



**ବିଭାଗମୁଖ୍ୟ ଏବଂ ଅଧ୍ୟକ୍ଷଙ୍କ କାର୍ଯ୍ୟାଳୟ,  
ପଣ୍ଡିତରଘୁନାଥମୁର୍ମୁଦେଶଜମହାବିଦ୍ୟାଳୟ ଓ ଚିକିତ୍ସାଳୟ, ବାରିପଦା  
ରଙ୍ଗାମାଟିଆ, ଲକ୍ଷ୍ମୀପୋସି, ବାରିପଦା, ମୟୂରଭଞ୍ଜ, ଓଡ଼ିଶା - ୭୫୭୧୦୭**

**ଫୋନ୍: ୦୬୭୯୨୨୪୦୪୦୧, ଇ-ମେଲ: [prmmchbaripada@gmail.com](mailto:prmmchbaripada@gmail.com) / [officeprmmch@gmail.com](mailto:officeprmmch@gmail.com)**

No. 3825 /I-33-PRMMCH-2025/Dt. 22-07-2025

**TENDER CALL NOTICE FOR COLLEGE CANTEEN**

Sealed tender are invited in the prescribed format from interested reputed Contractors / Caterers and firms having experience of running a mess or a canteen of more than 100 persons in renowned institution or public places, which must confirm to the terms and conditions for running the staff canteen in PRMMCH, Rangamatia, Baripada. The Dean and Principal/ Authority reserve the right to accept, reject or cancel or modify summarily any or all the Tenders without any reasons thereof.

**Schedule for Events:**

1	Period of Availability of RFP Document	<b>From 22-07-2025 to 11-08-2025</b> (Downloadable from website: <a href="http://www.mayurbhanj.odisha.gov.in">www.mayurbhanj.odisha.gov.in</a> , <a href="http://www.prmmch.nic.in">www.prmmch.nic.in</a> & <a href="http://www.dmetodisha.gov.in">www.dmetodisha.gov.in</a>
2	Pre – bid meeting	<b>Date: 30-07-2025, Time: 11:30 AM</b> Address: College Council Room of O/o the Dean & Principal, PRM Medical College and Hospital, Rangamatia <b>ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS:</b> O/o the Dean and Principal, PRM Medical College, Baripada At – Rangamatia, Po – Sankhabhanga, Via – Laxmiposi, Baripada, Dist. – Mayurbhanj, Odisha, Pin – 757107 Phone No. – 06792-240400
3	Last date for submission of proposal	<b>Date: 12-08-2025, Time: 05:30 PM</b> <b>ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS:</b> O/o the Dean and Principal, PRM Medical College, Baripada At – Rangamatia, Po – Sankhabhanga, Via – Laxmiposi, Baripada, Dist. – Mayurbhanj, Odisha, Pin – 757107 Phone No. – 06792-240401 <i>NB: Proposals should be submitted through Speed post/ Registered post/ Courier only.</i>
4	Date, time and place of opening of Bids	<b>Date: 13-08-2025, Time: 11:30 AM</b> At in the College Council Room of O/o the Dean & Principal, PRM Medical College and Hospital, Rangamatia. <i>(Bidders/ authorized representative may remain present at the time of opening of proposal)</i>

Dean & Principal,  
PRM Medical College and Hospital,  
Baripada, Mayurbhanj



## PART-A

### **1. TERMS & CONDITIONS**

- a) The details terms and conditions of the canteen operation shall be as per the Agreement, which is to be signed by the successful bidder with the Authority i.e. the Dean & Principal, PRM MCH Baripada. A copy of the same is annexed at PART-B of this tender schedule. The existing rates for breakfast, lunch, dinner, snacks and beverages including Thali/mini-thali is given at ANNEXURE-I \*. The bidder must go through the same before submitting the bid.
- \*It is only indicative one and rates may be revised from time to time by the Dean & Principal, PRM MCH, Baripada.**
- b) The bidders participating in the Tender must be registered under the Odisha GST (OGST) Act. As per the OGFR 2023.
- c) The Dean and Principal/ Authority reserve the right to accept, reject or cancel or modify summarily any or all the Tenders without any reasons thereof.
- d) As mentioned above, the supplier/bidder should prepare separate menu for providing food items at the rate as prescribed by the Dean & Principal, PRM MCH, Baripada.
- e) The license for the canteen operation shall be valid for **only three years** from the date of granting offer/license or execution of agreement. However, the Dean & Principal, PRM MCH, Baripada reserves the right to extend the period on yearly basis, subject to the satisfactory performance by the licensee.
- f) The service provider shall itself perform its obligations and shall not assign or transfer or sub-contract/sublet any of its rights and obligations to any third party.
- g) The bidder should possess at least **Three years** of experience in running a canteen or restaurant or professional catering service in any Govt. organization.
- h) The bidder must give an undertaking for not being blacklisted by any entity (Government/private) and should not have any judicial proceedings for any criminal proceedings against it.
- i) The **bidder should have had a minimum annual turnover of Rs.5,00,000/-** (Rupees Five Lakh) in any three years out of the last five years starting from **2019-20**. He or She is to submit an attested copy of the statement of accounts of the canteen/ restaurant duly audited and certified by a practicing Chartered Accountant, if the bidder runs more than one such canteen/ restaurant, the combined annual turnover of those during the said three years should not have less than **Rs.15,00,000/-** which may duly be certified by a chartered accountant.
- j) The bidder must submit documentary evidences like IT returns, PAN, copies of valid GST Registration Certificate, EPF and ESI Registration Nos. and other related required documents.
- k) The monthly license fee as quoted in the financial bid shall be paid in-advance every month, i.e., before **30<sup>th</sup> / 31<sup>st</sup>** of preceding month.



- l) The monthly electricity and water charges as per actual shall be paid by the Licensee without fail within **15 days of rising/ issue** of the bill every month by the Licensor.
- m) Relevant provisions of the Minimum wages Act and other payments to employees as well as any other statutory provisions of the State Government enactments and rules and regulations made there under shall be adhered to in both letter and spirit, and all expenses relating to the compliance of those shall be borne by the successful bidder, hereinafter referred to as the Licensee. Further, in the event of any contravention in that regard, the Licensee alone shall be responsible for it and shall be liable for penal action or taking remedial measures or both as the case may be.
- n) The bearers for servicing in Canteen will have to provide uniforms and ID Cards by the contractor during working hours and they will be required to wear the uniforms and ID Cards during working hours which is a must.
- o) The staff working in the college canteen should deposit police verification report and other information i.e. Aadhaar card /voter ID card or any other ID card as a form of information to the authority.
- p) The Dean & Principal,PRMMCH,Baripada or any person authorized by the Dean & Principal,PRM MCH,Baripada shall oversee the working of the cafeteria, which would include maintenance of hygiene, maintenance of quality of food and maintenance of good conduct of staff. The FSSAI norms should be adhered for maintenance of hygiene, maintenance of quality of food without fail. **The bidder has to get proper food safety license from competent Authority which will be clearly displayed at the counter.**
- q) The Dean & Principal, PRMMCH,Baripada or the officer authorized by him may impose additional conditions or delete any of the terms/ condition as may be necessary in the overall interest of The Dean & Principal, PRMMCH,Baripada.
- r) The bidder shall submit an affidavit declaring that no Government dues remain outstanding with him/her till the issue of the Tender Notice.
- s) The cost for stamp papers, registration fees and deed writing shall be borne by the Licensee at his/her own.

## **2. SECURITY DEPOSIT AND ITS FORFEITURE FOR RECOVERY POF DUES:**

- a) The Licensee shall furnish a Security Deposit receipt of **Rs.60,000/-** (Rupees Sixty Thousand) only for the duration of the license from any Scheduled Commercial bank in favor of the Dean & Principal,PRM MCH,Baripada payable at BARIPADA as security deposit before the execution of the agreement by the successful Tendered towards the building, furniture, fixtures and equipment, provided to him/her under this agreement and towards regular payment of monthly license fee and other legal liabilities such as license fee arrears, (water and electricity dues), damages to premises, fixtures, crockery, cutlery and equipment as the case may be. If the Licensee completes his/her tenure successfully, the Security Deposit



receipt of **Rs.60,000/- (Rupees Sixty Thousand)** only will be returned without interest.

- b) The validity period of security deposit will be **03 (three) months** beyond the license period from the date of signing of the agreement.
- c) The **Dean & Principal, PRM MCH, Baripada** may forfeit the security deposit of the Licensee if he/she fails to give the three months' notice before terminating the license as specified at clause 01 (above).
- d) Immediately after expiry or termination of license, the Licensee shall have no right to use the premises. Failing which he/she shall be liable to pay penal License fees @ three times the normal license fees as given in the agreement for the period of wrongful use of the premises after expiry/ termination of the license. The **Dean & Principal, PRM MCH, Baripada** may forfeit the security deposit given by the Licensee in case of failure on the part of the Licensee to pay the penalties as mentioned above. This action shall be without prejudice to any other action that can be taken by the Licensor under any prevailing laws in addition to forfeiture of security deposit.

### **3. PREMISES, FURNITURE, FITTINGS, CROCKERY, CULTURY AND EQUIPMENT:**

- a) The Licensor shall permit the Licensee to use the dining hall and kitchen premises. At the time of termination of the license or after the expiry of the license period, whichever is earlier, the Licensee shall deliver the same in good condition to the Licensor/authority.
- b) The Licensee shall be liable to reimburse to the Licensor the actual cost of damages, if any (apart from the normal wear and tear) to the premises. If the Licensee fails to reimburse the cost of damages, the Licensor may recover the same from the security deposit and to the extent of shortfall, if any through appropriate legal action.
- c) Cost of repair and maintenance to the furniture, fixtures and equipment, if any, during the license period shall be met by the Licensee at his/her own cost.
- d) Besides the Licensee shall be responsible for providing at his/her cost any furniture, fixtures, equipment, crockery, cutlery, utensils, storage bins etc. as may be required for proper functioning of the canteen.
- e) The Licensee shall only have right to use the premises for the purpose for which provided under the terms and conditions of this License Agreement. The Licensee shall not assign or otherwise use or dispose of the said premises or the articles to any other person in any manner.
- f) Notwithstanding anything contained in this License Agreement, the licensed premises shall, for all purpose, continue to be under the possession and control of the Licensor. The Licensee shall have the right to use it during the period of validity the license and in accordance with the terms and conditions of the License Agreement.





#### **4. REPAIR & MAINTENANCE:**

- a) The licensee shall undertake all repairs, including replacement of hinges, locks, tower bolts, doorknobs etc. during the period of the license. Major repairs, if any, to the premises, not resulting from the act of negligence, mishandling etc. attributable to the Licensee or his/ her employees/ staff, will be carried out by the Licensor, the Licensee shall not be allowed to make any structural or other modification, changes in the interior design of the canteen premises without expressed written consent of the Licensor.
- b) The Licensee shall be responsible for the replacement at his own cost of the fused/ nonworking of electrical bulbs, tube lights and LED lamps and other electrical appliances, parts etc. and he/she shall also maintain them.
- c) It will be reported to The Dean & Principal, PRM MCH, Baripada as to whether the repair maintenance is of minor/ major in nature. The decision of The Dean & Principal, PRM MCH, Baripada will be final authority in this matter.

#### **5. HYGIENE:**

- a) The contractor of the Cafeteria / Canteen / Messes shall maintain FULL HYGIENIC CONDITIONS in Canteen, in storage, preparation and servicing of edible and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, such as to maintain the standards and aesthetic values in the Canteen. Contractor should make arrangements for storage/display the items in hygiene condition.
- b) The Licensee shall be responsible for proper upkeep of the dining premises and for maintenance of proper hygiene, including in the kitchen, bathrooms, washing places and other adjoining areas used for canteen purpose.
- c) The Licensee shall be fully responsible for proper disposal of waste and garbage generated in and incidental to the operations of the canteen. He/she shall also ensure that gratings are fixed in washing areas/ sinks to avoid blockages. Any blockages to the sewer lines has to be got rectified by the Licensee at his/her own cost.
- d) Good quality oil like sunflower oil or branded mustard oil and branded spices only to be used for cooking purpose. Unhygienic stored foods should not be served to the Students or Doctors.
- e) The contractor of the Cafeteria / Canteen / Messes shall maintain cleanness inside the canteen and also the outside surrounding of the canteen area like corridors, stairs, parking areas etc.
- f) The Canteen Committee or its members shall have every right to inspect the Canteen without any notice and can seal the canteen in case of violation of terms and conditions.
- g) The Contractor of the Cafeteria / Canteen / Mess shall handover charge of all furniture, fixtures, fittings etc., in good condition to the college when the contract is terminated.

## 6. CATERING:

- a) General public will not be permitted entry to the College Campus of PRMMCH, Baripada Canteen
- b) 1) Breakfast - 07.00 AM to 10.00 AM  
2) Lunch - 12.30 PM to 03.00 PM  
3) Dinner - 07.30 PM to 10.00 PM
- c) Every day the licensee shall provide all the items as specified in **Annexure-I** at the prescribed rates (to be decided after discussion on the menu to be provided by the successful bidder) and it should be displayed prominently. However, the present rates at which food is provided are given at column (4) of Annexure-I.
- d) GST extra on every food item. These prices are base prices exclusive of taxes like GST, etc. that can be collected by the supplier/bidder over and above this wherever applicable.
- e) At the request of the Licensee and on furnishing the necessary justification The Dean & Principal, PRMMCH, Baripada may revise the rates fixed for various items at the beginning of each year in consultation with the in-charge of the College. The decision of The Dean & Principal, PRMMCH, Baripada in this regard shall be final.
- f) The Licensee may supply additional items of food not specified in the list at Annexure-I as per rates decided by him, subject to approval of The Dean & Principal, PRMMCH, Baripada and these should be displayed prominently.
- g) The Licensee shall not sell or serve alcoholic drinks either in the restaurant or in the rooms or at any place within the premises of the College. He shall also not allow the consumption of alcoholic drinks in the premises and restaurant licensed to him. The licensee is allowed to serve only non-alcoholic beverages and mineral water to the guests/visitors.
- h) The Dean & Principal, PRMMCH, Baripada or his authorized representative reserves the right to inspect and supervise the day-to-day operations of the Licensee, including the inspection of the use of canteen premises, to ensure maintenance of high-quality standards.
- i) The Licensee shall prominently exhibit the schedule of prices of food items in the canteen premises in English and Odia and shall also make available in the guest rooms and the dining hall laminated menu cards giving particulars of the food items served and their rates. The licensee shall also keep a Visitors book for recording of complaints, suggestion, and remarks, if any.
- j) The Licensee shall make his own arrangements for supply of water for his/her operations in case of shortage of the water supply to the College.
- k) The Licensee alone shall be responsible for the collection of the dues from the guests/visitors served with food. If necessary, he/she may coordinate with the reception desk for getting details of check-in, check-out timings, or contact details of such guests. The





collection of dues from his customers shall be the sole responsibility of the Licensee. The Licensor may not be able to assist the Licensee in any way in recovering the dues.

- l) The Licensee shall not use banned items such as food colour, Mono Sodium Glutamate(MSG), etc. to enhance the taste, colour, etc. which is restricted as per FSSAI Norms. Further, sale and use of **ALCOHOLIC & TOBACCO** products is strictly prohibited.
- m) The staff associated with preparation and distribution of food will be required to undergo periodical medical checkups/Food Handlers test to rule out the possibilities of communicable disease/ infection disease and anybody found suffering from such has to be kept out of engagement till he is fully recovered. **The Licensee shall submit certificates of all the employees not having infected by any communicable disease from the competent Medical Officer in every 6 months before the Dean & Principal, PRM MCH, Baripada.**
- n) The Licensee shall not employ any minor person below 18 years of age for the canteen works. All persons engaged/employed should be insured under Workmen's Compensation Act.
- o) The Licensee shall be primarily responsible for all payments to be made under and for the observance of labour Rule/regulations under various labour legislations and any breach shall be deemed to be breach of the licensee agreement. This includes responsibility in respect of Workman Compensation Act, EPF Act, ESI Act, Contract Labour (regulation & Abolition) Act, Minimum Wages Act, and payment of Wages Act etc.
- p) The Licensee shall indemnify and make harmless Licensor, its Officers, employees against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature of any act or omission of the Licensee, its agents or employees in the execution of the work of running the canteen.

## **7. PENALTY PROVISION:**

The Licensee shall be liable for penalty up to **Rs.5,000/-** per instance and the compoundable amount at **Rs.10,000/-** for repeated mistake in cases such as the following:-

- Inappropriate behaviors of the licensee/ staff.
- Any compromise on the quality or quantity of food items.
- Improper use of the premises.
- Inadequate service standards.
- Non-maintenance of hygienic and cleanliness.

The **Dean & Principal, PRMMCH, Baripada** will impose the penalty on behalf of the government.



## 8. GENERAL

- a) The Licensee shall obtain necessary permission from authorities such as Municipal Corporation, Commercial Tax Authority, Income Tax Authority, Labour Authorities, etc. and shall be responsible to pay all applicable taxes in respect of services offered under the contract and also to maintain prescribed registers under the relevant laws. The Licensee shall comply with all requirements under the Central, State and local legislations and shall be responsible for payment of all applicable taxes, fees and other statutory payment to the respective authorities.
- b) The Licensee shall before commencing any activity, procure the necessary licenses/ clearances/ permissions under the local laws, for running the canteen and catering services and shall abide by all the laws relating to the services offered and shall also produce the documentary proof showing compliance to the relevant laws whenever called upon to do so by the Licensor. The Licensee has to get proper food safety license from competent Authority which be clearly displayed at the counter.
- c) If the Licensee commits breach of any of the above conditions or becomes insolvent or is found guilty of any offence punishable under the law of the Land or fails to perform the work entrusted to him /her satisfactory, The Dean & Principal, PRMMCH, Baripada shall be at liberty to terminate the contract. This action would be without prejudice to any other action that may be taken against him/her under the law in force at that time.
- d) After the expiry of the license period or after termination of the license or after withdrawal of the license by either party as contained in this agreement, as the case may be, the Licensee shall clear all the dues payable towards the license fee, taxes, wages to the employees, etc. and shall produce legally valid documentary proof to that effect in order to enable The Dean & Principal, PRM MCH, Baripada shall have the authority to adjust dues, if any, before releasing the security deposit.
- e) Either party to this deed may terminate this license by giving at least 03 months of prior notice in writing to the party of its intention to so terminate this License Agreement.
- f) At the beginning of the period of license, the inventory of furniture, fixtures, fittings and equipment in the kitchen and dining hall will be prepared for handing over to the Licensee, which on expiry or termination of license would serve as the basis for verification at the time of handing over the same to The Dean & Principal, PRM MCH, Baripada.
- g) In case of dispute arising out of this contract between the o/o the licensor (authority) and the licensee, the matter shall be referred to the sole arbitration of a person to be appointed by The Dean & Principal, PRM MCH, Baripada. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modification or reenactment thereof and of the rules made there under for the time being in force.



- h) The canteen premises shall not be used for any other activities other than canteen services.
- i) The bidder shall submit an affidavit declaring that no Government dues remain outstanding with him till the issue of the tender Notice.

## **10. SUBMISSION OF TENDER**

- a) Tender document can be downloaded from the website- [www.prmch.nic.in](http://www.prmch.nic.in), [www.dmetodisha.gov.in](http://www.dmetodisha.gov.in) and [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in).
- b) The tender document shall be submitted to The **Dean & Principal, PRMMCH, Baripada** only through Speed post/ Registered post/ Courier so as to reach the office of The Dean & Principal, PRMMCH, Baripada by **05.30 P.M of dated 12.08.2025.**
- c) **Deposit of an earnest money of Rs. 20,000/- shall be made in the shape of DD payable to The Dean & Principal, PRM MCH, Baripada. For the unsuccessful bidder, the same is refundable without interest after completion of the tender process.**
- d) The offer of the Tender must be made in two parts i.e. technical Bid and Financial Bid, which must be submitted in two separate sealed covers on or before the prescribed date/time.
- e) **The Technical Bid shall be in the form prescribed at PART-C. The cover must be marked with the words "Technical Bid/ Cover No. 1" on it. The financial offer must not be included in the technical bid or else the bid shall become liable for rejection.**
- f) **The Financial Bid shall be in the form prescribed at PART-D. The bid must contain the financial offer in rupees and should be enclosed in a separate sealed cover marked with words "Financial Bid/ Cover No. 2".**
- g) **Both the technical bid and financial bid in two separate covers must be kept in single cover marked with the words, "Tender Papers for Operation of Canteen Services of The Dean & Principal, PRMMCH, Baripada. The same, full address, telephone and e-mail address, if any of the bidder must be clearly indicate on this cover. The main cover containing the above two covers shall be addressed The Dean & Principal, PRMMCH, Baripada.**
- h) Failure to furnish any information that is required as per the tender procedure or submission of an incomplete bid in any respect shall result in rejection of the bid.
- i) The **Dean & Principal, PRMMCH, Baripada** reserves the right to relax any term and condition of the bid, accept or reject any bid or to annul the entire process at any time prior or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action.
- j) The bid shall be valid up to a period 180 days from the last date of submission of tender document.

## **11. EVALUATION OF BIDS**



- a) The technical bids shall be opened first and shall be evaluated. The Tender committee shall prepare a list of the names of the bidders satisfying the criteria in the technical bid.
- b) The technical bids will be evaluated through point scores on each of the following items.

Criteria	Maximum Weightage	Marks
Average annual turnover	50	Rs.5 Lakhs to 10 Lakhs 20 Marks Rs. 10Lakhs to 20 Lakhs 30 Marks More than Rs. 20 Lakhs 50 Marks
Period of experience in similar field	50	3 years- 20 Marks 3 to 5 years- 30 Marks More than 5 years - 50 Marks
Total	100	

- c) **Minimum qualifying marks for opening of Financial Bids will be 40 Marks during technical evaluation. The financial bids of only such Qualified/ short listed bidders shall be opened.**
- d) **The financial bids would be evaluated on the basis of the amount of license fee per month as quoted in the financial bid. It is mentioned that highest bidder will be awarded the contract. (The minimum monthly License fee is Rs.8500/-)**
- e) Experience certificate/ copy of agreement containing period & value of contract shall be considered towards period of experience.
- f) Bidders may submit relevant documents towards annual turnover in order to score more point in technical evaluation and should be authenticated.

## **12. CONTRACT AGREEMENT**

- a) The Licensee shall enter into a contract agreement, on stamp papers of adequate denomination, with the Government of Odisha, Hereinafter referred to as the licensor.
- b) Refusal to enter into contract after being selected may result in forfeiture of EMD/blacklisting the agency.

Dean and Principal,  
PRM Medical College and Hospital,  
Baripada, Mayurbhanj



**PART-B**  
**LICENCE AGREEMENT**

This license made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2025 between the Government of Odisha represented by The Dean & Principal, PRMMCH, Baripada (hereinafter referred to as the Licensor)

AND

M/s \_\_\_\_\_ represented by  
Sri \_\_\_\_\_ Son of \_\_\_\_\_  
Aged \_\_\_\_\_ years resident of \_\_\_\_\_  
(Hereinafter referred to as the Licensor)

WHERE AS the Licensor has decided to invite bids from registered restaurant owners/professional caterers for Outsourcing of the Canteen in The College campus, PRMMCH, Baripada.

AND WHERE AS the licensee, who is the most acceptable bidder, has offered to run Canteen of The College campus, PRMMCH, Baripada.

AND WHERE AS Licensor has decided to grant the said license to licensee as aforesaid subject to the following terms and conditions to which both the parties agreed.

NOW it is hereby agreed between the parties hereto as under:-

**1. Duration of License:**

- a) The License covers a period of three years from the date **signing of the agreement**. However The Dean & Principal, PRM MCH, Baripada reserves the right to extend the contract period with mutual consent on yearly basis, subjected to the satisfactory performance by the licensee.
- b) The Dean & Principal, PRM MCH, Baripada can revoke the license at any time if the Licensee violates any of the terms and conditions of the agreement or acts in a manner prejudicial to the interest of Government of Odisha or public interest. Before revoking the license, The Dean & Principal, PRMMCH, Baripada shall give the Licensee reasonable opportunity of being heard. Therefore the decision of The Dean & Principal, PRMMCH, Baripada shall be final and binding on the Licensee.



- c) The license can be terminated by either party viz. the Licensor or the Licensee after giving 3 month notice.

## 2. Security Deposit and its Forfeiture for recovery of dues:

- a. The Licensee shall furnish a Fixed Deposit Receipt of Rs.60,000/- (Rupees Sixty Thousand) only for the duration of the license from any scheduled Commercial Bank in favour of The Dean & Principal, PRM MCH, Baripada as security deposit before the execution of the agreement by the successful tenderer towards the building provided to him /her under this agreement and towards regular payment of monthly license fee and other legal liabilities such as license fee arrears, (water and electricity dues), damages to premises, furniture, fixtures, crockery, cutlery and equipment as the case may be. The validity period of security deposit will be 3(three) months beyond the license period from the date of signing of the agreement.
- b) The Dean & Principal, PRM MCH, Baripada may forfeit the security deposit of the Licensee if he/ she fails to give the three months' notice before terminating the license as specified at clause 1 (above).
- c) Immediately after expiry or terminated of license, the Licensee shall have no right to use the premises, failing which he/ she shall be liable to pay penal License fees @ three times the normal license fees as given in the agreement for the period of wrongful use of the premises after expiry/termination of the license. The Dean & Principal, PRM MCH, Baripada may forfeit the security deposit given by the Licensee in case of failure on the part of the Licensee to pay the penalties as mentioned above. This action shall be without prejudice to any other action that can be taken by the Licensor under any prevailing laws in addition to forfeiture of security deposit.

## 3. License Fee:

- a) The Licensee shall pay minimum monthly license fee of Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_) only (excluding Water and Electricity charges) payable as per the agreement by A/C payee Banker's cheque drawn in favour of The Dean & Principal, PRM MCH, Baripada before **30<sup>th</sup>/31<sup>st</sup>** of previous calendar month in advance for the next month and shall obtain the valid receipt from the Licensor.
- b) If the Licensee fails to pay the amount of license fee or any other amount due under this license/ agreement, for a period exceeding **two months**, the license may be terminated at the risk and responsibilities of the Licensee without giving any notice. However, this will be without prejudicing to any other action that The Dean & Principal, PRM MCH, Baripada may take for recovering balance or other dues, if any. The Licensor is entitled to recover the penal interest @ 24% per annum on the outstanding amount.
- c) That the licensee has to bear the electricity and water charges over and above the payment of license fee. The monthly electricity and water charges as per actual consumption shall be paid by the Licensee without fail every month within 15 days of the raising/issue of the bill by the Licensor.





#### **4. Premises, Furniture, Fittings, Crockery, Cutlery and Equipment:**

- a) The licensor shall permit the Licensee to use the dining hall and kitchen premises to be handed over by The Dean & Principal, PRM MCH, Baripada during agreement. At the time of termination of the license or after the expiry of the license period, whichever is earlier, the Licensee shall deliver the same in good condition to the Licensor. The Licensee shall be liable to reimburse to the Licensor the actual cost of damages, if any (apart from the normal wear & tear) to the premises, furniture, fixtures and equipment including crockery/ utensils. If the Licensee fails to reimburse the cost of damages, the Licensor may recover the same from the security deposit and to the extent of shortfall, if any through appropriate legal action.
- b) Cost of repairs and maintenance to the furniture, fixtures and equipment, if any, during the license period shall be met by the Licensee at his/her own cost.
- c) Beside the Licensee shall be responsible for providing at his/ her cost any furniture, fixtures, equipment crockery, cutlery, utensils, storage bins etc. as may be required for proper functioning of the canteen.
- d) The Licensee shall only have the right to use the premises for the purpose for which provided under the terms and conditions of this License Agreement. The Licensee shall not assign or otherwise use or dispose of the said premises or the articles to any other person in any manner.
- e) Notwithstanding anything contained in this License Agreement the licensed premises shall, for all purpose, continue to be under the possession and control of the Licensor. The Licensee shall have the right to use it during period of validity of the license and in accordance with the terms and conditions of the License Agreement.

#### **5. Repair & Maintenance:**

- a) The Licensee shall undertake all repairs, including replacement of hinges, locks, tower bolts, doorknobs etc. during the period of the license. Major repairs, if any, to the premises, not resulting from the act of negligence, mishandling etc. attributable to the Licensee or his/ her employees/ staff, will be carried out by the Licensor. The Licensee shall not be allowed to make any structural or other modifications, changes in the interior design of the canteen premises without expressed written consent of the Licensor.
- b) The Licensee shall be responsible for the replacement at his cost of the fused/ defective electrical bulbs, tube lights and CFL lamps and other electrical appliances, parts etc. and he/ she shall also maintain them.
- c) The Dean & Principal, PRM MCH, Baripada will report as to whether the repair maintenance is of minor/ major in nature. The decision of The Dean & Principal, PRM MCH, Baripada will be final in this matter.



## 6. Staff:

- a) The Licensee shall engage his/her own staff for the work in the kitchen, for cooking and serving the food in the dining hall, for official catering in the premises, for cleaning for security, and for providing room service to the guest/ visitors.
- b) Only essential kitchen staffs shall be allowed to stay at night in the premises (a list of such person has to be submitted to The Dean & Principal, PRMMCH, Baripada).
- c) The Licensee shall be personally responsible for supervision of the entire work and shall also assign the general supervision duty to a responsible employee, who shall be designated as the Manager. Complaints of guest relating to any of the services provided by the Licensee shall be properly attended by the Manager/ Licensee. The Licensee shall submit certificate of all the employees not having infected by any communicable disease from the competent Medical Officer in every 6 months before The Dean & Principal, PRMMCH, Baripada.
- d) A list of the names and addresses of all the employees/ staff appointed by the Licensee shall be given to the Licensor. They shall follow the instructions given by The Dean & Principal, PRMMCH, Baripada or any other officer duly authorized by him for the purpose of enforcing the terms and conditions of this License Agreement.
- e) The Licensee shall provide suitable uniforms to the canteen staff at his/her own cost. They all shall turn out smart and clean.
- f) The cooks appointed/ engaged by the Licensee must be proficient in preparing Odisha cuisine and running the canteen.
- g) The Licensor shall have no responsibility or obligation, legal or otherwise in respect of the affairs of such employees, including their appointment, conduct, termination, wages, terms and conditions of work etc. which are the sole obligations of the Licensee. He/ she shall be responsible for all liabilities in relation to the payment of the minimum wages, ESI, EPF, Bonus and other benefits like wage revision, etc. as may be notified by the Government of Odisha from time to time. No child labour shall be employed.
- h) The Licensee shall follow all statutes, rules and regulations that are applicable for such employment and employees. He/ she alone shall be solely liable for any action under those rules and regulations in case of any lapses/ violation. He/ she shall expressly indemnify the Government of Odisha and The Dean & Principal, PRMMCH, Baripada against any legal action in this regard.
- i) The Licensee shall ensure that the staff employed by him/ her is neatly dressed in proper uniform and is polite to the guests/ visitors at all times.
- j) The Licensee shall get the antecedents of all his/ her staff verified through the police authorities before engaging them in the canteen.
- k) Any lost and found belongings of the guests/ visitors shall be promptly handed over by the staff to The Dean & Principal, PRMMCH, Baripada.
- l) The Licensee shall arrange to supply proper identity cards and badges for the staff employed by him/ her.





- m) Smoking in the kitchen and dining premises of College is strictly prohibited and staff of the Licensee shall follow the prohibition order and also enforce it.
- n) In case of any complaint of misbehavior or improper conduct on the part of any employee/ staff of the Licensee, the Licensee shall immediately take action against such employee's so Moto or at the Instance of The Dean & Principal, PRMMCH, Baripada.

## 7. Hygiene:

- a) The Licensee shall be responsible for proper upkeep of the dinning premises and for maintenance of proper hygiene, including in the kitchen, bathrooms, washing places and other adjoining areas used for canteen purpose.
- b) The Licensee shall be fully responsible for proper disposal of waste and garbage generated in and incidental to the operations of the canteen. He/she shall also ensure that gratings are fixed in washing areas/ sinks to avoid blockages. Any blockages to the sewer lines has to be got rectified by the Licensee at his/her own cost.

## 8. CATERING:

- a) General public will not be permitted entry to the college Canteen
- b) Business Hours: Breakfast - 07.00 AM to 10.00 AM  
Lunch - 02.00 PM to 03.00 PM  
Dinner - 07.30 PM to 10.00 PM
- c) The Licensee shall keep the Canteen open during fixed hours as The Dean & Principal, PRMMCH, Baripada may specify.
- d) The catering and restaurant service shall be extended to the inmates of the College on priority basis.
- e) Every day the licensee shall provide the food Items to the inmates/ guests at the fixed price.
- f) These prices are base prices exclusive of taxes like sale tax etc. that can be collected by the supplier/bidder over and above this wherever applicable.
- g) At the request of the Licensee and on furnishing the necessary justification, The Dean & Principal, PRMMCH, Baripada **may revise the rates fixed** for various items at the beginning of each year. The decision of The Dean & Principal, PRMMCH, Baripada in this regard shall be final.
- h) The Licensee may supply additional items of food not specified in the list at **PART-D** to the guest of the College as per rates decided by him, subject to approval of The Dean & Principal, PRMMCH, Baripada. The food rate should be displayed prominently inside the dining/ canteen place.
- i) The Licensee shall ensure that the food items served to the guests are tasty and of good quality, hygienically prepared using good quality of raw materials and having good nutritional value. Any discomfort/ illness/ indisposition caused by the consumption of food items shall be viewed seriously and The Dean & Principal, PRMMCH, Baripada may



be terminated the contract without giving any notice to the licensee. The licensee shall be held responsible for any such discomfort/ illness/ indisposition caused to the guest/ visitors.

- j) The Licensee shall not sell or serve alcoholic drinks either in the restaurant or in the rooms or at any place within the premises of the College. He shall also not allow the consumption of alcoholic drinks in the premises and restaurant licensed to him. The licensee is allowed to serve only non-alcoholic beverages and mineral water to the guests/visitors.
- k) The Dean & Principal, PRMMCH, Baripada or his authorized representative reserves the right to inspect and supervise the day-to-day operations of the Licensee, including the inspection of the use of canteen premises, to ensure maintenance of high-quality standards.
- l) The Licensee shall prominently exhibit the schedule of prices of food items in the canteen premises in English and Odia and shall also make available in the guest rooms and the dining hall laminated menu cards giving particulars of the food items served and their rates. The licensee shall also keep a Visitors book for recording of complaints, suggestion, and remarks, if any.
- m) The Licensee shall make his own arrangements for supply of water for his/her operations in case of shortage of the water supply to the College campus.
- n) The Licensee alone shall be responsible for the collection of the dues from the guests/ visitors served with food. If necessary, he/she may coordinate with the reception desk for getting details of check-in, check-out timings, or contact details of such guests. The collection of dues from his customers shall be the sole responsibility of the Licensee. The Licensor may not be able to assist the Licensee in any way in recovering the dues.
- o) The Licensee shall follow kitchen order token system for supply of materials and prepare bill for the inmates. He will follow kitchen order token signed by the inmates.
- p) The Licensee shall provide to the Catering Supervisor or his representative, free of cost, the samples of cooked food items for checking the quality of food served to the inmates.
- q) The Catering Supervisor or his representative must be present during breakfast, lunch and dinner to check the quality and quantity of food served.

## **9. PENALTY PROVISION:**

The Licensee shall be liable for penalty up to **Rs.5000/-** per instance and the compoundable amount at **Rs.10,000/-** for repeated mistake in cases such as the following:-

- Inappropriate behaviors of the licensee/ staff.
- Any compromise on the quality or quantity of food items.
- Improper use of the premises.
- Inadequate service standards.
- Non-maintenance of hygiene, cleanliness.

The Dean & Principal, PRMMCH, Baripada will impose the penalty on behalf of the government.



## **10. GENERAL**

- a) The Licensee shall obtain necessary permission from authorities such as Municipal Corporation of Mumbai, Commercial Tax Authority, Income Tax Authority, Labour Authorities, etc. and shall be responsible to pay all applicable taxes in respect of services offered under the contract as also to maintain prescribed registers under the relevant laws. The Licensee shall comply with all requirements under the Central, State and local legislations and shall be responsible for payment of all applicable taxes, fees and other statutory payment to the respective authorities.
- b) The Licensee shall before commencing any activity, procure the necessary licenses/ clearances/ permissions under the local laws, for running the canteen and catering services and shall abide by all the laws relating to the services offered and shall also produce the documentary proof showing compliance to the relevant laws whenever called upon to do so by the Licensor.
- c) If the Licensee commits breach of any of the above conditions or becomes insolvent or is found guilty of any offence punishable under the law of the Land or fails to perform the work entrusted to him/her satisfactorily, The Dean & Principal, PRMMCH, Baripada shall be at liberty to terminate the contract. This action would be without prejudice to any other action that may be taken against him/her under the law in force at that time.
- d) After the expiry of the license period or after termination of the license or after withdrawal of the license by either party as contained in this agreement, as the case may be, the Licensee shall clear all the dues payable towards the license fee, taxes, wages to the employees, etc. and shall produce to The Dean & Principal, PRMMCH, Baripada legally valid documentary proof to that effect in order to enable The Dean & Principal, PRMMCH, Baripada to adjust dues, if any, before releasing the security deposit.
- e) The Dean & Principal, PRMMCH, Baripada may at his discretion, impose any additional condition as may be necessary and may call for any relevant information, give necessary directions to the Licensee in public interest.
- f) Either party to this deed may terminate this license by giving at least 3 months of prior notice in writing to the party of its intention to so terminate this License Agreement.
- g) At the beginning of the period of license, the inventory of furniture, fixtures, fittings and equipment in the kitchen and dining hall will be prepared & handed over to the Licensee, by The Dean & Principal, PRMMCH, Baripada at the time of possession which on expiry or termination of license would serve as the basis for verification at the time of handing over the same to The Dean & Principal, PRMMCH, Baripada.
- h) The Licensee shall not assign these rights or responsibilities under this license to any other party.
- i) The Licensee shall abide by all the terms and conditions of the License Agreement.
- j) The bidder has to get proper food safety license from competent Authority which will be clearly displayed at the counter.
- k) All the disputes and differences between the parties shall be referred to a single arbitrator to be appointed by The Dean & Principal, PRMMCH, Baripada whose decision



shall be final and binding for both the parties. The courts in Bhubaneswar shall have exclusive jurisdiction to adjudicate all disputes arising out of and/or in connection with this agreement.

- 1) **IN WITNESS WHERE OF** the parties hereto the Licensor and the Licensee have hereby signed on the date, month, year hear in above-mentioned.

### **SCHEDULE**

In presence of-

Signed by the Officer acting in the premises

For and on behalf of the Governor of Odisha

**WITNESS:**

- 1) Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_
- 2) Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

**Licensee**

**WITNESS:**

- 1) Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_
- 2) Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_



## **PART – C**

### **TECHNICAL BID FOR OPERATING CANTEEN IN PRM MEDICAL COLLEGE CAMPUS, RANGAMATIA, MAYURBHANJ, ODISHA**

- 1) Name of the Agency :  
(in block letter)
- 2) a) Permanent Postal Address (Full) :  
  
b) Address for Correspondence (Full) :
- 3) Telephone Number :
  - a) Office :
  - b) Residence :
  - c) Fax (if any) :
  - d) E-mail / website :
  - e) Pager / Mobile :
- 4) Type of agency (Proprietorship :  
Or Partnership / Ltd. Co./ any other)  
(relevant documents to be attached)
- 5) In case of Partnership full details :  
Of each partners are to be given
- 6) Experience in years in running a  
Restaurant / catering service (business  
Done by the Agency in last three years  
In food/ catering services including  
Number of persons served etc.  
(Attach supporting documents)
- i. Mention details of catering :  
Business done with Govt. / Semi -  
Govt. / Public Undertaking /  
Autonomous Bodies
- ii. Reputed Company / Pvt. Sectors :
- 7) Current catering assignments,  
With place, working hours and days :  
(attach a copy of agreement/  
Documents, name, clients, address etc.  
Contact person with telephone no.



- 8) Registration No. of Restaurant (S)/  
Catering service :
- 9) Sales Registration/ Income Tax : i) GST No.  
Certificate details (*copy of Registration  
Certificate to be attached*) : ii) PAN No.
- 10) NMMC Hygiene and Health  
Clearance Certificate :  
(Clearance Certificate from concerned civic authority to be attached)

11) Details Catering Business :

Year	No of engaged	No of persons served
2019-20		
2020-21		
2021-22		
2022-23		
2023-24		

- 12) Annual turnover year wise :  
From 2019-20 to 2023-24  
(attach copies of any 3 years audited  
Balance sheet / income expenditure /  
Profit loss account)

- 13) Copies of latest Income Tax Return  
For 2019-20 to 2023-24 :  
(Copy to be attached)

- 14) DD as Bid Processing Fee: DD No. :

Date :

Bank :

- 15) DD as Earnest Money:

DD No. :

Date :

Bank :



## **UNDERTAKING**

I/We hereby confirm that the information furnished above are true and correct to the best of my/our knowledge. I/ We also declare that the decision of Dean and Principal, PRMMCH, Baripadaregarding shortlist of Agencies for issue of tender paper shall be final and binding on me/ us.

I/We have read, understood and accept all the terms and conditions applicable for operating Multi Utility Building Canteen, PRM Medical Campus, Rangamatia as laid down in the Agreement (PART-B) of the tender document.

I/We accept the rates in the rate chart for compulsory food items in Multi Utility Building Canteen, PRM Medical Campus, Rangamatia at Annexure-I of the Agreement. I also undertake to provide the food items in authentic Odisha style of preparation.

I/We undertake to pay monthly license fee quoted by me in financial bidding. I /we also agree to pay electricity and water charges fixed by the authorities as per the said agreement and also agree to pay as Security Deposit amounting to Rs.60,000/- (Rupees Sixty Thousand) only in favour of D.D.0-cum-Deputy Secretary to Dean and Principal, PRMMCH, Baripadabefore commencement of my operation.

Place:

Date:

(Signature with Seal of the Bidder)

NB: -1.All the documents should be photocopied and duly attested by the bidder himself.

2. Self-attested Passport size photograph of the Proprietor/ Chief Functionary of the agency should be pasted on the space indicated at the right-hand top corner of this bid form. The signature should be partly on the photographs and partly outside the photograph.



## **PART - D**

### **FINANCIAL BID FOR OPERATING CANTEEN IN PRM MEDICAL COLLEGE CAMPUS, RANGAMATIA, MAYURBHANJ, ODISHA**

<b>BREAKFAST</b>		
<b>Sl. No.</b>	<b>Food items name</b>	<b>Price as per survey</b>
1	UPAMA + CURRY	₹ 30
2	IDLI + SAMBAR + CHATTNI	₹30
3	PURI + CURRY	₹30
4	UTTAPAM (1 Pc)	₹ 20
5	ALUCHOP (1 Pc)	₹ 6
6	SOMOSA (1 Pc)	₹ 6
7	BIRIBARA (1 Pc)	₹ 6
8	DAHIBARA (1 Pc)	₹ 10
9	MUDHI + CURRY	₹ 20
10	ONION PAKODA PLATE	₹ 20
<b>LUNCH</b>		
1	PLANE VEG THALI (RICE + DAL + VAJA KHATA + MIXVEG + PAMPAD + VARTA)	₹ 60
2	FISH THALI (RICE + FISH 1 Pc + DAL + VAJA + PAMPAD)	₹ 70
3	EGG THALI (RICE + EGG 2 Pc + DAL + VAJA + PAMPAD)	₹ 70
4	PANEER THALI (RICE + PANEER 6 Pc + DAL + VAJA + PAMPAD)	₹ 80
5	MASHROOM THALI (RICE + MASHROOM 6 Pc + DAL + VAJA + PAMPAD)	₹ 80
6	CHICKEN THALI (RICE + CHICKEN 4 Pc + DAL + PAMPAD + SALAD/VARTA)	₹ 80
7	MUTTON THALI (RICE + MUTTON 4 Pc + DAL + PAMPAD + SALAD)	₹ 200
8	DESI CHICKEN THALI (RICE + CHICKEN 4 Pc + DAL + PAMPAD + SALAD)	₹ 180
<b>EVENING SNACKS</b>		
1	VEG CHOWMEIN	₹ 40
2	EGG CHOWMEIN	₹ 50
3	MIX CHOWMEIN	₹ 60
4	VEG ROLL	₹ 30
5	EGG ROLL	₹ 40
6	MIX ROLL	₹ 50
7	DOSA	₹ 50
8	POWVAJI	₹ 40
9	VEG SANDWITCH	₹ 40
10	EGG SANDWITCH	₹ 50
11	CHICKEN POKODA 4Pc	₹ 50
12	OMLET 2 EGGS	₹ 20
<b>DINNER</b>		
1	ROTI	₹ 6
2	NAN	₹ 20
3	DALMA	₹ 25

4	MIXVEG	₹	30
5	VEG TADKA	₹	30
6	EGG TADKA	₹	40
7	RAJMA	₹	30
8	CHANA MASALA	₹	30
9	CHILI CHICKEN	₹	70
10	VEG MANCHURIAN	₹	50
11	CHICKEN MANCHURIAN	₹	70
12	CHICKEN KASA	₹	60
13	VAJA	₹	15
<b>EXTRA ITEMS</b>			
1	SALAT	₹	10
2	MASHROOM CURRY	₹	60
3	MASHROOM CHILLI	₹	70
4	PANEER CHILLI	₹	70
5	PANEER CURRY	₹	60
6	FINGER CHIPS	₹	30
7	SOYABIN CURRY	₹	30
8	VEG BIRIYANI	₹	60
7	CHICKEN BIRIYANI	₹	70
8	FRIED RICE	₹	50
9	JEERA RICE	₹	40
10	DAL FRY	₹	30
11	KABI CHILI	₹	50
12	PARATHA	₹	10
13	TEA	₹	6
14	COFFEE	₹	10

<b>Monthly License Fee</b>	<b>Rs.</b> _____/-
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License fee in words: \_\_\_\_\_

Signature of Bidder with Seal



### **BID SUBMISSION CHECKLIST**

Sl. No.	Description	Submitted (yes/no)	Page No.
1	Bid Processing Fee		DID No. Date:
2	EMD		DID No. Date:
3	Copy of Incorporation / Registration Certificate of the Bidder		
4	Copy of PAN		
5	Copy of GSTIN		
6	Copies of Income Tax Return for the last five Assessment years		
7	TECHNICAL BID duly filled in		
8	Financial details of the bidder along with all the supportive documents such as copies of Income Expenditure / Statement and Balance Sheet for the last 5 financial years		
9	List of completed / on-going assignments of similar nature (Past Experience Details) along with the experience certificates/copies of work orders for the respective assignments from the authorities		
10	Undertaking for not have been black-listed by any Central I State Govt./any Autonomous bodies during the recent past		
11	Certificate from appropriate Govt. body to run catering service/ Health Clearance Certificate		

It is to be ensured that:

- Each part of the tender documents to be separately bound with no loose sheets and each page must be numbered along with Index Page.
- All pages of the proposal need to be sealed and signed by the authorized representative.