



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH**

Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice & Empowerment, Govt. of India

Tender No.: SVNIRTAR VTC HM 01

Date: 11<sup>th</sup> November, 2024

**TENDER DOCUMENT**  
**for providing Hostel Mess Service at Vocational Training Building**  
**of SVNIRTAR, Cuttack**

<b>SI No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Job	Providing Hostel Mess Service at Vocational Training Building of SVNIRTAR, Cuttack
2	Date of Issue of Tender Document	11 <sup>th</sup> November, 2024 (Monday)
3	Last Date and Time for submission of Tender	20 <sup>th</sup> November, 2024 (Wednesday) by 17:00 Hrs.
4	Date and Time for opening of Financial Bids	25 <sup>th</sup> November, 2024 (Monday) at 11:00 Hrs.
5	Date for commencement of Contract	2 <sup>nd</sup> December, 2024
6	Earnest Money Deposit (EMD)	Rs.25,000/- (Refundable)
7	Period of Contract	1 Year (Extendable for similar or lesser period based on requirements and the performance of the Agency)



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Department of Empowerment of Persons with Disabilities  
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### 1. INTRODUCTION

- 1.1 Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR) is an Autonomous body under Department of Empowerment of Persons with Disabilities (DIVYANGJAN), Ministry of Social Justice and Empowerment, Govt. of India. It provides total medical rehabilitation for the Persons with Locomotor Disabilities.
- 1.2 It conducts four Bachelor Degree courses in Physiotherapy, Occupational Therapy, Prosthetics & Orthotics, Audiology and Speech Language Pathology, three Postgraduate courses in Occupational Therapy, Physiotherapy and Prosthetics & Orthotics affiliated to Utkal University and Odisha University of Health Sciences (From the Academic Year- 2023-24) Bhubaneswar. It also has an accreditation for DNB in Physical Medicine and Rehabilitation of National Board of Examination (NBE), New Delhi. It also conducts Certificate in Business Skills (CBS) course of 01 Year duration from 2023 and Diploma in Indian Sign Language Interpretation (DISLI) Course with 02 years duration from 2024. It also conducts Short Orientation Courses, Continuing Medical Education courses for Rehabilitation professionals, awareness programmes for the functionaries of Govt. and Non-Govt., Persons with Disabilities and their relatives etc.
- 1.3 The agency shall be awarded the work should run a Hostel Mess Service with the space and facilities provided by the Institute at the Vocational Training Building of SVNIRTAR, Cuttack

### 2. ELIGIBILITY CRITERIA

- 2.1 The Bidder should have at least three years' experience in Hotel/Catering Services/ running a Hostel Mess or Canteen in a University (Central/State)/Autonomous Institute where the institute must have residential hostel. Documentary evidence in this regard may be furnished.

### 3. GENERAL TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT

- 3.1 The Bidders are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.
- 3.2 To enclose duly filled up check list as per **Annexure – V**.
- 3.3 The Director, SVNIRTAR reserves the right to amend the tender in full or any part thereof. Amendment to the tender will be uploaded on the website of the Institute and it will be the sole responsibility of the tenderer to verify the amendments if any and get the amended documents before the submission of the tender.
- 3.4 The menu shall be determined by the Competent Authority of the Institute in consultation with the Agency with a provision to change as per need.
- 3.5 Initially the contract will be awarded for a period of twelve months from the date of issue of work order. The Competent Authority will assess the performance of the agency before completion of tenure. After reviewing, if the performance of the agency is found to be satisfactory, the contract may be considered for renewal.
- 3.6 If at any stage the involvement of the Agency is found, in any, uncalled for activity, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the contract is liable to be terminated by the Competent Authority by giving one month's notice.
- 3.7 Institute reserves the right to accept or reject the tender without assigning any reason whatsoever. In case the Agency wants to terminate the contract, they have to give minimum two months' notice.



## SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH

Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice & Empowerment, Govt. of India

- 3.8 The allotted place of the Vocational Training Building will be used for the purpose for which the allotment is made and not for any other purpose.
- 3.9 Required safety measures are to be observed by the Agency.
- 3.10 Mess Bill to be raised only against the actual enrolled students.
- 3.11 Any change like timing of operation, rate of items and any addition of item(s) to be included in the Hostel Mess and Canteen Services in future will require the prior approval of The Director, SVNIRTAR.
- 3.12 Menu may change as per discussion by the Competent Authority of the Institute with the Agency. Competent Authority of the Institute will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose suitable fine/penalty in case of unsatisfactory service.
- 3.13 **Equipments for running Hostel Mess & Maintenance Cost including Electricity Bill, Water Charges etc. shall be provided by the Institute.**
- 3.14 The Agency shall be required to maintain a complaint register inside the canteen and should be produced on demand by any of the user.

#### 4. HYGIENE CRITERIA

- 4.1 The food served by the Agency has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
- 4.2 Agency should maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions.
- 4.3 The surrounding should be kept clean and hygienic by the Agency.
- 4.4 After every meal (breakfast, lunch and dinner) all the cutlery are to be cleaned and kept ready for the next meal.
- 4.5 Mess workers should be strictly asked to make the use of hand gloves, aprons, cooking hats etc.
- 4.6 Non maintenance of above criteria shall result in penalty to be imposed on the Agency as follows:

**(a) Penalty for Poor Food quality: Rs.1,000/- on each occasion**

**(b) Penalty for Hygiene/Cleanliness: Rs.500/- on each occasion**

**If poor quality of food has been found three times in a month, in such conditions the awarded contract shall be terminated and their security deposit shall be forfeited.**

#### 5. EARNEST MONEY DEPOSIT (EMD)

- 5.1 The tenderer should furnish Earnest Money Deposit (EMD) for a value of **Rs.25,000/- (Rupees Twenty-Five Thousand only)** along with the tender by way of Demand Draft/Bank Guarantee obtained from any Nationalized/Scheduled Bank and drawn in favor of **“Director, Swami Vivekanand National Institute of Rehabilitation Training and Research” payable at Cuttack.**
- 5.2 Any tender without the EMD will be considered as non-responsive and will be summarily rejected.
- 5.3 The EMD shall be refunded to the un-successful tenderers after publishing the successful tenderer. No interest will be paid on the EMD.
- 5.4 The EMD of the successful Agency is liable to be forfeited if the agency fails to start the mess as per the date scheduled in the agreement with the university. The tenderer on becoming successful fails to furnish the required security deposit or sign the agreement within the stipulated time.



## SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH

Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice & Empowerment, Govt. of India

### 6. SUBMISSION OF TENDER

- 6.1 The tender document duly filled in, signed on all pages shall be submitted in sealed cover to **The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research, At: Olatpur, PO: Bairoi, District: Cuttack – 754010 upto 17:00 Hrs. on or before 20<sup>th</sup> November, 2024 (Wednesday)** as per the procedure laid down herein. The tender can be submitted by registered/speed post on all workings days till the above closing date.
- 6.2 The Institute will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document/ certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.
- 6.3 The Institute may extend the last date for submission of tender by issuing an amendment. In such case all the rights and obligations of the Institute and the tenderers previously subject to the original due date for submission will be then subject to the new date for submission.
- 6.4 Any tender received by the Institute after the last date and time will not be considered and shall be rejected.

### 7. PROCEDURE FOR SUBMISSION OF TENDER

- 7.1 The tender shall be submitted in two parts viz., Part - A and Part - B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows:

**Cover 'A'**  
**"TECHNICAL BID"**

**Name of Work:** "Tender for Hostel Mess Service at Vocational Training Building of SVNIRTAR, Cuttack"

**Cover 'B'**  
**"FINANCIAL BID"**

**Name of Work:** "Tender for Hostel Mess Service at Vocational Training Building of SVNIRTAR, Cuttack"

- 7.2 The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as: **"Technical Bid Cover"** and **"Financial Bid Cover"**.
- 7.3 Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be super scribed as follows:  
**"Tender for Hostel Mess Service at Vocational Training Building of Swami Vivekanand National Institute of Rehabilitation Training & Research" & Tender Number/Date.**
- 7.4 The sealed tender envelope shall be addressed to **"The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research, At: Olatpur, PO: Bairoi, Dist: Cuttack - 754010.**
- 7.5 The Technical Bid cover shall contain the **Covering Letter** as per **Annexure – II, Technical Bid** details as per **Annexure - III & "Check List"** as per **Annexure – V.**
- 7.6 Financial Bid shall contain the duly filled in and signed Financial Bid as per **Annexure – IV.**



## SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH

Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice & Empowerment, Govt. of India

### 7.7 Signing of the Tender:

"The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender.

## 8. TENDER OPENING

### 8.1 Criteria for Technical Evaluation (Evaluation of Technical Bid)

The Institute will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.

### 8.2 Financial Bid Opening:

The Institute will then proceed with the opening of Financial Bid of those tenderers whose technical bid has been found substantially responsive. The opening of the "Finance Bid Cover" will be done in the presence of those tenderers or their representatives. On opening of the "Financial Bid", the amount as quoted by the Tenderers will be read out.

### 8.3 Criteria for Financial Bid Evaluation:

The selection of agency will be based on the rates quoted for "Financial Bid".

## 9. AWARD OF TENDER

9.1 Tenderer who shall quote the lowest amount as stated in the Price Bid shall be L1 and Work Order shall be issued for running of Hostel Mess Services at Vocational Training Building of SVNIRTAR, Cuttack.

9.2 Notwithstanding anything said herein, the Institute reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the University's action.

9.3 In case of tie in price bids etc. the competent authority will have all the right to offer Mess/canteen service to any successful or qualified vendor.

## 10. NOTIFICATION OF AWARD

10.1 The tenderer whose tender has been accepted will be notified by the Institute. Notification of award shall constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished.

10.2 Upon furnishing the security deposit by the successful tenderer the EMD shall be returned to the unsuccessful tenderer within reasonable time period.

## 11. SECURITY DEPOSIT

11.1 The successful bidder has to furnish Security Deposit of **Rs.50,000/- (Rupees Fifty Thousand only)** for mess and canteen in form of Demand Draft/Bank Guarantee obtained from any Nationalized/Scheduled Bank and drawn in favour of "**The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research**", payable at Cuttack within 15 days from the date of issue of the Work Order.

11.2 If the successful bidder fails to remit the Security Deposit within the above said period, the Earnest Money Deposit paid by him shall be forfeited and his tender shall be held void and the Institute shall continue the process with other responsive tenderers as per the General Terms and Conditions of the Contract.

11.3 No Interest will be paid on the Security Deposit.



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Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice & Empowerment, Govt. of India

### **12. TERMINATION OF CONTRACT**

#### **12.1 Termination for Default:**

- a) The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the Hostel Mess/Canteen Contractor, terminate the contract either in whole or in part if it comes to the notice that the Hostel Mess/Canteen Contractor has failed to perform any of the obligation(s) under the contract; or has engaged in fraudulent and corrupt practices in competing for or inexecuting the contract.
- b) In the event, the Institute terminates the contract in whole or in part, the Institute may entrust the contract of operating/running canteen to other persons/contractors in such manner and at such rate as deemed appropriate. However, the Hostel Mess/Canteen Contractor may continue the performance of the contract to the extent not terminated.

### **13. SPECIAL CONDITIONS**

- 13.1 Adducing reasons like non-availability of raw material etc. shall not be entertained.
- 13.2 Non-fulfillment of the contract on any grounds will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. The Institute also reserves the right to debar such Tenderer/ Canteen Contractor from future tenders.
- 13.3 If the Tenderer fails to provide catering services within the stipulated time and substantial quality, the Institute shall be at liberty to make alternate arrangement for catering services.

### **14. DISPUTES AND JURISDICTION**

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the courts of Cuttack jurisdiction.

### **15. SCHEDULES**

- 15.1 **Annexure - I** refers to the Menu to be served by the Agency.



**MENU**

<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Idli (4 Pieces) & Mutter Curry	Plain Rice (200 gms), Dal (30 gms), Veg Curry (100 gms), Bhajji (30 gms)	Plain Rice (200 gms), Dal (30 gms), Veg Curry (100 gms), Bhajji (30 gms)
Upma & Mutter Curry		
Poha		
Poori (6 Pieces) & Sabji		
Chakuli (4 Pieces) & Mutter Curry	Chicken/Fish Curry (Weekly once) (150 gms/100 gms)	Chicken/Fish Curry (Weekly once) (150 gms/100 gms)
Vada/Allu Chup (4 Pices) & Mutter Curry	Egg Curry (Weekly Twice) (2 piece)	Egg Curry (Weekly Twice) (2 piece)
Masala Dosa (1 Piece) with Sambar		

Signature of the Tenderer  
Name & Address  
(Organisation Seal)





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**Annexure – II**

(To be submitted on Letter Head of Tenderer)

To  
The Director  
Swami Vivekanand National Institute of Rehabilitation Training & Research  
At: Olatpur, PO: Bairoi, District: Cuttack - 754010

**Subject: Tender for Hostel Mess Service at Vocational Training Building of Swami Vivekanand National Institute of Rehabilitation Training & Research, Cuttack  
Refer Your Tender No. SVNIRTAR VTC HM 01 dtd. 01.11.2024**

Sir,

1. I/We, the undersigned do hereby tender and undertake to provide Hostel Mess Services at Vocational Training Building of Swami Vivekanand National Institute of Rehabilitation Training & Research, Cuttack as described in accordance to the Terms and Conditions mentioned in the Tender Document.
2. I/We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned in the Tender Document.
3. I/We hereby state that I/we have submitted a sum of **Rs.25,000/- (Rupees Twenty-Five Thousand only)** in the form of Demand Draft/Bank Guarantee No..... dtd..... in favor of The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research as Earnest Money Deposit and agree to have it forfeited in case of my/our failure to undertake the contract for the items accepted by the Institute.
4. I/We hereby certify that the amount quoted in this tender is final and I/ We will not come forward for any revision or alteration in amount quoted subsequently due to any reasons.
5. I am/We are aware that our Tender is liable for disqualification in the event of deviations observed by the Institute.
6. In response to the Tender No ..... as a Proprietor/Partner/Director of ..... I/We hereby declare that our Agency/Bidder's Name..... has not been declared ineligible for corrupt & fraudulent practices indefinitely or for a particular period of time.
7. I/We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am/We are aware of the Institute's right blacklisting me/us if, any information furnished by us is found to be false at the time of inspection and not complying with the tender conditions.

Signature of the Tenderer  
Name & Address  
(Organisation Seal)



## TECHNICAL BID

## Tender for Hostel Mess Service at Vocational Training Building of SVNIRTAR, Cuttack

SI No	Particulars		
1.	Name and Address of the Agency with Phone No. and E-Mail ID	:	
2.	Registration Number and Date	:	
3.	Type of Agency: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative Body etc.	:	
4.	PAN Number (Self-certified photocopy to be enclosed)	:	
5.	GST Regn. No. (Self-certified photocopy to be enclosed)	:	
6.	Enclose Experience Certificates from previous organizations	:	
7.	Any other Information	:	

Signature of the Tenderer  
Name & Address  
(Organisation Seal)

**Financial Bid  
(to be filled in buy the Bidder)**

To  
The Director  
Swami Vivekanand National Institute of Rehabilitation Training and Research  
At: Olatpur, P.O.: Bairoi  
Dist. Cuttack-754010  
State: Odisha

**Subject: Tender for Hostel Mess at Vocational Training Building of SVNIRTAR, Cuttack – reg.**

Sir,

In reference to your Tender No. SVNIRTAR VTC HM 01 dtd. 01.11.2024 we submit herewith our financial bid:

<b>Particulars</b>	<b>Rate per Plate (Figures in Rupees)</b>	<b>Rate per Plate (Figures in Words)</b>
Lunch, Dinner & Breakfast (Per Plate)		

Date:  
Place:

Signature of the Tenderer  
Name & Address  
(Organisation Seal)

## CHECKLIST

SI No	Particulars	Yes/No
1.	Certificate of Incorporation/Partnership Deed of the Firm/Organization/etc.	Yes/No
2.	Permanent Account Number (PAN)	Yes/No
3.	GST Regd No	Yes/No
4.	Work Experience	Yes/No
5.	Earnest Money Deposit (EMD)	Yes/No
6.	Technical Bid enclosed in a separate cover	Yes/No
7.	Financial Bid enclosed in a separate cover	Yes/No
8.	Covering Letter as per Annexure -II	Yes/No
9.	Whether all schedules and all tender papers are signed	Yes/No

Signature of the Tenderer  
Name & Address  
(Organisation Seal)