment/fixtures installed/provided by the institute, during the entire period of the contract. If any damage/loss of equipment/ fixtures found then the same will be recovered from the contractor. The contractor shall take adequate fire precautions.</li><li>● Tray, glasses, drinking water coolers will be provided.</li><li>● Any additional requirement to run efficient services will be Borne by the tenderer only.</li></ul>
5.	Living rooms for staffs of the contractor	:	<ul style="list-style-type: none"><li>● 4-5 rooms with fans, beds will be provided with common bathrooms.</li></ul>



# TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGT SARANG (Brahmos Bhawan)

## Annexure VII

**Table of Permissible Brands**

Sl.No.	Items	Brands
1	Salt	Tata/Aashirvaad /Nirma Shudh
2	Spices	Catch/Everest/MDH//Dzire/Bharat
3	Ketchup	Maggie/Kissan/Everest
4	Mustard Oil	Fortune/Dhara/Engine
5	Pickle	Priya/Sun Grow/Nilons
6	Wheat flour	Aashirvaad/Laxmi Bhog/PillsburyChakkiFresh/Fortune
7	Noodles	Maggie Nestle/Sunfeast Yipee/Chings
8	Butter	Amul/Heritage/Aavin/Mother Dairy/Nutralite/Omfed
9	Brown Bread	Spencers/Britannia/Harvest Gold
9	White Bread	Spencers/Britannia/Harvest Gold
10	Jam	Kissan/Tops
11	Ghee	Omfed/Amul/Mother Dairy/Annapurna
12	Maida	Fortune/Rockfort/Naga
13	Milk	Amul/MotherDiary/Omfed/Pragati
14	Panecr	Omfed/Amul
15	Tea	Tata/Red Label/Wagh Bakri
16	Coffee	Tata/Nescafe/Bru
17	Ice-Cream	Amul/Wadilal/Arun
18	Soya	Fortune/Nutrella/Saffola
19	Frozen-Peas	Fresho/Indine/Patwa
20	Cheese	Amul/MotherDiary
21	Rice	Fortune Rozzana Basmati/Laxmi Bhog/Sona Masoori
22	Packet Curd	Omfed/Pragati/Amul/Mother Dairy
23	Washing material	Vim/Pril/Presto/Colin
24	Jaggery	24Mantra/Star555
25	Vermicelli	Bambino/Mannarice Sevai
26	Vegetable Oil	Saffola/Sundrop/Nature Fresh/Godrej
27	Sugar	Any standard brand
28	Dal	Good quality, clean, fresh and stone/dust free any standard brand

\*Brands in Bold formatting are preferred. The caterers shall consult concerned authority for replacing the brand.

The use of Hydrogenated (Vanaspati) oil is prohibited.

In the case of specific brands for any other items not mentioned in the contract(or)unavailability of the brands in the market mentioned in the aboveTable1, the caterer can use any other FSSAI approved brands(except23) only if permitted by the competent authority, in writing.

I/We agree to the above terms and conditions specified.

Date:

Place:

Signature of Caterer  
along with official seal and address



**TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICES AT IGT SARANG (Brahmos Bhawan)**

**Annexure VIII**

(To be furnished on judicial stamp paper duly attested).

**AFFIDAVIT**

I/We/M/s \_\_\_\_\_ are registered as \_\_\_\_\_ Mess Contractor/  
 Service Provider as per Registration Certificate No. \_\_\_\_\_ by having  
 registered office at \_\_\_\_\_ issued  
 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 : \_\_\_\_\_

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

DEPONENT

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

**Annexure IX**

**FORMAT FOR SOLVENCY CERTIFICATE  
(On Bank's Letter Head)**

Ref. No:.....

Date.....

**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 IGIT Sarang Tender No.: IGIT/BRB/TENDER/2026-----  
-----

Signature of Authorized Person

Name: -----

Date: -----

Seal