

OFFICE OF THE PRINCIPAL, GOVERNMENT ITI, SONEPUR

At/Po- Hikudi, Dist- Subarnapur, Pin- 767062, Odisha

No. 510 /Date 26.07.23 /

QUOTATION CALL NOTICE

Sealed Quotations are invited from reputed registered Firms/Caterer/Agency having Food license, PAN & GST and in the business of Hotel/Mess/Canteen for **"Running of Hostel Canteen"**.

The Quotations shall be submitted along with all required document in sealed cover superscribing **"Running of Hostel Canteen"** so as to reach the Office of the undersigned on or before **01.00 PM on Dt.11.08.2023**. The quotation will be opened at **4.00 PM on Dt.11.08.2023**. The Agency/Vendors/Caterer himself/herself or their authorized representative may remain present during the opening of Quotations. Quotations received after due date & time will not be entertained.

The undersigned reserves the right to reject any or all quotations received without assigning any reason thereof.

Encl: Detail Documents

Memo No. 511⁽²⁾ /Date. 26.07.23 /

Copy to Institution NB/Institution Website for wide publicity.

Encl: Detail Documents

[Signature]
Principal I/C
Govt. ITI, Sonepur
Govt. I.T.I., Sonepur

Memo No. 512⁽⁴⁾ /Date. 26.07.23 /

Copy forwarded to Principal, Govt. Polytechnic, Sonepur/ District Employment Officer, Subarnapur/ GM, DIC, Subarnapur with a request to display this notice in the Office Notice Board/website for wide publicity.

Encl: Detail Documents

[Signature]
Principal I/C
Govt. ITI, Sonepur
Govt. I.T.I., Sonepur

Memo No. 513 /Date. 26.07.23 /

Copy forwarded to PA to Collector and District Magistrate, Subarnapur & Chairman GB, Govt. ITI, Sonepur for kind perusal of Collector and District Magistrate and with a request to display this notice in the Office Notice Board/website for wide publicity.

Encl: Detail Documents

[Signature]
Principal I/C
Govt. ITI, Sonepur
Govt. I.T.I., Sonepur

[Signature]
Principal I/C
Govt. ITI, Sonepur
Govt. I.T.I., Sonepur

GENERAL INSTRUCTIONS:

1. Eligibility Criteria:

- a. The applicant should have a valid Food License from competent authority and be in catering business
- b. The applicant should have a valid GST and PAN.

2. Scope of work:

The caterer is expected to provide the following services:

- a) Cooking and serving meals (Lunch and Dinner)
- b) Cleaning of utensils, kitchen, serving items and entire Dining Hall.
- c) Providing Security and maintenance of the equipment, utensils and other items in the mess, kitchen and dining area.
- d) Proper Maintaining of the books, ledgers, other records and documents related to running of the mess.
- e) Adequate supervision of Hostel Mess.
- f) Maintain discipline in the dining hall and kitchen.
- g) Supply qualitative hygienic food.
- h) No outsiders will be allowed into the canteen /kitchen without specific permission of the competent authority. For ladies Hostel, only ladies workers will be allowed. The caterer has to issue Identity Card for its worker.
- i) Add-on sales as approved by Hostel Mess Committee. Resident may use these add-on to get extra items not included in the basic menu outlined below.
- j) To carry out the decision of Hostel Mess Committee.
- k) Operational services and any policy matter related to running the mess will be decided by the Mess Committee.
- l) The firm/agency shall collect mess dues from the students on daily/weekly / monthly as per mutual convention and in this regard decision of Hostel Mess Committee will be final. The rates for all the items must have been prior approved by the Hostel Mess Committee.
- m) The rates so fixed are inclusive of all taxes duties, and levies etc. imposed by the state/ central government and local bodies as on the dates of award of the work.
- n) The price rates shall be in force for the entire period of contract and in this regard, the decision of Hostel Mess Committee will be final.
- o) In case of any extension granted on expiry of one year contract, revision of price rates may be consider by Hostel Mess Committee if specially requested by the firm/agency and the decision of Hostel Mess Committee will be final.
- p) The Hostel Mess Committee reserves the right to:
 - . Amend the scope and value of the contract
 - . Amend the rate of the contract.
 - . Award the contract of the mess to any empanelled agencies.
 - . Check the quality and quantity of food at any point of time.
- q) Effort on the part of the firm/agency or its agent to exercise influence or to pressurize the institute for this contract shall result in rejection of the application. Canvassing of any kind is strictly prohibited.

Signature of the Firm/Agency/Caterer


Principal
Govt. I.T.I, Sonapur

Tentative Sample Mess Menu

DAY	LUNCH (12.30 PM to 2.30 PM)	DINNER (8.30 PM to 10.00 PM)
MONDAY	RICE, DAL, MIX CURRY, KHATA	RICE, DAL, CHANA(KABULI) CURRY, ACHAR
TUESDAY	RICE, DAL, MIX CURRY, PAPAD	RICE, DAL, SOYABIN CURRY, ACHAR
WEDNESDAY	RICE, DAL, EGG CURRY/MIX VEG, SALAD/ACHAR	RICE/ROTI, DALMA, BHAJA, ACHAR
THURSDAY	RICE, DALMA, CHIPS, SALAD	RICE, DAL, BESAN CURRY, ACHAR
FRIDAY	RICE, DAL, FISH/MIX VEG, SALAD/ACHAR	RICE/ROTI, DALMA, BHARTA, ACHAR
SATURDAY	RICE, DAL, MIX CURRY, SAGA	RICE, DAL, MOTOR CURRY, ACHAR
SUNDAY	RICE, DAL, CHICKEN/PANEER/MUSHROOM, SALAD	RICE/ROTI, DALMA, BHAJA, ACHAR

3. Note on the Menu:

- For any items not mentioned above and quantities will be fixed by mutual consensus between the Hostel Mess Committee and caterer.
- The caterer will be required to provide suitable items for sick residents in lieu of the regular meals.
- For residents observing fasts, the caterer will provide the substitute items in lieu of the regular meal only in case a minimum number of ten residents ask for the substitute meal.
- The caterer will not serve any item whose rates have not been approved by the Hostel Mess Committee beforehand.
- Non-Veg items should be served as per the menu irrespective of any festivals. In this regard the decision of the Hostel Mess Committee shall be final.
- If any items of Hostel like utensils for cooking / serving food, including plates, tumblers, spoons etc. will be used only after giving proper receipt/acknowledge.
- The caterer will be responsible for cleaning of the kitchen and the dining area, including the wash basins and the dustbins to maintain proper hygiene and sanitation.
- The caterer will also provide soap cake/liquid soap for the wash basins in the catering area.
- The caterer shall use LPG gas for cooking and produce documentary evidence regarding purchase of LPG cylinder if required by the authority.
- The caterer should take preventive measures to avoid any fire hazards inside the canteen of during hall.

Signature of the Firm/Agency/Caterer

Sd/-
Principal
Govt. I.T.I, Sonapur

4. General Condition:

- a) The Firm/Agency/Caterer has to quote rate per meal.
- b) The Firm/Agency/Caterer has to sign each page of the bid document.
- c) The Firm/Agency/Caterer has to submit self attested photocopy of PAN, GST and experience along with the bid document.
- d) The lowest Firm/Agency/Caterer has to submit a Performance Guarantee of Rs 25000/ in shape of Bank Guarantee from a nationalized bank in favour of Principal Govt. ITI Sonapur.
- e) The lowest Firm/Agency/Caterer has to execute an agreement in Non Judicial stamp paper only after submission of Performance Guarantee.
- f) The Performance Guarantee will be forfeited in case of any defaulter by the Firm/Agency/Caterer and the decision of Hostel Mess Committee will be final.
- g) The agreement can be terminated by giving one month notice.
- h) The Firm/Agency/Caterer has to give sample of meal to Hostel Mess Committee on daily basis as per requirement.
- i) Period of Contract will be renewed in every month as per decision of Hostel Mess Committee.

5. Price Quote:

Rate/Price per Meal	Rs (Figure)..... (Word).....	Signature of the Firm/Agency/Caterer
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Signature of the Firm/Agency/Caterer

sd/-
Principal
Govt. I.T.I, Sonapur