ଓଡ଼ିଆ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସତ୍ୟବାଦୀ, ପୁରୀ, ୭୫୨୦୧୪
ODIA UNIVERSITY, SATYABADI, PURI, 752014
Mail ID- odiauniversity.satyabadi@gmail.com

No. 710 Date: 8.6.26

NOTICE INVITING TENDER

Sealed tenders are invited under two bid systems from the registered & experienced service providers to provide Canteen services (1 nos) at Odia University, Satyabadi, for a period of two year with effect from the date of award of contract. The detailed information of aforesaid services has given in the Tender Document, which may be downloaded from the website **www.odiauniversity.ac.in** . The last date and time of submission Tender documents is dated **29.06.2026 up to 05:00 PM** and the same will be opened on dt. **30.06.2026 at 11:30 A.M.** The sealed tender will be received by **Speed post / Regd. post** /dropped in the tender box kept in university office. The authority will not be held responsible for any postal delay. Tender received after the schedule date and time will not be entertained.

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

Registrar

Memo No. 710(A) Date: 8.6.26

1. Copy forwarded to the members of Tender committee for information and necessary action.
2. Copy forwarded to OIC, Website for information and necessary action.
3. Copy submitted to the Vice-Chancellor, Odia University, Satyabadi for information.

Registrar
Odia University, Satyabadi

INVITATION FOR BIDS

Odia University, Satyabadi, Puri invites sealed tender under two bid systems i.e. Technical and Financial Bid from registered & experienced agencies for Providing Canteen services (1 Nos) at Odia University, Satyabadi, Puri as per the schedule given below. Interested eligible bidders may download bid documents for detail information and list of items with technical specifications from **the website www.odiauniversity.ac.in**

Particulars & Important Information:

(a) Cost of Bids documents (non-refundable)	**: Rs. 500/-**
(b) Earnest Money Deposit (Refundable)	**: Rs. 20,000/-**
(c) Starting date of submission of Bids	**: 08.06.2026**
(d) Performance Security @3% of bid value	**: Rs. 30,000/- in form of Bank guarantee from any nationalized bank drawn in favour of Registrar, Odia University**
(e) Last date and time for submission of Sealed Bids	**: Dt. 29.06.2026 up to 05:00 P.M.**
(f) Time and date of opening of Technical bid	**: Dt. 30.06.2026 at 11:30 A.M.**
(g) Time and date of opening of financial bid	**: Dt.30.06.2026 at 01:00 P.M.**
(h) Place of opening of bid	**: Conference Hall, Odia University, Satyabadi, Puri - 752014**

The sealed tender will be received by Speed post / Regd. post /dropped in the tender box kept in university office. The Bid document should reach the Office of the undersigned in the following address, within the scheduled date & time otherwise it will be treated as non-responsive and such Bid shall not be opened for consideration by the tender opening Committee.

REGISTRAR
ODIA UNIVERSITY
SATYABADI, PURI, ODISHA
PIN - 752014

REGISTRAR
Odia University, Satyabadi

IMPORTANT INSTRUCTIONS:

1. Tenders are invited for providing services for one Canteen – at University Campus. Bidders are required to quote their prices for one Canteen.

2. The Bidder must deposit the Processing Fee – Rs.500/ (Rupees Five hundred) in the form of Demand Draft drawn on any nationalized bank in favour of The Registrar, Odia University,Satyabadi, payable at Satyabadi. The cost of the tender document is non-refundable.

3. Tender documents complete in all respects may be sent to the **Registrar, Odia University**, Satyabadi, At/Po Sakhigopal, Puri, Pin - 752014 so as to reach the University before **17:00 Hrs of 29.06.2026**.

   Tender documents may also be dropped in the Tender Box kept in the Administrative Building of the University before the stipulated time and date.

4. Tenders received after stipulated time and date, or without processing fee and conditional tenders, or incomplete tenders shall be rejected.

5. The Bidders document should contains technical Bid, Financial Bid, DD for processing fee.

6. The Bidder shall be required to affix signature with date on each page of the tender document as a token of acceptance of the tender terms and conditions. Correction or overwriting, if any, should be initialed.

7. Interested Bidder may visit the sites in the campus(s) on any working day. In case of any further clarification, the bidders may contact The Registrar, Odia University, Satyabadi.

8. The University shall have the right to cancel / reject/ amend any or all offers without assigning any reason thereof.

ELIGIBILITY CRITERIA:

1. The Bidder must be a registered service provider for providing Canteen services possessing required registration/licenses as per law and valid at least for 06 months from the last dateof receipt of tender documents.

2. The Bidder must have experience in providing Canteen services for at least 02 years.

3. There must be no case pending before the police/court against the Bidder.

4. The Bidder must provide all copies of valid registration/licenses as required under the Technical Bid proforma; non-compliance shall lead to rejection of the tender.

SCOPE OF WORK:

The Agency shall provide Lunch and Dinner to the students/ Staff of the University in the canteen. The agency must have sufficient manpower for managing catering services for approximately 100 to 180 persons per day.

GENERAL TERMS AND CONDITIONS:

1. The Canteen shall be on lease initially for the period of two year from the date of award of the contract unless terminated by the University for violation of any of the terms and conditions of the lease/ agreement.

2. The contract period may be extended for another one year on the same terms and conditions on satisfactory performance as decided by the Odia University, Satyabadi.

3. No bidder shall be permitted to retract the bid. In the event of any dispute the same will be decided by the Vice–Chancellor, Odia University, Satyabadi.

4. The allotment of Canteen to the successful Bidders shall only be considered on receipt of full payment of Performance Security.

5. The successful Bidder shall have to execute an agreement/contract on non-judicial paper ofvalue Rs.100/- (One hundred). The cost of stamp paper and other incidental charges shall have to be borne by the Bidder.

6. Rates should be quoted by the Bidders in the prescribed format (annexure-2) duly signed by the contractor. Cutting or over writing, if any, should be initiated.

7. Rates should be quoted for all items, failing which the bid will not be accepted. Rate quoted should be inclusive of all taxes/ duties/ levies and labour charges and will be valid for complete period of contract/ extended contract.

8. Apart from the prescribed standard menu, with the consent of the Canteen Management Committee of the University, contractor may sell packed snacks, cold drinks, juices & drinking water etc. at the printed MRP.

9. On the special occasion, University will have to right to prescribe different menu for lunch, dinner, tea & snacks with variable cost to be fixed with mutual consent of the Contractor.

10. The award of contract shall be finalized on the basis decision by the canteen management. The institute is not in any way bound to accept the lowest bidder and reserves the right to accept or reject any Bid.

11. If the contract is extended for another term of one year, the security & electric charges shall besuitably increased by the University, it desired by the University Authority.

12. The Contractor/vendor shall have to pay to the University the monthly electricity bill @Rs2,000/- as within succeeding month.

13. The Contractor/vendor shall not be allowed to make any change in electrical wiring, fittings and shall not be permitted to make any structural changes in the Canteen allotted tothem under any circumstances. If at any time it is found that the structural changes have been made without permission of the Competent Authority, the contract/lease shall be cancelled immediately and the allottee will be prosecuted and the Canteen impounded at the risk and cost of the defaulter Contractor/vendor.

14. The allottee shall not utilize any additional common space other than the allotted area of Canteen. The encroachment in service passage and other open space shall not be allowed and will attract penalty.

15. The allottee however, shall be responsible for minor repair of Canteen if required during the lease period with the permission of the University Authority.

16. The ownership of the Canteen and its legal possession will remain with the Odia University, Satyabadi. The allottee will have the right to use the Canteen during the contract period for the approved purpose only.

17. The Canteen shall remain open for seven (07) days a week and the time will be as decided by the University. Any closure must be done with prior approval of the Competent Authority of the University and proper prior notification to the stakeholders.

18. Quoted amount should be inclusive of GST.

19. Each Hostel bounds/students will have minimum 55 nos. of meals per month. In case any student will not take minimum no of meal in a month, still he/she has to pay the cost of 55nos. meals per month.

20. In case of Academic holidays, which one continue for more than five days, the compulsory meal numbers will be relapsed by the number of meals of continue holidays.

21. If the Canteen remains closed for more than 07 days without proper permission, it will be presumed to have been closed down. As such, the fresh proposals will be invited for the Canteen and the loss will be recovered from the first Licensee till that is taken over by the second Licensee. However is no case canteen will be closed for any period of time without prior approval.

22. The University will not be responsible for the payment of any bill due against any member of the staff, employee and students etc. A notice to that effect shall be prominently displayed on the Canteen premises.

23. The allottee shall not transfer or sublet the Canteen or any part of the premises leased out to him/her. In case the Licensee is found to sublet the Canteen, his/her lease will be cancelled immediately.

24. The Canteen is solely meant for use by the Residents, Students, Visitors and Staff of the University. The Licensee will not be allowed to open the facility of the Canteen to the outsiders without prior permission of the Competent Authority of the University.

25. The Canteen will be on Non-Exclusive basis. The allottee shall not be entitled to raise any objection or claim for any deduction in license period, security money. The Licensee shall equip the Canteen for running the business upon permission and satisfactionof the University authority.

26. Only such Items shall be offered for sale, which are particularly approved by the University for the Canteen. The University may by order in writing to prohibit the sale of the items, which are in contravention of the instructions of Food Inspector or any authorized officer of the University.

27. Items required/sold shall be of the best available quality, reliable and economical. The approved items sold/ stored for sale in the shop shall be of good quality. If any item(s) of sub-standard quality is found, Competent Authority or any other officer authorized by the University may seize the whole stock or part thereof and order the destruction there off in consultation with the Food Inspector any authorized officer of the University.

28. The sample of the items can be collected at any time by the Competent Authorityor its representative and if found substandard, appropriate punishment including cancellation of license can be imposed.

29. The sale, storage or stock, deposit of Narcotics, tobacco, alcohol and other contraband & dangerous goods/materials in any form is strictly prohibited in the shop. Further, Smoking and consumption of Alcohol / intoxicants in the premises are strictly prohibited.

30. To regulate price and quality, regular monitoring and supervision shall be made any time by the Competent Authority of the University. Over charging of rates is strictly prohibited. In case of default, his license will be cancelled.

31. The Licensee shall keep a Complaint Book which shall be made available on counters to the Customers and the authorized Officers of the University shall have the right to see all these Complaint Books as and when required.

32. In case of any default, complaint or deterioration of requisite quality of items, the Licenseeshall be liable to pay reasonable penalty levied by the University and shall deposit the penal amount as per direction of the University.

33. The Service Provider shall maintain the premises in good condition and keep it clean and tidy. The Contractor shall not dump any empty packing, baskets or any material on the roofor in the open space outside the premises not allotted to him/her and shall be responsible tomaintain all reasonable standard of cleanliness and hygiene in the Canteen and the surrounding areas. A fine up to Rs. 1000/- (One thousand) may be imposed on the licensee by the Competent Authority.

34. The waste must be disposed of and 100% cleared before closing of each business day and cleared at sufficient intervals during the day. The Canteen shall maintain neat andcleanliness of the premises at all times.

35. The Contractor will provide adequate number of staff to maintain efficiency to desired standard, and must ensure efficiency in serving the orders.

    However, in case of any loss or damage to the Customers due to negligence of the Contractor's employees, the Licensee shall be responsible to make good of the loss to the customer.

36. No child labour shall be employed by the licensee in any case. Full details of the employed person will be maintained by the Canteen holder and will be provided to the Competent Authority of the University as and when demanded.

37. The Contractor shall pay to its worker(s) as per the prevailing minimum wages as applicable in the state of Odisha stipulated from time to time and other benefits as stipulated.

38. The Contractor is expected to serve the food items in clean good crockery and maintain hygiene. In case of any food poisoning/ contamination, the Contractor will be held fully responsible and will bear all the expenses caused due to food poisoning/ contamination.

39. The Contactor and his/ her staff will make their own residential arrangement outside the premises of the University.

40. On cancellation of lease, the Canteen shall be vacated by the Contractor immediately from the date of issue of notice in writing by the University. The University shall take immediate possession of the Canteen and make alternative arrangements to run the same immediately. If any material or fitting belonging to the Contractor are not removed by him/her immediately as directed by the University, these will become the property of the University.

41. The Contractor shall be responsible to make all arrangements to ensure with regard to the safe custody of the material/property of the university kept in the canteen as per inventory list. The contractor shall be responsible for any damage, loss or theft in the Canteen, if any.

42. The Contractor shall not raise any legal dispute in the court of law and if there is a dispute the matter will be referred to an Arbitrator who would be the Registrar, Odia University, Satyabadi or will be appointed by him and his decision shall be final and binding.

43. The decision of Vice- Chancellor, Odia University, Satyabadi in regard to interpretation of the terms and conditions shall be final and binding and shall not be called in question in any proceedings before any court or forum.

44. All disputes arising out during the license period shall be subject to the jurisdiction of Puri / Bhubaneswar only.

45. Additional specific condition may be imposed by the University whenever considered necessary and appropriate. The same shall be intimated to the Canteen in due course.

46. The contractor shall be responsible to provide launch by 01:00 P.M and dinner by 08:30 P.M every day.

47. The Odia University, Satyabadi shall have the right to withdraw Canteen from being leased out with a short notice. University may accept or reject any Bid or may stop any Bidder at any stage from bidding without assigning any reason thereof. No appeal against above action by the University shall be entertained.

Registrar

Annexure-1: TECHNICAL BID PROFORMA

Sl. No.	Particulars	Description	Remarks
1	Name of the Catering Firm		
2	Address and complete Contact details of the authorized personof the firm (including phone/email/website etc) (Copy to be attached)		
3	No. & Year of Registration (Copy to be attached)		
4	Labour License/ Food LicenseNo. (Copy to be attached)		
5	PAN Card No. (Copy to be attached)		
6	Aadhar Card No. (Copy to be attached)		
7	GST Registration No. (Copy to be attached)		
8	IT Returns for last 3 years: 2022-23; 2023-24 and 2024-25 (Copy to be attached)		
11	Details of Canteen services provided earlier (Copies of work orders to be attached with Name of Organisation; Value of work order; Dates of Commencement & Completion)		

Declaration

I, the undersigned, Shri/ Smt _____

Age _____years, Resident of _____have read all the Terms & Conditions mentioned in this Bid document and shall abide with the same.

There is no case pending before the police/court against me/my firm.

I hereby submit my unconditional quote.

Date: Applicant's signature

Annexure-2: FINANCIAL BID (RATES QUOTE)

Name of the Canteen: Odia University, Satyabadi

Days	Launch Timing (01:00 P.M – 02:00 P.M)	Dinner Timing (08:30 P.M – 09:30 P.M)
Monday	ଭାତ, ଡାଲମା, ଖଟା (Rice, Dalma, Pickle)	ଭାତ, ରୁଟି , ମିକ୍ସଭେଜ (Rice, Roti, Mix-Veg)
Tuesday	ଭାତ, ଡାଲି, ଆଳୁପୋଟଳ (Rice, Dal, Alu Potal Curry)	ଭାତ, ରୁଟି , ଚଣାମସଲା (Rice, Roti, Chana Masla)
Wednesday	ଭାତ, ଡାଲି, ଅଣ୍ଡା/ଛତୁ/ପନିର (Rice,Dal, Egg, Mushroom/Paneer Curry)	ଭାତ, ରୁଟି , ଅଣ୍ଡା ତଡକା / ପନିର (Rice, Roti, Egg Tadka/ Paneer)
Thursday	ଭାତ, ଡାଲି, ଆଳୁଭରତା, ସନ୍ତୁଳା (Rice, Dal, Alu bharta, Santula)	ଭାତ, ରୁଟି , ସୋୟାବିନ (Rice, Roti, Soyabean Curry)
Friday	ଭାତ, ଡାଲି, ମାଛ/ମିକ୍ସଭେଜ (Rice, Dal, Fish/ Mix Veg, Pickle, Papad)	ଭାତ, ରୁଟି , ମାଛ ଘାଣ୍ଟ (Rice, Roti, Fish Mix Curry/Veg Curry)
Saturday	ଭାତ, ଡାଲି, ମିକ୍ସଭେଜ (Rice, Dal, Mix bhej)	ଭାତ, ରୁଟି , ବେସନ ତରକାରୀ (Rice/Roti, Besan Curry)
Sunday	ଭାତ, ଡାଲି, ଚିକେନ/ପନିର (Rice, Dal, Chicken/Paneer, Salad, Papad)	ଭାତ, ରୁଟି , ଅଣ୍ଡାତଡକା / ସାଧାତଡକା (Rice/Roti, Egg Tadka/Veg Tadka)

- The service provider agency can submit a maximum price of ₹100/- per Lunch plate and a maximum price of ₹60/- per Dinner plate according to the above daily menu.
- Apart from this, one item among salad, papad, khatta (chutney), chips, or mashed potato (aaloo bharta) must be served with lunch and dinner every day as per the instructions of the hostel warden. The dishes may be changed based on the availability of seasonal vegetables.
- Apart from this, the service provider can also provide breakfast to the students at a minimum price on an immediate payment basis.

Rates quoted for Lunch per plate – Rs.
Rates quoted for Dinner per plate – Rs.

Date: Applicant's signature

Note:

1. The above rates are applicable for the entire contract period mentioned in the document.
2. Soft drink/ juice, biscuits, namkeen, mineral water, etc. to be supplied if any, not more than the printed rate.
3. Tea, Coffee, snacks etc should be supplied on demand at office room at the same rate.
4. Extra items will be charged additional, if required.
5. The Contractor has to provide his/her own furniture and utensil to serve at least 100 students at a time.
6. The Contractor has to ensure high level of hygiene and cleanliness. In case the food and other items sold by the vendors are not up to the expected standards and in case of any health related problem such as food poisoning, the contractor alone shall be held squarely and legally responsible.
7. The Contractor must ensure that all goods sold in the canteen meet required quality standards. No item should beyond its expiry date.
8. Number of items to be served in the canteen may be increased/ decreased depending upon the mutually agreed terms. The rates for newly included items shall be determined mutuallyby the University and the Contractor.
9. The tender should cater to any minor modifications in the menu items as requested by the students and approved by the Canteen Management Committee of the University without any additional cost.

*****End of Document*****