



OFFICE OF THE PRINCIPAL,
GOVERNMENT POLYTECHNIC, SONEPUR-17
☎: 06654-220622
E-mail: principalgpsonepur@rediffmail.com



ସରକାରୀ ବହୁବୃତ୍ତୀ ଶିକ୍ଷା ଅନୁଷ୍ଠାନ,
ସୋନପୁର

Tender Call Notice No. 845 /Date 10-06-2026 /

SHORT TENDER NOTICE FOR RUNNING HOSTEL MESS / CANTEEN

Sealed Tenders are invited from reputed Firms/Caterers/Agencies/SHGs having valid GST/PAN/TAN Service Tax No. with experience in catering and canteen management for running the Hostel Mess/Canteen of Government Polytechnic Sonepur for a period of one year, which may be extended further subject to satisfactory performance. The sealed Tender packets containing both "Technical Bid" and "Financial Bid" complete in all respects must be sent by REGISTERED POST / SPEED POST only so as to reach the Office of the Principal, Government Polytechnic Sonepur, At-Badajhinki P.O./Dist.- Sonepur, Odisha, PIN-767 017 on or before 22.06.2026 up to 5:00 P.M. along with all required documents. The Institute shall not be responsible for any postal delay or loss in transit.

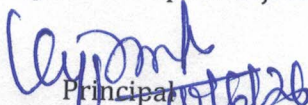
The detailed Tender Document containing eligibility criteria, terms & conditions, technical specifications, evaluation criteria, and bid formats can be obtained from the Office of the Principal or downloaded from the Institute website/ District NIC portal from 11.06.2026 (10:00 A.M. onwards).

The sealed Tender packets containing both "Technical Bid" and "Financial Bid" complete in all respects must reach the Office of the Principal, Government Polytechnic Sonepur on or before 22.06.2026 up to 5:00 P.M. along with all required documents.

Particulars	Details
Availability of Tender Document	11.06.2026 (10:00 A.M.)
Last Date of Submission	22.06.2026 (5:00 P.M.)
Opening of Technical Bid	23.06.2026 (3:00 P.M.)
Opening of Financial Bid	23.06.2026 (4:00 P.M.)

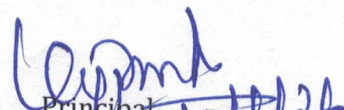
**NOTE- The Tender will be opened as per above schedule in the chamber of Principal, GP Sonepur in presence of Institute Tender Committee, Representative of District Administration, Representative of Firms/Caterers/Agencies/SHGs.*

The Principal, Government Polytechnic Sonepur reserves the right to accept or reject any or all tender documents without assigning any reason thereof.


Principal
Govt. Polytechnic, Sonepur


Memo No. 846 / Date 10-06-2026

Copy submitted to Institution Notice Board/ Principal, ITI, Sonepur/ P.S to P.D, DRDA, Sonepur/PS to Addl. District Magistrate, Sonepur/General Manager, DIC, Sonepur/ District Skill Development-cum-Employment Officer, Sonepur with a request for display in their Notice Board.


Principal
Govt. Polytechnic, Sonepur

Memo No. 847 / Date 10-06-2026

Copy to P.A. to Collector & District Magistrate, Subarnapur for kind information of Collector & District Magistrate Subarnapur.


Principal
Govt. Polytechnic, Sonepur



OFFICE OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC SONEPUR-17

Ph.: 06654-220622 E-mail: principalgpsonapur@rediffmail.com

Expression of Interest for Hostel Mess of Govt. Polytechnic, Sonepur

General Information

Eligibility Criteria: The applicant should have a valid food license from competent authority and be in Firms/Caterers/Agencies/SHGs for a minimum of three years in government organization.

Scope of Work: The Firms/Caterers/Agencies/SHGs are to provide the following Services:

1. Cooking and Serving meals(Breakfast, Lunch&Dinner)
2. Cleaning of Utensils, Kitchen and other serving items.
3. Cleaning of cooking, dinning and auxiliary areas.
4. Security of the Equipment's, utensils and all other items of the Mess.
5. Maintenance of the Equipment's in the kitchen and dining Area
6. Cleaning of the surrounding of the Mess.
7. Maintain discipline in the dining Hall and Kitchen
8. Supply of quantitative/hygienic food to students and staffs.
9. No outsiders will be permitted into canteen/ kitchen without specific permission from the authority.

Accounting and Payment:

1. The Firm/ Caterer shall be solely responsible to collect the cost of the meal from the students on monthly basis as per mutual convention with mess committee.
2. The Firm/ Caterer have to maintain proper record of meals consumed by each student.
3. The rates for all items must have been prior approved by the mess committee.
4. If any dispute arises then the mess committee decision in this regard is final and binding.

Right reserved by the Mess Committee:

1. Amend the Scope and value of the Contract.
2. Amend the rate of the Contract.
3. Check the quality and quantity of food at any point of time.
4. Mess committee is empowered to cancel the contract if any deficiency found.
5. Mess committee will review the food quality (Twice per month) and submit the report to the principal for further needful action.
6. For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.

Menu Details:

Menu details will be decided in consultation with the students and mess committee. But the items likely will be as per the following:

Breakfast: Upma, Puri, edli,, dosa, bada, Singda, aluchop

Lunch: Rice, Good quality Dal, Curry, Either Salad or Papad or Chips or Bhaja or Saga


Dinner: Roti or Rice, Dal, Curry, Either Papad or Chips or Bhaja

Weekly three-time Non-Veg Meal (Chicken/Fish/Egg) and for vegetarian boarder's paneer/mushroom are required to be supplied as substitute.

For any items not mentioned above, quantities and price will be fixed by mutual consensus between the Hostel mess committee and the caterer.

Note on the Menu:


1. The caterer will be required to provide suitable item for sick residents in lieu of the regular meals.
2. The caterer will not serve any item whose rates have not been approved by the competent authority.
3. Non-Veg should be served as per the days decided by the mess committee.
4. All equipment brought by the caterer into the hostel premises must be registered with the caretaker.
5. The caterer will be responsible for cleaning of the kitchen and the dining area, including the wash basins, and the dustbins for maintaining proper hygienic and sanitation.
6. The caterer will have to provide soap cake/liquid soap for the wash basins in the catering area.
7. The caterer should take preventive measures to avoid and fire hazards inside the canteen or dining hall.


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SPECIFIC TERMS AND CONDITIONS

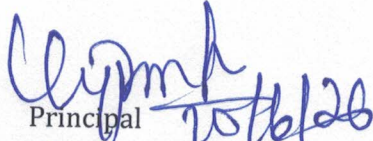
Mode of Operation:

1. The Firms/ Hotels/ Restaurant/ Catering Services/Agency would provide breakfast, lunch and dinner. Each of these will have certain items mandatory for the caterer to provide as a part of the basic menu. Beside these, certain other items (add-ons) will be available on extra messing.
2. One supervisor will always be present during breakfast, lunch and dinner. It is desirable that the same supervisor continues at least for one semester, in case of any change, the competent authority should be informed.
3. The Firms/ Hotels/ Restaurant/ Catering Services/Agency need to provide Breakfast, lunch and dinner to Institute guests as and when required and Institute will settle the bills.
4. For each of the meals or extra items if will be mandatory for the Firms/ Hotels/ Restaurant/ Catering Services/Agency to serve the items of a fixed weight/size at price decided prior and approved by competent authority.
5. The Firms/ Hotels/ Restaurant/ Catering Services/Agency need to arrange the cooking gas by self and be prepared for any unforeseen events arising due to shortage of cooking gas, in that case the Agency has to arrange the food for the students without claiming any financial assistance from the institution.
6. All items will be cooked in the kitchen of the hostel.


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Important Tender Conditions

Sl.no.	Particulars	Details
1	Contract Period	01 (One) Year from the date of execution of agreement, extendable subject to satisfactory performance and approval of the competent authority.
2	Non-refundable amount	The party who will participate in the tender is required to deposit a non-refundable amount/ processing fee of ₹1000/- (Rupees One Thousand only) rupees in the form of Demand Draft drawn in favour of Principal, Government Polytechnic Sonepur.
3	Earnest Money Deposit (EMD)	₹30,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of Principal, Government Polytechnic Sonepur, while Applying the tendering process by the bidder. (Refundable to all bidders only after finalization of tender.)
4	Performance Security Deposit	₹25,000/- (Rupees Twenty-Five Thousand only) to be deposited by the successful bidder before signing the agreement.
5	Estimated Hostel Strength	300 Students (Approximate and subject to variation from time to time).
6	Bid Submission Method	Technical Bid and Financial Bid shall be submitted in two separate sealed envelopes superscripted as "Technical Bid" and "Financial Bid" respectively, enclosed in one larger sealed envelope.
7	Mode of Submission	Registered Post / Speed Post only.
8	Opening of Financial Bid	Only of those bidders who qualify in the Technical Evaluation.


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Tender Evaluation Criteria

The bids shall be evaluated by the Tender Evaluation Committee constituted by the Institute. Evaluation shall be carried out in two stages:

Evaluation Weightage

SL. no	Stages	Maximum Marks
01	Technical Evaluation	50 Marks
02	Financial Evaluation	50 Marks
	Total	100 Marks

A. Technical Evaluation (50 Marks)

Sl. No.	Criteria	Marks
1	Experience Certificates (minimum 3 yrs) in Government Organization	15
2	Valid Labour license, PAN card, Aadhar Card, GST Registration and FSSAI License	15
3	i. Availability of Trained Manpower and Supervisor ii. Infrastructure and Equipment Availability Note-An Affidavit is required for above point i, ii.	10
4	Financial Capability and Turnover (Bank Statement)	5
5	Police verification Certificate	5
	Total	50

Minimum Qualifying Marks: 30 out of 50 (60%).

Only bidders qualifying in the Technical Evaluation shall be considered for Financial Evaluation.

B. Financial Evaluation (50 Marks)

The Financial Bid shall be based on the **Per Student Per Day Meal Charge** quoted by the bidder.

The bidder quoting the **Lowest Per Student Per Day Meal Charge (L-1)** shall be awarded the maximum **50 marks**.

Financial Score = (Lowest Quoted Rate ÷ Quoted Rate of the Bidder) × 50

C. Final Selection

Total Score = Technical Score (50 Marks) + Financial Score (50 Marks)

The bidder obtaining the **highest combined score out of 100** shall be ranked first and considered for award of the contract.

D. Tie-Breaking

In case two or more bidders obtain the same final score, preference shall be given to the bidder securing higher marks in the Technical Evaluation.

E. Institute's Rights

1. The Institute reserves the right to accept or reject any or all tenders without assigning any reason.
2. The Institute may verify all documents submitted by the bidder.
3. Any false information or forged documents shall lead to disqualification and forfeiture of security deposit.
4. The decision of the Tender Evaluation Committee shall be final and binding on all bidders.


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APPLICATION FORM

1. Name of the Firms/ Hotels/ Restaurant/ Catering Services/Agency:

2. Address of the Office of the Firm/ Company/ Agency:

3. Food license certificate No.
(Self attested copies to be enclosed)

4. PAN Number:
(Self attested copies to be enclosed)

5. Type of Organization:

6. Name of the Proprietor, Partners/Directors of the applicant with addresses and phone number:

7. Income tax return filed for financial Years:
(Self attested copies to be enclosed)

8. Service tax, Sales tax/VAT Registration Number/GST Registration Number :
(Self attested copies to be enclosed)

9. Years of relevant experience:
(Self attested copies to be enclosed)

10. **Rate per meal**

Signature of applicant with seal

Notes:

1. Information has to be filled up specifically in the format provided.
2. Applicant not providing details or with insufficient details shall be rejected.

AGREEMENT ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-

AGREEMENT

This agreement made on this _____ day of __ between Government Polytechnic, Sonapur through the Principal, Govt. Polytechnic, Sonapur. (Hereinafter called Govt. Polytechnic, Sonapur of the one part and resident of _____ proprietor, (herein after called the 'Caterer') on the other part.

WHEREAS IT IS NOW AGREED BETWEEN THE PARTIES AND WITNESSETH AS FOLLOWS:

1. That the items of the menu, which the caterer would be, expected to supply in the mess are as stated under menu details.
2. That the rates for various items during the period of contact will remain fixed.
3. That hostel mess committee may also decide to include additional items (add-ons) in the menu for a mutually agree extra charge between both the parties. The caterer should collect these extra charges directly from the students and institute should not be held responsible for these payments. This will be purely optional and each student may choose additional item at his/her own choice.
4. That the food served by the caterer shall be wholesome and clean and the competent authority/or nominee of the competent authority may at any time enter upon the premises allotted to the caterer for the purposes of inspection, trial or analysis and the competent authority or any nominee's decision about the desirability or quality of the articles offered for consumption in the dining hall shall be final.
5. That a committee, nominated by the competent authority, will monitor the quality of the food and other items supplied by the caterer including services.
6. Govt. Polytechnic, Sonapur may call for the advice of any Food Inspector on matter of hygiene in the Hostel mess and such advice of the Food Inspector shall not be contested by the caterer.
7. That the caterer would provide a sufficient number of cooks, waiters and other servants in the kitchen, dining hall, mess and shall take all reasonable precautions to see that these waiters and servants while on duty attire themselves in proper dress and are professional, civil, sober and honest in their dealings with the hostel residents and staff and any other users of their services.
8. That the caterer shall only employ in his service such persons whose antecedents have been verified by the police and who have also been medically examined at the caterer's own cost and to the satisfaction of the competent authority. The caterer shall be required to give an undertaking to the competent authority to this effect. The caterer shall not make any additions/alterations in the premise provided by Govt. Polytechnic, Sonapur, for use as kitchen and allied purposes to the caterer during the currency of this agreement and or/ otherwise.
9. The caterer undertakes to keep the premises, kitchen, dining room and other area connected therewith neat, clean and tidy at all times and in accordance with the health/hygienic bye-laws.
- 10 That all the workers providing the services under this Agreement shall be employees of the caterer, and Govt. Polytechnic, Sonapur shall not have an employer-employee relationship with the employees of the caterer. The caterer undertakes to keep Govt. Polytechnic, Sonapur harmless and indemnified against any demand/claim of wages, provident fund, Employees State Insurance and any other such dues of its employees and Govt. Polytechnic, Sonapur is in no way responsible and liable for the employees and for staff of the caterer.

11. Notwithstanding anything contained in the clauses above if any employee and /staff member of the caterer in the opinion of Govt. Polytechnic, Sonapur, is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the caterer shall forthwith remove that person from Govt. Polytechnic, Sonapur Campus, with immediate effect and replace him suitably.
12. That the caterer shall have no right or interest in the premises allotted for kitchen, dining hall and other allied purposes and he shall have no right or interest to remain in possession thereof at all end of this Agreement or on the termination thereof at any time.
13. That service hours in the Hostel Mess shall be as given above provided that the timings may be modified by the competent authority if and when considered necessary.
14. All the residents in the Hostel shall take their meals in the dining hall and the caterer shall not be authorized to serve the meals in the rooms of the Hostel.
15. The caterer shall obtain instructions from competent authority along with the type of menu that may be served in the official lunch/dinner/tea party to the participants of training courses.
16. The caterer shall display the approved menu prominently in the dining hall.
17. The caterer shall be provided by Govt. Polytechnic, Sonapur with necessary area/premises i.e. one dining hall, one kitchen and requisite furniture and/or gadgets and he shall be responsible for the proper maintenance of both, the premises as well as the furniture and other gadgets provided by Govt. Polytechnic, Sonapur. The responsibility for proper maintenance and safety/security of all fitting and fixtures will be of the Farm/caterer.
18. The caterer shall be required to use cooking gas only for cooking purposes. All the expenses for cooking gas will be borne by the caterer. The cooking gas must be procured by the caterer directly. Any unforeseen events arising due to shortage of cooking gas, in that case the Agency have to arrange the food for the students without claiming any financial assistance from the institution.
19. The Caterer shall pay a sum of Rs. 25,000/- as Security Deposit, which shall be refunded, without any interest thereof, at the end of the contract after adjusting the amount of any damage caused to Govt. Polytechnic, Sonapur by any omission or discrepancy on the part of the caterer or his employee.
20. Govt. Polytechnic, Sonapur will have the right to review the working of this agreement from time to time and if at any time it is found that the caterer has failed to fulfill and of the conditions of this agreement or that his working is unsatisfactory, Govt. Polytechnic, Sonapur, may curtail the agreed period of this agreement and terminate this agreement with a notice period of one month, and Earnest deposit money by the caterer will be forfeited if one month notice period not fulfilled by the caterer.
21. That the caterer shall maintain a suggestion book for recording of suggestions for improvement by the residents and the staff. Such suggestions, after having the approval of Mess Committee, should be forthwith acted upon by the residents and the competent authority or his nominee.
22. The caterer shall keep and maintain a register at the entrance of the dining hall where in all hostellers will sign before taking meals.
23. The caterer shall be solely responsible to collect the cost of the meal from the students on monthly basis as per mutual convention with mess committee.

I agree to the terms and conditions laid out in the clauses above in entirety in presence of the witnesses mentioned below.

Principal

Govt. Polytechnic, Sonapur

Caterer

Witness:

1. _____

2. _____

OFFICE OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC, SONEPUR-17

Phone: 06654-220622, Website: - www.gpsonepur.in

Email-Id: principalgpsonepur@rediffmail.com

No. 845 /Date: 10.06.2026 /

EXPRESSION OF INTEREST

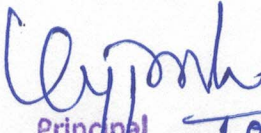

Govt. Polytechnic, Sonepur invites Expression of Interest from interested Firms/ Hotels/ Restaurant/ Catering Services/Agency having valid food license from the competent authority to run Hostel Mess(Breakfast/ Lunch/Dinner) of the Institute.

The interested Firms/ Hotels/ Restaurant/ Catering Services/Agency are requested to apply along with the supporting documents to the undersigned on or before 22.06.2026 by 5.00 PM. The Expression of Interest (Eoi) will be opened on 23.06.2026 at 03.00 P.M. For application form and other details, please visit Institution website: www.gpsonepur.in

The undersigned reserves the right to cancel any or all applications without assigning any reason thereof.

Sd/-

Principal, Govt. Polytechnic, Sonepur


Principal 
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Sonepur