



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

P.O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur
Odisha-768018, India

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Advt.No.VSSUT/ DSW/ 259 / 2026

Date: 27.04.2026

TENDER CALL NOTICE

Sealed Tenders are invited by the undersigned under two bid system from intending reputed, registered and experienced and authorized firms/agencies for providing Mess Catering Services to Hall of Residences at Veer Surendra Sai University of Technology (VSSUT), Burla. The last date of receiving of tender is 20.05.2026, 1.00 PM. The Technical bid shall be opened on 21.05.2026 at 11.00 AM and opening of Financial Bid will be notified. For details visit University website www.vssut.ac.in.

Registrar

Memo No.VSSUT/ DSW/260 (6) /2026

Date: 27.04.2026

1. Government Educational Institute / Universities. The bills in triplicate alongwith a copy of the concerned bills may be submitted for necessary payment after the publication.
2. University Notice Board including website.
3. Dean (Faculty Planning) with a request to display the advertisement on the University website.
4. The Comptroller of Finance, VSSUT, Burla for information.
5. PA to Registrar for record.
6. PA to Vice-Chancellor for his information and to be kept for reference.



Tender Notice No.: VSSUT/DSW/259/2026

Date: 27-09-2026

TENDER FOR “PROVIDING MESS CATERING SERVICE TO HALL OF RESIDENCES (HoR)” at VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA, ODISHA

A-1. Sealed Tenders are invited from interested and eligible firms/companies/proprietors/individuals to provide mess catering service to our hall of residences (HoR) (Annexure-1) on the following terms and conditions.

| Sl.No. | Particulars | Annexure |
|--------|-----------------------------------------------------------|---------------|
| a. | List of Hall of Residences and Number of Boarders | Annexure -1 |
| b. | Check list for preparation of Bid/Tender | Annexure -2 |
| c. | Annual Turnover Details | Annexure -3 |
| d. | Evaluation of technical bid | Annexure -4 |
| | Profile of Company & no. of years in catering business | Annexure -4A |
| | Feedback Performance from Higher Education Institutes | Annexure -4B |
| | Service at Government Universities | Annexure -4C |
| | catering works executed by the agency in last five years | Annexure -4D |
| | Feedback Form Format | Annexure -4E |
| e. | Letter of Undertaking and Format of particulars of tender | Annexure -5 |
| f. | Caterer Profile | Annexure -6 |
| g. | Detailed Work Experience | Annexure -7 |
| h. | Declaration Regarding Blacklisting / Debarring | Annexure-8 |
| i. | Financial Capacity | Annexure-9 |
| j. | Price/financial bid format | Annexure -10 |
| | Additional items and quoted price | Annexure -10A |
| k. | Mess Menu | |

A-4 Nature of Contract:

- a) The Caterer must provide following services:
 - i) Preparation and Service of Healthy & Hygienic Food to the students of the Hall of Residences.
 - ii) Cooking and serving meals at specified time and place.

b) The contract is a lump sum / unit rate contract and involves no control of VSSOI Bunka over the staff of the Vendor except ensuring food quality, quantity and hygiene.

c) The period of the contract will be for one year from the date of issue of the work order, unless extended otherwise.

d) The caterer's price is inclusive of all taxes and duties. Vendor to be bound all contractual provisions contained in the conditions of tender.

e) The work may be divided among more than one party which is a matching with lowest bidding price in the tender.

f) The tender may be cancelled without assigning any reason and EMD shall be returned within three months of expiration of the tender.

g) Revocation/withdrawal from tender at any stage before or after opening of the price bid shall entail forfeiture of EMD.

h) Bringing in outside influence or entering into unwarranted correspondence/communication will entail rejection of tender and a proceeding for blacklisting.

i) As per policy decision, six different caterers will be offered to provide catering services to the six clusters given in Annexure 1.

j) If situation demands, one caterer (will be decided by the committee) may have to serve more than one cluster / Hall of Residence or caterer's in the panel list may be offered to provide catering services at any of the Hall of Residences, based on the requirement.

k) In case of a decision by the Warden Council to run night canteen, the caterers must run the night canteen as and when required.

l) The student numbers mentioned above are tentative and prior information about the number of students willing to use facility will be intimated.

m) The Caterer shall remain responsible for any special needs during semester/intermediate vacations, when regularly dinner is not taken in residence. Vendor shall number of students may reduce. It may be even less than 30% at the regular cost decided in the tender. During these

periods, the Institute may also decide to close the dining facilities totally.

- n) During summer/winter/puja vacations or any other holiday times when mess is not running, caterer will not be given any establishment charge in any circumstances.
- o) A student is eligible to avail "Mess off" as per university rules. In this regard, the caterer will not be given any kind of establishment and mess charges.
- p) If, due to a pandemic or any other reason, the Institute decides to restrict the number of students or vacate the hall of residence entirely, the caterer shall not be entitled to any establishment charges for the period during which the hall remains fully vacated.
- q) Meals shall include Breakfast, Lunch, Evening Snacks and Dinner.
- r) Extra Items as per Annexure-10A shall be provided to the interested students on an on-the-spot or advance payment basis on all days during which the mess is operational.
- s) The caterer shall provide minimum one grand feast per semester, within the quoted price.
- t) The caterer shall provide minimum one special lunch or dinner per week. In case a grand feast is conducted in any week, the same shall be treated as fulfillment of the requirement of the special lunch or dinner for that week.
- u) The caterer shall provide a special menu on festivals as decided by the concerned Hall of Residence Warden. In such cases, the Warden may modify the menu for the festival day and for one additional day, in consultation with the caterer.
- v) The Dean, Students' Welfare, VSSUT Burla reserves the right to review and modify the terms and conditions periodically with the approval of the Vice Chancellor which will be binding on the Caterers/Vendors.

A-5 Eligibility:

- a) **Status:** The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of partnership firm/consortium, Proprietorship may be permitted. A proof for supporting the legal validity of the Bidder shall be submitted.
- b) **Financial Capacity:** The bidders should have the **minimum average annual turnover of Rupees One Crore** or more from **catering Services only** during the last three financial years **[2022-23, 2023-24, 2024-25]** in the books of account and need to submit (A certified audited Profit and Loss accounts and balance sheet as per Annexure-3. The firms preferably must be willing and/or capable to sustain itself financial till bills are processed & payment released.
- c) **Experience:** The Vendor(s) should have minimum three years of work experiences in catering services at Institutions/ any other organization. Relevant proofs shall be submitted.

A-6 **Registration:** The Caterer/Vendor should possess statutory obligations such as Labour license, EPF, ESI, GST Registration, PAN card and any other statutory requirements as deemed fit for their existing businesses. The firms should have valid license issued by Food Safety and Standards Authority of India (FSSAI) for their existing business. Relevant proofs shall be submitted.

REGISTRAR

SECTION-B
Instruction to the Bidders

B-1.

B-2.

B-3.

B-4.

365 days

B5.

Declaration regarding Blacklisting and Legal Status:

Banning of Business Dealings:

Vendor's Background:

Documents to be submitted

B-9.

B-10. BID OPENING PROCEDURES

B-11. CLARIFICATION ON TECHNICAL BID EVALUATION

B-12. TECHNICAL BID EVALUATION

Annexure-4

B-13. FINANCIAL BID EVALUATION/OPENING PROCEDURE

Financial Bid Score = 40 x (Lowest TOTAL AMOUNT quoted by L1 Bidder) / (TOTAL AMOUNT quoted by Bidder)

HIGHEST COMBINED SCORE HIGHEST COMBINED SCORE

B-14. HIGHEST COMBINED SCORE'

B-15. Notwithstanding anything contained elsewhere in this tender document, all selected bidders shall mandatorily provide Breakfast, Lunch, Evening Snacks and Dinner at the lowest rate quoted under 'R1' by the L1 bidder, and such rate shall be uniformly applicable to all HoRs.

B-16. Similarly, for extra items, all selected bidders shall mandatorily operate at the lowest rate quoted under 'R2' by the L1 bidder, and the same shall be uniformly applicable to all HoRs.

B-17.

B-18.

B-19.

B-20.

B-21.

B-22.

B-23.

B-24.

B-25.

B-26.

B-27.

B-28.

B-29.

B-30.

B-31.

B-32.

B-33.

SECTION-C

General Conditions of Contract

C-1 DEFINITIONS

C-2 RESPONSIBILITIES OF VSSUT OFFICIALS

C-3 ASSIGNMENT AND SUB-CONTRACTING

C-4 CONTRACT DOCUMENTS

C-5 GENERAL OBLIGATIONS OF THE VENDOR

Sufficiency of tender

Bankruptcy and breach

terminated

- i. By giving one-month notice by the University, if in the opinion of the authorities such termination is in the interest of the University. This termination will not be challenged by the Vendor.
- ii. The Caterer/Vendor not performing his duties properly as per the agreed terms and conditions of the contract. The University shall decide whether the performance of the vendor meets satisfaction or is deficient and to what degree. In such a case, the notice period shall be one week.
- iii. For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Caterer/Vendor to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week.
- iv. The Caterer/Vendor being declared as insolvent by the court of law. The notice period shall be one week. During the period of termination of contract in any of the situation contemplate above; the Caterer/Vendor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the Caterer/Vendor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to VSSUT Burla.
- v. Contract may be terminated on poor service/performance rendered by the Caterer/Vendor based on the Monthly Performance evaluation details of which are given at Annexure-14.

Illegal gratification, breach of contract

Section-D

Final Certificate:

Notice:

Service of notice on Vendor:

Service of notice on VSSUT Burla:

Change of Address:

Safety:

Policing of the work

i) Law in Force in Relation to Contract

(ii) Legal compliance:

ARBITRATION:

AMENDMENT:

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JURISDICTION:

SECTION-D

Special Conditions of Contract

D-1 SCOPE OF WORK

j)

Employment of Child labour defined as per relevant laws is strictly prohibited.

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Note: The above schedule may be modified by the Hall Mess Committee (HMC) or the Warden depending on academic requirements, examinations, or other administrative considerations. The caterer shall comply with such modifications without any additional cost.

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In any case no item should contain more than 20% potato by weight, except for only potato-based items.

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D-2 PENALTY

A guide line of different penalties are as follows:

| Penalty criteria | Per instance |
|------------------|--------------|
| | Rs.5000/- |
| | Rs.3000/- |
| | Rs.10,000/- |
| | Rs.10,000/- |
| | Rs.7,000/- |
| | Rs.10,000/- |
| | Rs.5,000/- |

| | |
|--|---------------|
| | Rs.10,000/- |
| | Rs.5,000/- |
| | Rs.10,000/- |
| | Rs.20,000/- |
| | Rs.5,000/- |
| | Rs.1,000/- |
| | Rs.2,00,000/- |

Food poisoning shall invoke a hefty fine of at least Rs.2 Lakh or more, along with cancellation of contract and possible blacklisting of the caterer. The performance security deposited to the institute will not be refunded to caterer if the contract is cancelled for the above reason.

D-3 FOOD SAFETY COMPLIANCE:

D-4 OTHER TERMS & CONDITIONS:

D-5 LIQUIDATED DAMAGES

D-6 RISK AND COST:

D-7 PAYMENT TERMS:

- f) The payment shall be made based on the number of students served each day, as declared by the Warden or his/her authorized staff on the previous day, taking into account leave taken by students and other authorized official or personal absences from the Hall of Residence.

D-8 WORK TO THE SATISFACTION OF VSSUT BURLA:

D-9 INDEMNITY:

D-10 CONTRACT VALIDITY:

D-11 REALLOCATION OF MESS CONTRACTS IN CASE OF TERMINATION In the event of termination, suspension, or discontinuation of a caterer's contract for any reason, the University reserves the right to make alternative arrangements for the uninterrupted operation of the mess services in the concerned Hall(s) of Residence (HoRs).

ANNEXURE-1

List of Hall of Residences and Number of Boarders

| Sl. No | Name of Hall of Residences (HoR) | Cluster | Minimum Capacity |
|---------------|-----------------------------------------|----------------|-------------------------|
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ANNEXURE – 3
Annual Turnover Details

| Financial Year | Annual Turnover in Rs. (Figures) | Annual Turnover in Rs. (Words) |
|-----------------------|-----------------------------------------|---------------------------------------|
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| | | |

Note:

ANNEXURE-4

Form for Evaluation of Technical Bid

| S.N. | Description | Score | Score as per bidder (self assessment) | Score after Scrutiny |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------|----------------------|
| | <i>[Max Score: 14]</i> | | | |
| | at least 3 reviews (incase of more than 3 reviews received best three reviews will be considered) in the last five years at least 200 <i>[Max Score: 21]</i> | | | |
| | <i>Feedback Score</i> | | | |
| | <i>Feedback Score</i> | | | |
| | <i>Feedback Score</i> | | | |
| | <i>Feedback Score</i> | | | |
| | <i>[Max Score: 25].</i> | | | |
| | <i>[Max Score: 5]</i> | | | |
| | | | | |
| | | | | |
| | | | | |
| | <i>[Max Score: 15]</i> | | | |
| | | A committee will evaluate the presentation | | |
| | <i>[Max Score: 20]</i> | | | |
| | Max Score = 100 | Score = T = | | |
| | Max Score = 60 | Technical Score = 0.6 x T = | | |

ANNEXURE-4A

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| | | | | | | | | | |
| | | | | | | | | Total Score (1) | |

Date:
Place:

Signature of the Bidder
(With Full Name and &Seal)

ANNEXURE-4B

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|-----------------------|--|
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| | | | | | | | | | |
| | | | | | | | | Total Score(2) | |

Date:
Place:

Signature of the Bidder
(With Full Name and &Seal)

ANNEXURE-4C

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| | | | | | | | | Total Score(3) | |

Date:
Place:

Signature of the Bidder
(With Full Name and &Seal)

ANNEXURE-4D

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| | | | | | | | | Total Score(4) | |

Date:
Place:

Signature of the Bidder
(With Full Name and &Seal)

ANNEXURE-4E

Name of the contracting authority:

Date of award of Assignment:

Date of completion of assignment:

Value of the Assignment in lacs:

No. of students for which catering services provided in a single order:

Nature of catering service (scope):

| S.N. | Criteria | Maximum score | Score Awarded |
|------|--------------------|---------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | Total Score | 100 | |

Seal and stamp of Organization

Date:

Place:

**Signature of the Bidder
(With Full Name and &Seal)**

ANNEXURE -5

(Letter head of Bidder)

LETTER OF UNDERTAKING

(TO BE TYPED ON A LETTER HEAD OF THE CATERING AGENCY)

Authorized signatory of the Bidder

(Authorized person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and Designation

ANNEXURE-7

Detailed Work Experience for the last three years.

| Sl. No | Particulars | | | | |
|-----------|-------------------------|--|--|--|--|
| | last three years | | | | |
| | <i>year wise</i> | | | | |
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| | last three years | | | | |
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Date:

Place:

**Signature of the Bidder
(With Full Name and Seal)**

ANNEXURE-8

DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder)

ANNEXURE-9
FORM FOR FINANCIAL CAPACITY DESCRIPTION

| Description | 2022-23 | 2023-24 | 2024-25 |
|-------------|---------|---------|---------|
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Date:
Place:

Signature of the Bidder
(With Full Name and Seal)

ANNEXURE-10

Price/financial bid

(On the letter head of the Firm)

| Sl. No. | Particulars | | Rate Per Student per day including all taxes |
|----------------|--------------------|--|-----------------------------------------------------|
| 1 | | | |
| | | | |
| | | | |
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Date:

Place:

**Authorized Signatory
(With Full Name and Seal)**

ANNEXURE-11

Typical Mess Menu, Sample Menu, Special Menu and Grand Feast Menu

1. Typical Mess Menu for normal days

| <u>Days</u> | <u>Breakfast</u> | <u>Lunch</u> Veg: 5 days Non-Veg: 5 days | <u>Evening Snacks</u> | <u>Dinner</u> Veg: 5 days Non-Veg: 5 days (|
|------------------------------------------------------|------------------|------------------------------------------------|-----------------------|---------------------------------------------------|
| Common Item Unlimited Quantity for each day | | | | |
| Common Item | | | | |
| Monday | - | - | | - |
| Tuesday | - | - | | - |
| Wednesday | - | - | | - |
| Thursday | - | - | | - |
| Friday | - | - | | - |
| Saturday | - | - | | - |
| Sunday | - | - | | - |

2. Sample Mess Menu for normal days

| <u>Days</u> | <u>Breakfast (BF)</u> | <u>Lunch</u> Veg: 6 days Non-Veg: 6 days | | <u>Dinner</u> Veg: 4 days Non-Veg: 4 days (|
|------------------------------------------------------|-----------------------|------------------------------------------------|--|---------------------------------------------------|
| Common Item Unlimited Quantity for each day | | | | |
| Common Item | | | | |
| Monday | | | | |
| Tuesday | | | | |

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ANNEXURE-14

Monthly Performance evaluation for HOR mess catering services by boarders

1. Form for Monthly Performance evaluation

| S.N. | Criteria | Maximum score | Scored secured* |
|-------------|--------------------------------------------------------|----------------------|------------------------|
| 1. | Food Quality, Quantity and Taste | | |
| | Taste | 10 | |
| | Quality | 10 | |
| | | 10 | |
| | | 10 | |
| 2. | Hygiene and Sanitation | | |
| | Cleanliness of the kitchen and dining area | 10 | |
| | | 10 | |
| | | 10 | |
| 3. | Service Quality | | |
| | Timeliness of service & | 10 | |
| | | 10 | |
| 4. | Student Satisfaction & Complaint Resolution | 10 | |
| | Total Score | 100 | |

Note: For calculating the secured score, 40% weightage shall be assigned to the Students' Average Score (SAS), 40% weightage shall be assigned to the score given by the Hall Mess Committee, Warden and Assistant Warden (HMCWAW), and the remaining 20% weightage shall be assigned to the score obtained during the surprise inspection conducted by the designated committee. In case no surprise inspection is conducted during a particular month, the secured score shall be calculated by assigning 50% weightage each to the SAS and the score given by HMCWAW.

2. Extent of Penalty for bill amount

| Score | Performance | Extent of Penalty for bill amount |
|--------------|--------------------|------------------------------------------|
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Note: For penalty, recommendation should be made by HMC & Warden and approved by DSW/Committee constituted for the same. Imposing other fines and issue of warning letter to be carried out by Warden after getting recommendation from HMC.

3. Termination of contract

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ANNEXURE-15
Cluster Preference

| Sl. No | Name of Hall of Residences (HoR) | Cluster | Preference No. |
|---------------|-----------------------------------------|----------------|-----------------------|
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| | | | |

Date:

Place:

Authorized Signatory
(With Full Name and Seal)