



**OFFICE OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC, NUAPADA**  
AT-BHERA, PO- GODFULLA, PS-NUAPADA, DIST-NUAPADA, PIN-766105  
website: - [www.gpnuapada.in](http://www.gpnuapada.in), E-mail id:- [principalgpnuapada@yahoo.co.uk](mailto:principalgpnuapada@yahoo.co.uk)  
**Notice No. 209 / Date 26-02-2026**  
**Tender No.02/2026**

**TENDER FOR "PROVIDING MESS CATERING SERVICE TO BOYS HOSTEL" AT GOVERNMENT POLYTECHNIC, NUAPADA**

Sealed tenders are invited through **speed post** only from interested and eligible firms/companies/individuals to provide mess catering service to Boys Hostel as mentioned below.

The tender document can be downloaded from the website of GOVERNMENT POLYTECHNIC, NUAPADA -[www.gpnuapada.in](http://www.gpnuapada.in)

**1. List of Annexures**

Sl no	Particulars	Annexures	Page no.
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B	Checklist for technical qualification bid	Annexures- II	12-13
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**2. Important Dates**

- Last date of submission of tender through speed post is Dt. **11/03/2026** by 11.00 am.
- Opening of technical bid of the tender on Dt. 11/03/2026 at 11.00 am.
- Opening of financial bid on Dt. 11/03/2026 at 3.00 pm.
- Tender bid processing fees and Earnest Money Deposit (EMD) should deposit to the Principal Government Polytechnic, Nuapada through speed post along with the bid document.

  
**Principal,**  
**Government Polytechnic, Nuapada**

**BIDDING DOCUMENTS AND INSTRUCTION FOR RUNNING BOYS'  
HOSTEL MESS IN GOVERNMENT POLYTECHNIC NUAPADA (140  
SEATED BOYS' HOSTEL)**



**GOVERNMENT POLYTECHNIC, NUAPADA**

AT-BHERA, PO- GODFULLA, PS-NUAPADA, DIST-NUAPADA, PIN-766105

website: - [www.gpnuapada.in](http://www.gpnuapada.in), E-mail id:- [principalgpnuapada@yahoo.co.uk](mailto:principalgpnuapada@yahoo.co.uk)

Tender Notification Date	01/2026 Date 26/02/2026
Nature of work	Running Mess in Boys' Hostel
Tender Document Fee (Non-Refundable)	Rs.1,000/-(Rupees One Thousand) Only
EMD Amount	Rs.20,000/-(Rupees Twenty Thousand) only
Period for contract	Initially for a period of 1 year that may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents.
Last Date & Time of submission of Tender	<b>11/03/2026 up to 11:00AM</b>
Date & Time of Opening of Technical Bids	<b>11/03/2026 at 11:00AM</b>
Date & Time of Opening of Financial Bids	<b>11/03/2026 at 03:00PM</b>
Address for the submission	Principal, Govt. Polytechnic, Nuapada AT-BHERA, PO-GODFULLA, PS-NUAPADA, DIST-NUAPADA, PIN-766105
Scope of Work	<p>The contract is essentially for providing following Messing services to the boarders in Boys' Hostel of Government Polytechnic Nuapada. The scope of work, covered in the contract, described below:</p> <ol style="list-style-type: none"> <li>Cooking and serving meals- Lunch and Dinner.</li> <li>Procurement of raw material as per given specification.</li> <li>Managing and control of stocks and inventories.</li> <li>Providing and Cleaning of utensils, kitchen serving items, serving plates, maintaining cleanliness of kitchen &amp; dining areas etc.</li> <li>Cleaning of cooking, dining and auxiliary areas which includes nearby area also.</li> <li>Security of the equipment, utensils and other items in the mess.</li> <li>Maintenance of the equipment in the kitchen and dining areas.</li> <li>Maintenance of records, ledgers, other records and documents related to running of the mess.</li> <li>Deployment and supervision of required manpower for the above-mentioned job.</li> <li>Collection of mess fees from the boarders every month and produce the bill before the superintendent thereof.</li> <li>Authorized gas connection license in the name of caterer.</li> <li>Food Safety Certificate</li> </ol>

**Note:**

The details of tender documents along with terms and conditions may be downloaded from the Institute website <http://www.gpnuapada.in> and must reach the office of the Principal, Government Polytechnic, Nuapada on or before Dt 11/03/2026 by 11:00 AM, either by Speed Post only along with **Demand Draft of Rs.1,000/-** (Rupees One Thousand) Only (**Non-refundable**) in favor of Principal, Government Polytechnic, Nuapada from any Nationalized Bank.

**Terms & Conditions of Tender documents for Running the Mess Facility in Boys’  
Hostel of Government Polytechnic, Nuapada**

**CONDITION 1**

- i. Sealed tenders are invited for running the mess in the Boys’ Hostel of Government Polytechnic, Nuapada, in two bids in one single cover:
  1. **Technical / Qualification Bid** containing, the information regarding the business, turn over, experience and other details of the firm, to judge the suitability of the caterer for Boys’ Hostel mess of Government Polytechnic, Nuapada **(Refer table:1)**
  2. **Financial Bid** containing the price of the items of full day menu etc.
- ii. The Technical/Qualification Bids will be opened in the presence of Hostel Committee. The authorized representatives of bidders may also do a spot visit of the establishments of the caterers to assess their suitability as part of the Technical/Qualification Bid. The Financial Bids of only those who are found suitable by the Committee appointed for the purpose will be opened on the date and time mentioned above.
- iii. **The bidder should submit the Technical / Qualification Bid and Financial Bid in SEPARATE sealed envelopes super scribing “Technical / Qualification Bid” and “Financial Bid”, respectively.** These two envelopes should be then put in an envelope and sealed properly and super scribed **“Tender for Mess of Boys’ Hostel of Government Polytechnic, Nuapada”**.
- iv. The tenders supported by earnest money of **Rs.20,000/- (Rupees Twenty Thousand Only)** through a Demand Draft shall be submitted by the Tenderer, issued by any Nationalized Bank, drawn in favour of **Principal Government Polytechnic, Nuapada**. Tenders should be addressed to **Government Polytechnic, Nuapada**, who reserves the right to reject any or all the tenders or accept them in part or full without assigning any reason(s) thereof.

For eligibility criteria, qualifications, price, bid evaluation criteria and other information etc., interested agency(s) / Firms(s) may visit the institute Website at <http://gpnuapada.in>

- v. The successful bidder will have to deposit (within seven days from date of intimation) a Performance Security of **Rs. 1,00,000.00 (Rupees one Lakh Thousand Only)** in the form of Performance Bank Guarantee (PBG) from any scheduled Commercial Bank situated within Odisha in favour of **“Principal, GOVERNMENT POLYTECHNIC, NUAPADA”** for a period of three months beyond the entire contract period (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Security. The Performance Security shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security. In case, the contract is further extended beyond the initial period,

the Bank Guarantee will have to be accordingly renewed by the successful bidder as per the instructions of the authority.

- vi. The tenderer should quote the rate and amount in figures as well as in words as tendered by them for each item.
- vii. The tender is not transferable under any circumstances at any stage.
- viii. Telegraphic, conditional or incomplete tender forms / bids shall be summarily rejected. Canvassing or influence of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- ix. Bids in any form other than the prescribed form issued by this institute or incomplete bids will not be entertained and will be summarily rejected.
- x. The tenderer who is awarded the contract shall be bound to execute and implement it from **the date of award of contract** by signing an AGREEMENT on the non-judicial stamp paper of the value of **Rs.100/-** in the enclosed form at his own cost. On acceptance of the tender by **Government Polytechnic, Nuapada**, it will constitute a binding agreement between **Government Polytechnic, Nuapada** and the person so tendering whether such formal contract is or is not subsequently entered into within **07** days of the date of AWARD of contract. Failure to comply with the above conditions will lead to cancellation of the contract and forfeiture of his earnest money. In the event of any tenderer backing out before the actual award or execution of agreement, the contract being awarded to him, **Government Polytechnic, Nuapada** will have discretion to forfeit the Earnest Money in full.
- xi. Bidder should **sign and stamp all the pages** of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.

### CONDITION 2. Award of mess operation contract:

- I. The financial bid of the bidders qualifying the Technical Evaluation Criteria (Table 1) will be opened.
- II. The tender documents contain page number **1 to 19**.
- III. Notwithstanding the above, **Government Polytechnic, Nuapada** reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of contract. Also, the undersigned reserves the right to select or reject any bid without assigning any reason thereof.
- IV. The bidders whose bid is accepted will be notified for the award of the contract by the institute. The terms and conditions of the accepted offer shall be incorporated in the contract.
- V. The Bidder should have all the kitchen equipment such as Cooking utensils, Double Burner Stove, Bain Marie, Gas Cylinder, Vegetable Cutter, Glasses, lunch Plates, Kadai, Frying and Spoon etc

All disputes shall be subject to Nuapada Jurisdiction only, where the institute is situated.

**Note1:** Bidder who do not comply the above points will be treated as irresponsible and no Communication will be given in that regard and allotment will be offered to the next bidder in the merit list.

**Note2: If the price of meal /day quoted by more than one bidder is same, then L1 shall be selected through a transparent system of lottery.**

### **CONDITION 3: General Terms and Conditions:**

Mess bidder will be finalized based on his / her experience, contracts executed earlier, capacity to prepare food of all regions, managerial abilities and other relevant factors as considered appropriate by the tender committee. If required, a team of Hostel management may also take visits to check up the quality of food being served etc. by the bidder at the place of his / her current contract of catering / mess / canteen services. Mess Bidder (hereinafter referred as bidder) is required to note that health, hygienic safety and satisfaction of the Hostel boarders is the prime concern of the institution authority. On behalf of the students of Hostel, the office hereby lays down the following terms and conditions which shall be binding to the bidder.

1. A Vender under no circumstances will be awarded more than one mess in Govt. Polytechnic, Nuapada.
2. This mess contract is for the period of **One Year** initially. If Hostel boarders and Hostel authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender.
3. The caterer must start the mess within **SEVEN** days after getting the work order.
4. The rates quoted should be inclusive of all taxes.
5. Mess service should be provided at the designated Hostel GP, Nuapada without any extra charge.
6. Terms of Payment: The successful bidder has to collect the monthly dues from the Hostel boarders within first week of every month. In case of any discrepancies the matter may be brought to the notice of the Hostel Superintendent.
7. Tender documents can be download from the institute website <http://www.gpnuapada.in> and must reach the office of the undersigned on or before **Dt 11/03/2026 by 11:00AM** either by Speed post only along with tender fee in form of Demand Draft of Rs.1,000/-(One Thousand Only)(Non-refundable) in favor of **“Government Polytechnic, Nuapada”**, payable at Nuapada.
8. Postal delay will not be considered and the Tender received late will be rejected.
9. The office will provide necessary facilities such as, electricity, furniture. These facilities will be in the charge of the Bidder and he / she will be responsible for any loss / damage other than usual wear and tear. In case of any loss or damage, the bidder will have to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Hostel Superintendents.
10. The maintaining safety, health and hygienic conditions in and around the mess will be the responsibility of the bidder. Superintendent of Hostel suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the bidder.

11. The bidder is required to keep minimum one mess manager for effective functioning and management of the mess. The age of every mess worker must be between 18 to 50 years.
12. The bidder and mess workers have to behave politely with Hostel boarders.
13. Smoking and intoxication (drug, alcohol, Tobacco, etc.) is strictly prohibited in the mess as well as institute premises.
14. **One month notice** is required on either side for the termination of the contract service if such a condition arises during the contract period.
15. The bidder must put complain register at the entrance of the mess which will be checked by Superintendent of Hostel / Principal on regular basis.
16. If the 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 the undersigned is fully empowered to **terminate the contract with a short notice of one week**. The Superintendent of Hostel and Committee's opinion is final so far as the food quality / mess management is concerned.
17. The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored / preserved after meals, not following Superintendent of Hostel suggestions / instruction in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.
18. Mess workers and cook should be healthy and medically fit.
19. Sample daily menu to be followed by the bidder is attached with this document. Mess Menu will be prepared in consultation with dietician along with Hostel management committee. Menu can be changed, to suit the availability of seasonal vegetables and their market supply.
20. The meals should be served at following timing:  
Lunch --1.30 PM to 2.30 PM  
Dinner -- 8.00 PM to 9.30P.M  
Timings may be changed as and when such circumstances arise.
21. Minimum number of meals in a month: -
  - a) In a normal month the number of minimum meals will be calculate for 25 days (Unless a student is not keeping well & admitted in hospital or going for academic or sports activities deputed by the institute and he submits application thorough proper channel well in advance before leaving).
  - b) The month in which the mess runs partially, the minimum number of meals will be calculated proportionately.
  - c) The mess will remain closed during summer vacation, Puja holidays and semester breaks during which no meal will be charged.
  - d) In addition to the above during natural calamities and officially declared closer of the college, no mess bill will be charged.
22. Bidder shall provide light food to the **sick student(s)** during his / her sickness period and **no extra charge** will be paid for the same.
23. Subletting of contract is strictly not allowed which can lead to termination of the contract.
24. At present this mess contract period is for one year from the date of award of contract.

- If Hostel boarders and Hostel authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender.
25. The mess utensils are to be cleaned with hot water using detergent powder / soap after every meal.
  26. The bidder is required to maintain the details / records of all his employees / mess workers. This information along with their photographs and Aadhaar card shall be submitted to the Hostel-Section in the prescribed format.
  27. Liability / responsibility in case of any accident-causing injury / death to mess worker(s) or any of his / her staff shall be of the bidder. The Hostel Section / college authority shall not be responsible by any means in such cases.
  28. Bidder shall be solely responsible in case of incidence(s) of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the Hostel boarders. In addition, penalty may be imposed on the bidder as decided by the undersigned for such incidence(s).
  29. The bidder shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / police case.
  30. Quality control will be done by committee members consisting of Hostel Superintendents and students. Monitoring of quality of food, hygiene, cleanliness, etc. in the mess operation area will be carried out on weekly basis.
  31. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The bidder shall not serve any of such substance / drink in mess / Hostel. Smoking, consuming gutkha, tobacco, pan etc. is also prohibited in Hostel premises.
  32. The bidder has to follow all labor laws / government laws in regard of employing the mess workers. The bidder shall be solely responsible for any dispute / violation of labour laws / government laws.
  33. The bidder shall be completely responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the Hostel boarders / Hostel staff, he has to take action as suggested by the Hostel Superintendent.
  34. The following brands of grocery items are permissible to be used.
    - a) Atta: Fortune/ Ashirwad/ Swaddisht / Rista atta as per approval by Superintendent of Hostel
    - b) Cotton seed oil/ Sunflower: Fortune / Saffola / Freedom as per approval by Superintendent of Hostel
    - c) Mustard Oil: - Kachi Ghani / Double Hiron / Engine as per approval by Superintendent of Hostel
    - d) All type of Masala: Gruhasthi / Everest / MDH / Ruchi / Bharat/ Tata as per approval by Superintendent of Hostel
    - e) Ghee / butter: Amul / Omfed / Britannia / Mother Dairy / as per approval by Superintendent of Hostel
    - f) Salt: Tata / Annapurna / Ashirwad / as per approval by Superintendent of Hostel
    - g) Besan: Rista / Ruchi/ Tata as per approval by Superintendent of Hostel
    - h) Rice: Good quality / any other equivalent to this / Dal: Non-Polished as approved by Superintendent of Hostel

- i) Milk/Curd: Amul/Omfed/Pragati /Milky Moo as per approval by Superintendent of Hostel
35. Mess will be closed as per the prior instructions of Superintendent of Hostel during vacation.
36. Bidder shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India or Government of Odisha and shall bear full cost for the same.
37. Drainage line to be maintained / repaired in case of blockage due to wastage of food material by the bidder at his / her own expenses.
38. Responsibility of providing Medically-Fit Mess Staff - The contractor shall ensure that all employees engaged by him / her are free from communicable / Infectious disease and are also medically fit to work at mess.
39. The contractor shall not appoint any sub-contractor for the work assigned to him without the written permission of the Mess Committee / Superintendent of Hostel. Also, no part of the contract, nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever.

**40. Penalties for the violation of following rules:**

- a) Unavailability of complaint register on the counter / discouraging the complaint would lead to a fine of Rs.1,000/- on the caterer or as decided by the Hostel Committee.
- b) 3 or more complaints of insects found in any meal would invite a fine of Rs.2000/- on the caterer or as decided by the Hostel Committee.
- c) 10 or more complaints of unclean utensils in a week would lead to a fine of Rs.2,000/- on the caterer or as decided by the Hostel Committee.
- d) If mess committee agrees that certain meal was not cooked properly then a fine of Rs.1,000/- would be imposed on the caterer or as decided by the Hostel Committee, if such complaints is repeated in a month the authority will take appropriate action as deemed fit.
- e) If food for any meal is not ready within timings of mess and waiting time is more than 25 minutes then a fine of Rs.1000/- or as decided by the Hostel Committee would be imposed on the caterer.
- f) Changes in menu without permission of mess committee would result in a fine of Rs.2,000/- on the caterer or as decided by the Hostel Committee.
- g) Fine on any discrepancy (personal hygiene of workers, Kitchen area, dining area etc.) will lead to fine of Rs.2,000/- on caterer or as decided by the Hostel Committee.
- h) For any rules stated in the agreement - First violation of the rule implies fine as per the rule. - Second violation of the same rule in the same calendar month will attract triple the initial amount of fine for the caterer or as decided by the Hostel Committee.
- i) All subsequent violations of the same rule would invite five times the initial amount of fine.
- j) Absence of proprietor from mess committee meeting (which will be held

once every month). Without obtaining prior approval from superintendent or Assistant superintendent in case of emergency will attract a fine of Rs.5000/- on caterer or as decided by Hostel Committee

- k) As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the Superintendent
- 41.** Safety Regulations - In respect of all labor, employed directly or indirectly by contractor to perform the assigned job as part of the agreement, the contractor shall make necessary arrangements for the safety and security of workmen at his own cost as per safety codes of the CPWD, Indian Standards Institution, the Electricity Act, various safety regulations, rules and orders made there under and such other acts as applicable.
- 42.** No worker below the age of 18 (eighteen) years shall be employed for the mess work.
- 43.** Accident or Injury to Workmen- the institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor through claim from insurance company. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereof.
- 44.** At any circumstances the staff / employee of bidder / contractor shall not have any claim what so ever for any type of employment with Government Polytechnic, Nuapada.



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**Annexure- I**

**Notice No. 208 / Date 26-02-2026**

**Tender No. 01/2026**

**BID DOCUMENT**

**SAMPLE MESS MENU And MESS TIMINGS**

**Lunch : 1:00pm to 2:30pm**  
**Dinner : 8:00pm to 10:00pm**

<b>Day</b>	<b>Lunch</b>	<b>Dinner</b>
Monday	Rice, Dal, Mix Veg	Rice, Dal, Sabji, Papad
Tuesday	Rice, Dal, Egg Curry/ Paneer Curry,	Rice, Dal, Kobi/Aloo matar curry
Wednesday	Rice, Dal, Fish Aloo curry/ Paneer Curry,	Rice, Dal, Sabji, Pickle
Thursday	Rice, Dal, Chips, Aloo Bharta	Rice, Dal, matar Aloo curry, Papad
Friday	Rice, Dal, Egg Curry/ Paneer Curry	Rice, Dal, Soyabean Aloo Curry
Saturday	Rice, Dal, Mix Veg	Rice, Dal, Sabji, Pickle
Sunday	Rice, Dal, French Fry	Rice, Dal, Chicken curry/Mushroom curry

**QUANTITY OF FOOD**

<b>Sl. No</b>	<b>Details of Food Items</b>	<b>Quantity per day</b>
1	Chicken	4 Pcs (100 gm Dry)
2	Fish	1 Pc (80 gm Dry)
3	Egg	2 Nos
4	Mushroom	100 gm Dry
5	Paneer	50 gm Dry
6	Vegetables	150 gm
7	Matar/ Lal chana/ Kabuli Chana	75 gm
8	Dal	30 gm Dry Minimum
9	Papad (Round Type Medium Standard)	1 Pc
10	Rice	Unlimited

**Note: Total Strength of boarders - 140**

**Sd/-**

**Principal,  
Government Polytechnic, Nuapada**

-----GPN-BOYS' HOSTEL-----

**TABLE:1 TECHNICAL / QUALIFICATION BID****Annexure-II**

Sl. No.	Particular	
1	Must have minimum 3 years' experience and technical expertise in undertaking works exclusively with Catering services, preferably at large institutional establishments.	Details of Previous Contracts (Work order and successful execution certificates)
2	Last any 3 year's Turnover (Minimum 15 Lakhs per year)	Attach necessary Proof (Audited Balance sheet of last 2 years)
3	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.	Attach necessary Proof
4	Name of the applicant / Firm:	
5	Registered Office:	Attach necessary Proof
6	Year of establishment:	Attach necessary Proof
7	Type of Organization: (Whether proprietorship, partnership, Private Ltd., Certified copy of a Partnership deed / Certificate of Incorporation / Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	Attach necessary Proof
8	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number	Attach necessary Proof
9	Food License Number	Attach necessary Proof
10	PAN No. / TIN / Aadhar No.	Attach necessary Proof
12	GST Registration No.	Attach necessary Proof
13	<b>"Police Record" of last two years (Preferably) [Certified copy to be attached from local Police station]</b>	Attach necessary Proof
14	Affidavit mentioning that he / she was not blacklisted earlier	FORM 5: AFFIDAVIT (To be furnished on non-judicial stamp paper duly attested)

16	The EMD of Rs.20,000/- in the form of Demand Draft in favor of "Government Polytechnic, Nuapada", payable at Nuapada	DD NO. / DATE / BANK NAME
17	Demand Draft of Rs.1,000/- (non-refundable) in favor of "Government Polytechnic, Nuapada", payable at Nuapada.	DD NO. / DATE / BANK NAME
19	Form 1: Details of Current/Previous Contracts	Yes / No
20	Form 2: Undertaking	Yes / No
21	Form 3: Tender/Conditions acceptance Letter	Yes / No
22	Form 4: Certificate Of Ethical Practices	Yes / No

Place:

Date:

(Name, Designation and Signature with Seal of the Company)

## FORM 1: DETAILS OF PREVIOUS CONTRACTS

Period of Contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Give details of current/previous contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

Period of Contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Place:

Date:

SIGNATURE OF THE TENDERER WITH SEAL

## FORM 2: UNDERTAKING

I / We hereby undertake that if any information given in the Technical Bid / Tender Document is found false / incorrect at any stage after opening of the tender, the bid shall be rejected and EMD / Bid Security shall be forfeited and in case of successful bidder the Performance Guarantee will be forfeited by the undersigned. .

Name & Signature of the Contractor or its  
Authorized signatory  
**With seal of the Agency / Company**

## FORM 3: TENDER / CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

The Principal  
Government Polytechnic Nuapada

Date: -----

Place: -----

Subject: Acceptance of Terms & Conditions.

Dear Sir,

1. We have purchased / downloaded the tender document(s) for the above mentioned "Tender / Work" from the GP, Nuapada website as per your advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 1 to 19 (including all documents like table, forms annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

## FORM 4: CERTIFICATE OF ETHICAL PRACTICES

(This document shall be duly signed by the tenderer and to be attached with  
Technical Bid)

1. I / We assure that neither I / We nor any of my / our workers will do any act(s), which are improper / illegal during the execution of the contract awarded to us.
2. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the organization / institute.
3. I / We will have no conflict of interest in any of our work / contract at the institution.
4. We will keep the messes and its surroundings hygienic, neat & clean. It is our responsibility.

Yours faithfully,

Place:

Date:

(Signature of the Bidder, with Official Seal)

**FORM 5: AFFIDAVIT**

(To be furnished on non-judicial stamp paper duly attested)

I / We / M/s \_\_\_\_\_ are registered as Mess Contractor / Service Provider as per Registration Certificate No. \_\_\_\_\_ issued By \_\_\_\_\_ having registered office at \_\_\_\_\_

\_\_\_\_\_ and manufacturing/ supply base at \_\_\_\_\_

\_\_\_\_\_ do hereby declare and solemnly affirm that I / We have not been Black-listed, nor mine / our Tenders \_\_\_\_\_ or Mess Contract have ever been cancelled by any State / UT / Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my / our firm nor any legal proceedings have ever been initiated/pending or \_\_\_\_\_ any penalty has ever been levied due to delay of non-completion of work / \_\_\_\_\_ catering service/supply order by any State / UT / Central Government or by any authority.

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

DEPONENT

Dated: \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

**Place** \_\_\_\_\_

**DEPONENT**

**Dated :** \_\_\_\_\_

-----GPN-BOYS' HOSTEL-----  
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**Annexure- III**

**Financial Bid**

DAILY MESS RATE: Rates Quoted (As per Sample Menu Attached in this tender Document)

Description	Rate in Figure	Rate in Words
Rate per day-per student as per sample menu <b>(Rounded to One Rupee)</b>		
<b>* These prices include all kind of material &amp; transportation cost, GST and profit margin of contractor. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.</b>		

Yours faithfully,

Place:

Date:

(Signature of the Bidder, with Official Seal)

-----GPN-BOYS' HOSTEL-----