

**PUBLICATION OF  
EXPRESSION OF INTEREST FOR RUNNING HOSTEL MESS**

<b>Tender Reference</b>	IAC/HOSTEL/MESS/2026
<b>Nature of Contract</b>	Providing Mess Facilities (Lunch & Dinner) for Girls' Hostels
<b>Lease Period</b>	11 (Eleven) Months
<b>Submission Deadline</b>	11 June 2026 by 12:00 NOON
<b>Bid Opening Date</b>	12 June 2026 at 11:00 A.M
<b>Tender Paper Cost</b>	Rs. 500/- (Non-refundable) — Demand Draft
<b>Performance Security</b>	Rs. 30,000/- (Demand Draft)
<b>Submission Address</b>	The Principal, Ispat Autonomous College, Rourkela

Two (02) sealed bids are invited for providing mess facilities on lease basis for **11 (Eleven) months** from interested firms having a **valid food license from a competent authority** for Girls' Hostels inside the Institution campus. The duly filled bids comprising a **Technical Bid** and a **Financial Bid** with all supporting documents (duly signed on each page) shall be submitted in separate sealed envelopes, enclosed together in a single sealed cover super-scribed as:

**"Tender for Providing Mess Facility for Girls' Hostels"**

Bidders must enclose a Demand Draft of **Rs. 500/- (Rupees Five Hundred Only)** towards Tender Paper Cost, drawn in favour of the **Principal, Ispat Autonomous College, Rourkela**. This amount is **non-refundable**.

The Tender document must be submitted by **Speed Post or by hand**. Bids received after the due date will not be entertained. Financial bids of only those parties will be opened who qualify in the Technical Bid evaluation. The Authority reserves the right to reject any or all tenders without assigning any reason thereof.

# ISPAT AUTONOMOUS COLLEGE, ROURKELA

Sector-16, Dist: Sundargarh, Odisha – 769003 | Ph: 0661-2646060 | ID-ispatcoll@rediffmail.com

## SECTION 1 — ELIGIBILITY CRITERIA

1. The applicant must hold a valid Food License for messing purpose from a competent authority.
2. The applicant must possess a valid GST Registration Certificate.
3. The bidder must not have been blacklisted earlier for Mess or Canteen Services. A self-declaration / undertaking to this effect must be submitted with the bid document.

## SECTION 2 — BID SUBMISSION REQUIREMENTS

### 2A. Technical Bid (Envelope – 1)

1. Self-attested copy of valid Food License Certificate for messing purpose from competent authority.
2. Valid GST Registration Certificate (self-attested copy).
3. Duly filled Application Form for Technical Bid (Annexure-II).
4. Self-declaration of non-blacklisting.
5. Demand Draft of Rs. 500/- towards Tender Paper Cost.

### 2B. Financial Bid (Envelope – 2)

Quote the **average price per meal (Lunch & Dinner)** on a daily basis as per the Menu details in **Annexure-I**. Menu rates must be quoted mandatorily, failing which the bid will be **rejected**.

## SECTION 3 — IMPORTANT INSTRUCTIONS TO BIDDERS

- All bidders or their authorized representatives (with Aadhaar Card and authorization letter) may be present at the time of bid opening.
- Bidders/representatives must report in time and remain present till the end of the opening proceedings. Latecomers will not be allowed.
- Use of mobile phones is strictly prohibited inside the Tender Opening Hall.
- Each page of the bid document must bear the bidder's signature with seal.
- All entries must be legible. If space is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- No overwriting or cutting is permitted in the Financial Bid. Cuttings in the Technical Bid must be initialled.
- Mobile photos of documents will not be entertained — original documents must be produced at the time of bid opening.
- The menu may be revised by mutual consensus between the Hostel Management Committee and the successful bidder.
- Canvassing of any kind is strictly prohibited and will result in outright rejection.

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- The Authority reserves the right to accept, reject or cancel any or all bids without assigning any reason thereof.

## SECTION 4 — CONTRACT TERMS & CONDITIONS

<b>Contract Period</b>	11 (Eleven) Months from the date of award
<b>Agreement</b>	Non-judicial stamp paper of Rs. 100/-
<b>Performance Security</b>	Rs. 30,000/- Demand Draft in favour of the Principal, Ispat Autonomous College, Rourkela
<b>Price Revision</b>	No revision of rates shall be permitted during the contract period under any circumstances
<b>Contract Extension</b>	No extension will be granted after expiry of 11 months
<b>Conditional Bids</b>	Shall be summarily rejected
<b>Overwriting / Cutting</b>	Not permitted in the Financial Bid. Cuttings in Technical Bid must be initialled by the authorized signatory
<b>Canvassing</b>	Any attempt to influence the Institution shall result in immediate rejection of the application

## SECTION 5 — SCOPE OF WORK

The successful bidder shall provide the following services throughout the contract period:

1. Cooking and serving meals (Lunch and Dinner) in the hostels.
2. Facilitating procurement of raw materials for and on behalf of the Hostel Mess.
3. Cleaning of utensils, kitchen and serving items for the Hostel Mess.
4. Cleaning of cooking, dining and auxiliary areas of the Hostel Mess.
5. Security of equipment, utensils and other items in the Mess.
6. Maintenance of books, ledgers, and other records related to the running of the Mess.
7. Deployment and supervision of required manpower for the above tasks.
8. Maintaining discipline in the dining hall, kitchen and Institution Canteen.
9. Supply of qualitative hygienic food to students in the Mess.
10. No outsiders shall be allowed into the Mess kitchen without specific permission of the authority.
11. No child labour shall be engaged under any circumstances.

**Important:** The scope of work does **NOT INCLUDE** preparation of menu or any policy matter related to running the Mess. All such decisions shall be taken by the Hostel Management Committee. **No extension will be granted on expiry of the 11-month contract.**

*R. Mishra*  
15-05-2026  
Principal  
Ispat Autonomous College  
Sector-16, Rourkela

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## SECTION 6 — MESS OPERATIONS & MENU NOTES

### 6A. Meal Timings

Meal	Timing	Days
Lunch	12:30 PM – 3:30 PM	All working days (subject to Examination schedule)
Dinner	8:00 PM – 9:30 PM	All days (including Sundays and holidays)

### 6B. Operational Obligations

1. Provide suitable substitute meals for sick boarders in lieu of the regular menu.
2. Provide substitute items for boarders observing fasts, when at least 10 boarders request the same.
3. Non-Veg meals shall be served as per the menu irrespective of any religious festival. The Hostel Management Committee's decision on this matter shall be final.
4. Procure/arrange all utensils for cooking and serving food, including plates, tumblers, spoons, etc.
5. All equipment brought into the Hostel/Institution premises must be registered with the hostel authorities.
6. Maintain cleanliness of the kitchen, dining area, wash basins and dustbins for proper hygiene and sanitation.
7. Take preventive fire-safety measures; bear all restoration/renovation costs in case of damage to kitchen/dining hall.
8. Arrange accommodation for staff outside the college campus at the contractor's own expense.
9. Submit a list of workers along with their Aadhaar Card details before commencing work.
10. Dispose of leftover food properly — not in drains. Leftover disposal is entirely at the contractor's own cost.
11. The hostel office will provide necessary facilities such as electricity and furniture. These facilities will be in the charge of the firm and he / she will be responsible for any loss/damage other than usual wear and tear. In case of any loss or damage, the firm will have to replace the lost items / carry out necessary repair.
12. The food, raw materials, ingredients etc. are to be of good quality as mentioned below and should be clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored / preserved after meals, not following superintendent's suggestions / instruction, in such matters shall be considered as violation of terms and conditions of contract and shall be liable to termination.
13. If the Hostel 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 Management is fully empowered to terminate the contract with a short notice of one week. The decision of the Hostel Committee is final so far as the food quality / Hostel Mess management is concerned.

*R. Mishra*  
15-05-2026  
Principal  
Ispat Autonomous College  
Sector-16, Rourkela

**6C. Food Quality Standards (Raw Materials)**

1. Rice — Good quality
2. Dal — Arhar / Mung, better quality, prepared with proper concentration
3. Refined Oil — Sunflower / Ricebran / Soyabean Oil (FSSAI approved)
4. Mustard Oil — FSSAI approved
5. Masala — FSSAI approved
6. Vegetables — Fresh green vegetables, purchased on a daily basis

**Quality Control:** The Hostel Management Committee/Institution Administration reserves the right to check food quality and quantity at any time. Management is fully empowered to terminate the contract with one week's notice if food quality is found sub-standard, unhealthy or unhygienic.

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## ANNEXURE-I — FINANCIAL BID

Name of Bidder / Firm: \_\_\_\_\_

GST Number: \_\_\_\_\_ PAN Number: \_\_\_\_\_

<p><b>LUNCH:</b></p> <p><b>VEG MEAL (ON MONDAY, TUESDAY, THURSDAY &amp; SATURDAY)</b></p> <p><b>MENU:</b> RICE, DAL, SABJI &amp; BHAJA/KHATA</p> <p><b>NON - VEG MEAL (ON WEDNESDAY, FRIDAY AND SUNDAY)</b></p> <p><b>MENU :</b> WEDNESDAY-RICE, DAL, FISH (100 GMS WITHOUT HEAD AND TAIL)&amp; BHAJA FRIDAY-RICE, DAL, CHICKEN (100 GMS) &amp;BHAJA SUNDAY-RICE, DAL, EGG (02 Nos.)&amp; BHAJA</p> <p><b>VEG MEAL ( ON WESNESDAY,FRIDAY &amp; SUNDAY)</b></p> <p><b>MENU:</b> RICE, DAL, PANEER/MUSHROOM (100 GMS.) &amp; BHAJA</p> <p><b>DINNER: (ALL DAYS)</b></p> <p><b>MENU:</b> RICE/ROTI (MAXIMUM 04 Nos.), DAL, SABJI &amp; BHAJA</p>	<p><b>QUOTED PRICE PER MEAL IN Rs.</b></p> <p>OVERALL PRICE FOR 1 DAY MEAL (LUNCH AND DINNER)</p> <p>( ONE DAY= 2 MEALS)</p> <p>EXAMPLE- 1 DAY 2 MEALS, IF LUNCH IS 35 AND DINNER IS 35 THEN PRICE FOR 1 MEALS IS= <math>35+35=70/2=Rs.35/-</math></p> <p>Rs. _____</p>
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Declaration: I/We hereby declare that the prices quoted above are inclusive of all taxes and charges, and will remain firm for the entire contract period.

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

Date: \_\_\_\_\_

**Signature of Bidder with Seal**

\_\_\_\_\_  
(Name, Designation & Seal)

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## ANNEXURE-II — APPLICATION FORM FOR TECHNICAL BID

**Instructions:** Fill all fields clearly in the spaces provided. Attach a separate sheet if space is insufficient. Submit self-attested copies of all certificates. Incomplete forms will be rejected.

1. Name of Registered Company / Cooperative / Agency

\_\_\_\_\_

2. Complete Address of Registered Office

\_\_\_\_\_  
\_\_\_\_\_

3. Food License Certificate No.

\_\_\_\_\_ Valid upto: \_\_\_\_\_

4. PAN Number

\_\_\_\_\_

5. GST Registration Certificate No.

\_\_\_\_\_

6. Name of Proprietor / Partners / Directors with Address & Phone No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Years of Relevant Experience in Catering

\_\_\_\_\_

8. Blacklisting Undertaking

Enclosed: Yes / No (Self-declaration attached)

9. Demand Draft No. & Date

DD No. \_\_\_\_\_ Date: \_\_\_\_\_  
Bank: \_\_\_\_\_ Amount: Rs. 500/-

### Declaration by Bidder

I/We hereby declare that: (a) the information provided above is true and correct to the best of my/our knowledge; (b) I/We have not been blacklisted by any Government / Semi-Government body for Mess or Canteen services; (c) I/We accept all terms and conditions of this tender document.

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

Date: \_\_\_\_\_

**Signature of Applicant with Seal**

\_\_\_\_\_  
(Name, Designation & Seal)