



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला ओडिशा
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA
ODISHA - 769008

BID DOCUMENTS

Notice Inviting Tender for
“Providing Mess Catering Service to Halls of Residence”
at NIT Rourkela, Odisha - 769008

Tender Reference No.: NITR/CW/2026/L/125

Date: 03/06/2026

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ADVERTISED TENDER ENQUIRY

(E-Procurement Mode Only)

National Institute of Technology Rourkela, an institute of national eminence under the Ministry of Education, Government of India invites online bids from reputed, eligible, capable and qualified firm/agency for **providing mess catering service to halls of residence** under two bids systems i.e. Techno-commercial Bid (Part-I) & Financial Bid (Part – II) at NIT Rourkela.

Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> or the NIT Rourkela website <https://www.nitrkl.ac.in/PurchaseSection/ServiceTenders>.

BID SCHEDULE

1.	Title of the Tender	Providing mess catering service to halls of residence
2.	Date of publication of tender	03/06/2026 at 17:00 Hrs.
3.	Bid Documents download start date	03/06/2026 at 17:00 Hrs.
4.	Bid Documents download end date	24/06/2026 at 17:00 Hrs.
5.	Last date of submission of tender	24/06/2026 at 17:00 Hrs.
6.	Technical Bid Opening Date	29/06/2026 at 11:00 Hrs.
7.	Pre-bid Date, Time & Venue	17/06/2026 at 11:00 Hrs. in Conference room, Chief Warden Office, NIT Rourkela
8.	Pre-bid Conference	Bidders are requested to attend a Pre-bid conference for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place mentioned therein. Participation in such a Pre-bid Conference is not mandatory.
9.	Financial Bid Opening Date	To be informed to the technically qualified bidders later.
10.	Tender Fee	A non-refundable fee of INR 1000/- (Rupees One Thousand only) to be deposited through ONLINE mode using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form. Refer to Clause 1 of Section III (ITB) for detailed instructions.
11.	Earnest Money Deposit / Bid Security	A refundable fee of INR 6,00,000/- (Rupees Six Lakhs only) to be deposited through ONLINE mode using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form. Refer to Clause 1 of Section III (ITB) for detailed instructions.
12.	Contract Period	Initially for one year (Extendable for two more years on yearly basis subject to satisfactory performance during the review and assessment at the end of each year.)
13.	Bid Validity	120 days from the date of opening of technical bids.
14.	Address for Communication	Prof. Santosh Kumar Sahoo (Chief Warden) NIT Rourkela, Odisha - 769008 Tel: 0661-2465000 Email: santoshsahoo@nitrkl.ac.in

IMPORTANT: Prospective bidders are advised to regularly visit the CPP Portal for any Updates / Corrigendum / Amendment. Any subsequent updates will be announced exclusively on the Institute website."

SECTION – I: ELIGIBILITY CRITERIA

The bidder must satisfy all the eligibility criteria mentioned in this section, and proofs in support of these criteria must be enclosed. Bidder not meeting these criteria will be summarily rejected.

1. **Legal Status:** The bidder must be a legally registered entity in India, either in the form of sole proprietorship, partnership, Limited, or Private Limited Company registered under the Companies Act 1956 / 2013 or subsequent amendments of the act. A valid copy of Registration Certificate must be enclosed. The demerged entity will be permitted to use the credential of original / parent entity for initial five years from the incorporation of the demerged entity. **The firm should have registered for a minimum period of 03 years. The bidder in the form of a Joint Venture (JV) / Consortium is not permitted to participate. The agency / firm must have a Regional / Registered Office within the state of Odisha.**
2. **Tender Fee and Earnest Money Deposit (EMD) / Bid Security:** Bid offer should accompany with Tender Fee (non-refundable) of Rs. 1000/- (Rupees One Thousand only) and an Earnest Money Deposit (EMD) of Rs. 6,00,000/- (Six lakhs only) in form of INTERNET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form. A copy of the successful payment of EMD should be attached with technical bid. Refer Clause no. 3, Section III (ITB) for details regarding EMD exemption.
3. **Financial Capacity:** The Bidders should have a **minimum average annual turnover of Rs. 3,75,00,000/- (Rupees Three Crore Seventy Five Lakhs only)** in the last three financial years i.e. FY 2022-2023, 2023-2024, 2024-25 **from catering service only**. Bidders are required to submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement, and Income Tax Return (ITR) duly certified by a Chartered Accountant.
4. **Experience & Past Performance:** The bidders should have work experience in catering services for **at least 350 people at a time in centrally funded technical institutes such as IITs, NITs, etc. for a period of minimum 03 years.**
Certificate (s) to the above effect must be submitted by the bidder(s) as per Annexure – IV.

IMPORTANT NOTE:

For Work Experience, Bidders are required to submit Satisfactory Work Completion Certificate showing values of work done, duration of contract (in completed months/years) issued by Organization against respective work order.

5. The bidders must have to produce a Bank Solvency Certificate for a minimum of Rs. 50,00,000/- (Rupees Fifty Lakh only). The certificate should not be older than three (03) months from the date of bid publication.
6. The bidders should have valid registration certificate of **Income Tax, GST, EPFO, ESIC, Labour License**, and the bidders should have valid license issued by Food Safety and Standards Authority of India (FSSAI) license with all the Annexures for their existing business. Relevant proof shall be submitted. All documents must be valid as on date of bid submission.
7. The bidder should **not have been declared ineligible / blacklisted by Government of India or any other Government body or Private Cooperation** on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure / lapse of serious nature. A certificate attesting the same should be submitted along with technical bid. A certificate to the above effect must be submitted by the bidder(s) as per Annexure – III.
8. A certificate duly signed and sealed by Partners of the firm or sole proprietor or Director of Company as the case may be, that no police case / vigilance enquiry is pending against the Partners of the firm or sole proprietor or Director of Company as the case may be, and that he/she has never been punished by any

Hon'ble Court shall be submitted by the firm along with technical bid, failing which the bid shall be rejected. A certificate to the above effect must be submitted by the bidder(s) as per Annexure – III.

9. **In addition to all the above eligibility criteria mentioned above, the bidder must fill and signed all the Annexures from I to VIII. Bidders not submitted the signed annexures are shall be rejected.**

NOTE:

- (a) The bidder must fulfill the above eligibility criteria. Bidders not fulfilling the above criteria shall be summarily rejected.*
- (b) NIT Rourkela reserves the right to verify / confirm all original documentary evidence including references and clients as submitted by bidders in support of above mentioned clauses of eligibility criteria.*
- (c) The bidder must attach self-attested copies of the documents supporting the above eligibility criteria with the techno-commercial bid. Bids not accompanied by the required documents are liable to be rejected.*
- (d) Each bidder including subsidiary company shall submit only one bid. In case a bidder submits more than one bid, NITR is liable to ignore / summarily reject all such bids.*

SECTION – II: DETAILS SCOPE OF WORK

1) SCOPE OF WORK

1. Preparation and Service of Healthy and Hygienic food to the students of the Hall.
2. The Caterer/Vendor shall maintain neatness & cleanliness of the mess premises including cleaning of fixers such as lights, fans and other kitchen equipment at all times. The dining tables and benches should also be properly cleaned after every meal. The floor of the dining hall should be cleaned twice a day.
3. Institute will provide all kitchen equipment, utensils, crockery, cutlery, and other infrastructure including Electricity and water for running of the mess. In case of any damage to the equipment/utensils caused by the catering staff, the caterer/vendor has to make it repair at his cost within 3 days. In case of any loss or irreparable damage, those items should be replaced by a newly purchased similar item, to the satisfaction of the issuing authority.
4. All exposed surfaces must be cleaned and maintained stain free by regular cleaning and scrubbing using non-metallic soft scrubbers (E.g. cloth, nylon or microfiber cloth) and non- corrosive detergent or soap. All vertical surfaces, roofs and windows must be cleaned regularly. High reach areas and roofs must be cleaned properly using high access pole brushes and duster.
5. The vendor should have familiarity with the modern kitchen equipment and its uses.
6. The vendor shall engage and provide requisite number of well-trained cooks and service personnel to run the mess. Vendor allotted for Girl’s Halls (HB, CVR and KMS) shall preferably employ female working staffs in the dining halls. Employment of Child labour defined as per relevant laws is strictly prohibited. The list of halls of residence for providing catering services is given in **Annexure IX**.
7. The Caterer/Vendor shall keep the mess open from **6:30 AM to 9:30 PM** every day and serve meals during (and only during) designated hours. The Institute may change the time depending upon the convenience.
8. They have to supply food as per the following schedule.

Days	Break Fast	Lunch	Snacks	Dinner
Working Days	7:15 AM – 9:15 AM	12:00 Noon – 1:30 PM	4:30 PM – 6:00 PM	7:45 PM – 9:15 PM
Saturday, Sunday and Holidays	7:45 AM – 9:45 AM	12.30 PM – 2:00 PM	5:00 PM – 6:15 PM	8:00 PM – 9:30 PM

9. The bidder should not close the mess without prior permission of the Institute/Chief Warden under any circumstances.
10. The Caterer/Vendor shall serve only specified foods as per Mess Menu (**Annexure X**) for the week as approved by Hall authorities.
11. The menu will be mutually agreed upon in accordance with the existing rate.
12. The Caterer/Vendor shall display the menu/list of food items at an appropriate place in the mess.
13. The Caterer/Vendor has to provide uniform, gloves, caps and masks to his employees during the service hours. The Caterer/Vendor has to ensure that his/her staffs are always dressed in clean and tidy uniforms with gloves caps, and masks, while on duty. At any point of time, the workers, if found without dress code, penalty will be imposed upon the Vendor as deemed fit. The uniform should bear the logo of NIT Rourkela. The dress of the workers in the mess will be provided by Caterer/Vendor. The specification and design of

the uniform is to be decided in consultation with the hall authority.

14. The Caterer/Vendor employees should be free from any contagious disease or sickness that is considered unacceptable for handling food. In such case the Caterer/Vendor should give them leave or arrange treatment as deemed fit and should make alternative arrangement at his cost. Whatever circumstance it may be, the Caterer/Vendor must ensure that the facility/service is not hampered. The Caterer/Vendor should ensure medical fitness of the workers twice in a year, and their medical fitness certificate need to be submitted in the Warden office of the Hall and Chief Warden Office.
15. Caterer/Vendor should engage sufficient number of workers (At least 3.5 staff for 100 boarders at all the time). One or more Manager(s)/Supervisor(s) should be available in the mess. Non-compliance of the above may invite penalty.
16. The Caterer/Vendor should maintain one serving counter against every 200 boarders.
17. For the preparation of food, the Caterer/Vendor has to use food materials as per the Specification (**Annexures XI and XII**).
18. The Caterer/Vendor shall be solely responsible to provide safe and hygienic food to the students at all times. A Campus Hygiene committee appointed by the Institute will monitor the same in routine intervals, but the prime responsibility of monitoring the safety and hygiene lies with Warden/Asst. Warden, and Persons authorized by Chief Warden. Persons authorized by the Institute must have full access to all facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be rejected. Further punitive action, as deemed fit shall be taken against the Caterer/Vendor.
19. Only purified water has to be served in the mess.
20. The premises of the mess shall not be used for any other purpose.
21. Waste disposal is the responsibility of the Caterer/Vendor. No trash is to be thrown inside or outside the mess premises except in properly covered bins supplied by the Institute. The Vendor would ensure clearance of all the bins, drains in and around the kitchen and dining hall at all times. Non-compliance of the above activity will invite penalty.
22. Burning of fuels except cooking gas is forbidden. Use of electricity and solid fuel for cooking is prohibited. Filling and refilling of the cylinders are the responsibility of the Caterer/Vendor at his own cost. Please note that, these cylinders can be refilled at the rates under NDE (Non-Domestic Exempted) category. However, it is the responsibility of Caterer/Vendor to refill the cylinders as per the Government norms and prices.
23. The assets and articles provided by the Institute shall be property of the Institute and the Caterer/Vendor shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the Institute in good condition. Any additional equipment required for the cooking and serving is to be procured by the Caterer/Vendor with prior permission from the competent authority. Electricity charge to run the equipment will be borne by the Vendor. Any equipment purchased by the Caterer/Vendor would remain the property of the Caterer/Vendor and can be taken away at the termination of this contract.
24. The Caterer/Vendor shall maintain the building space in proper condition. All floors and counter tops are to be scrubbed regularly with non-corrosive detergent or soap and all vertical surfaces are to be dusted regularly. The period of cleaning should be such that there is no visible dirt or marks at any time.
25. The caterer/vendor must provide sufficient liquid hand wash in dining wash basins.
26. Only in case of any emergency the catering agency personnel may be provided medical facilities available at the Institute Dispensary on payment basis. Normal medical facilities of its employees to be arranged by the catering agency at his own discretion.
27. In the event of loss/theft/damage of property (equipment, furniture, fixtures & utensils) caused due to

negligence of the any of its employees, the Institute shall be entitled to get compensation from the Caterer/Vendor.

28. The Vendor should mention the name of the manager(s)/supervisor(s) at the time of bidding who will be the in charge or contact person of the Chief Warden's Office.
29. The Hall Management Council (HMC), NIT Rourkela reserves the right to review and modify the terms and conditions periodically with the approval of the Director which will be binding on the Caterers/Vendors.
30. The Caterers/Vendors at all times will keep the kitchen/dining hall/washing area free from flies/cockroaches/mosquitoes/rats and other pests. Frequent pest control and scientific pest control measures are required to be adopted by the Vendor at all times. Disinfestations should be done weekly or monthly as decided by the mess committee at the cost of the caterers.
31. 5% of the total contract value should be deposited within 15 days from the date of issue of WO in favour of Director NIT Rourkela payable at Rourkela. The SD should remain valid for 60 days beyond the date of completion of all contractual obligations. The SD will not attract any interest.
32. The Caterer/Vendor shall claim actual monthly mess bill to the designated officer of the hall, for payment within seven days of the successive month along with wage sheet, attendance sheet, GST payment challan, Proof of bank remittance for wages, EPF, ESI deposit & ECR copies.
33. The Institute shall provide limited amount of living accommodation to the staff engaged by the Caterer/Vendor. Such accommodation shall be handed over to the Institute in vacant state on termination of the contract in any manner whatsoever and at any time earlier at the instruction of the Institute. In case premises are not handed over in the manner as referred herein above, the Institute shall be entitled to remove the possession of unauthorized occupants by use of such force as may be required.
34. The Institute reserves the right to split the contract among more than one Vendor on the basis of L1 price.

2) PENALTY

Any member of the designated student committee or officer-in-charge or any person authorized by the institute can inspect the mess, kitchen or any process without any prior notice to the Caterer/Vendor.

In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, Warden/Assistant Warden of the respective halls should be intimated immediately and appropriate punitive action shall be taken. **The guideline of different penalties are as follows:**

1. Caterer/vendor should not compromise with the quality and quantity of food items as mentioned in Annexure - IX, X, and XI. If violated, then a minimum penalty of ₹ 50,000 will be imposed on the caterer/vendor.
2. Complaints of insects and/or any foreign object in food items would invite a fine up to ₹ 50,000/- on the caterer, depending on the frequency and gravity.
3. Mess timing must be followed by the caterer. In case of delay in start and/or early closure of mess will attract a fine up to ₹ 50,000. During the closure time if boarders are there in queue, they must be served.
4. All the food items must be available during the mess time. If violated, a penalty up to ₹50,000 will be imposed.
5. Complaints regarding un-cleaned utensils would lead to a fine of up to ₹50,000/- on the caterer/vendor, depending on frequency.
6. At any point of time, the workers, if found without dress code, a fine of up to ₹ 50,000/- would be imposed on the caterer/vendor.
7. Caterer/Vendor should engage sufficient number of workers (At least 3.5 staff for 100 boarders at all time).

Non-compliance of the above will be taken seriously and would lead to a fine up to ₹ 50,000 on the caterer/vendor.

8. If the mess committee agrees that certain meal was not cooked properly then the same item will be repeated on some other day, for all boarders, as an additional item. If the item is non-veg, then the optional veg item must also be repeated along with the non-veg item.
9. Changes in menu of any meal without permission of the mess committee would result in a fine up to ₹50,000/- on the caterer/vendor.
10. Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine up to ₹50,000/- will be imposed.
11. Oil once used should not be reused. If violated, penalty up to ₹ 50,000/- will be imposed.
12. Kitchen & Dining hall should be kept clean. If violated, a fine up to ₹50,000/- will be imposed.
13. **Items like Aji-no-moto (monosodium glutamate), non-food grade coloring items etc. are banned and they should not be used. If they are used or found in kitchen premises, a penalty up to ₹50,000/- for will be imposed.**
14. Caterer/Vendor or his representative who is empowered to take decision must be present in the mess committee meetings, if called. If violated, a fine up to ₹20,000/- will be imposed on the caterer/vendor.
15. Waste management and drain cleaning, within the vicinity of the kitchen and dining hall, must be done on regular basis, failing which a fine up to ₹50,000/- will be imposed on caterer/vendor.
16. Use or presence of items beyond the expired date (best before use) will attract a fine up to ₹50,000/- on the caterer.
17. Unavailability of Complaint Register in the mess hall/discouraging the complaint would lead to a fine up to ₹10,000/- on the caterer/vendor.
18. Any other items liable for penalties as per terms and conditions will be decided by HMC (Hall Management Council) from time to time. HMC reserves the right to increase the penalty depending on the gravity and frequency of the violations.

3) OTHER TERMS & CONDITIONS

1. The Vendor after award of contract shall mobilize its resources for execution of the work as per terms of contract.
2. The Vendor shall discharge its responsibility strictly adhering to this scope and shall ensure proper food service as per frequency indicated in the contract.
3. The Vendor while discharging, its aforesaid of responsibility shall carry out the instructions of Chief Warden/Coordinating Warden/Warden/Asst. Warden from time to time.
4. The NITR shall provide storage space for the agency/firm/Vendor at a suitable place inside the Mess premises. The agency/firm/Vendor shall ensure that all the tools/tackles along with required raw materials etc. are kept at the appropriate place, specified for the purpose, as provided by the Hall of Residence.
5. The waste materials if any, collected during the food processing shall be disposed off at the designated place.
6. Utmost care is to be taken while cleaning to avoid any damage to the fixtures and accessories installed in the mess premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of agency/firm/Vendor and the agency/firm/Vendor shall

be liable to compensate the loss, if any to the NITR, which shall be recovered from the bills accrued to the agency/firm/Vendor.

7. The agency/firm/Vendor shall obtain written permission in respects of all its staff and officials for entry and working inside the hall premises and shall maintain record in this regard. Unauthorized entry and deployment of persons without prior permissions of the Chief Warden's office is prohibited.
8. The agency/firm/Vendor shall ensure that proper discipline is to be maintained by the staff and officials engaged by the agency/firm/Vendor, and they shall have to behave soberly at all times while functioning in the hall. The conduct safety and security of the staff and officials shall be the sole responsibility of the agency/firm/Vendor.
9. Payment will be made/ released on monthly pro-rata basis to the agency/firm/Vendor during the preceding month based on the certification by concerned Warden and countersigned by the Chief Warden.
10. The assets and equipment provided by the Institute shall be property of the Institute and agency/firm/Vendor shall be merely the custodians of such assets and equipment. On termination/ expiry of contract, any such property shall be handed over to the Institute in proper working condition.

4) RISK AND COST

1. In case of stoppage of performance or non-attendance to the job in extending Food services as spelt out in scope of work and frequency, on any day or part of the day or days, this being an essential service without any reference, the job shall be forthwith executed by the NITR at the risk and cost of the agency/firm/Vendor through alternate source.
2. Neglect or failure on the part of the agency/firm/Vendor to execute the work will be carried out by alternate source at the risk and cost of the agency/firm/Vendor and to the extent of alternate execution, the contract will be deemed to be terminated either in part or full.

5) PAYMENT TERMS

- i. Subject to any deduction that may have to be made in accordance with the terms and conditions of this contract, the agency/firm/Vendor shall be paid against bill on monthly basis for the work done during the previous month.
- ii. For the purpose of such monthly payments, invoices preferably in their printed forms along with the documentary proof for having deposited the Vendors' permanent employees and his laborers' contribution towards PF, ESIC and pension with his jurisdictional RPF commissioner and also proof of payment of wages to his workmen shall be prepared and submitted by the agency/firm/Vendor for the work done during the previous month within seven days from the expiry of the previous month.
- iii. Payment shall be regulated as per terms of contract.
- iv. Deduction of applicable taxes will be made including TDS & Certificate will be issued by finance & accounts department for such deductions.

6) WORK TO THE SATISFACTION OF NIT

The Vendor shall execute the work efficiently and complete it in all respects in accordance with the contract terms and conditions and shall comply with and adhere strictly to the instructions and directions on any matter in accordance to the terms of the contract. Only lady staff should be deployed in those building where only women are allowed to execute job. In all other places the Vendor is free to deploy his manpower male or female as the case may be.

SECTION – III: INSTRUCTIONS TO BIDDERS

1) Tender Fee & Earnest Money Deposit (EMD) / Bid Security

- (i) Tender Fee (non-refundable) of **Rs. 1000/- (Rupees One Thousand only)** and EMD / Bid Security (refundable) of **Rs. 6,00,000/- (Rupees Six Lakhs only)** to be deposited through **ONLINE mode using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form.**
 - a) The bidders are allowed to submit their bid only after successful payment of Tender Fee and EMD / Bid Security.
 - b) The bidders are required to submit a proof of successful payment of Tender Fee and EMD along with the techno-commercial bid i.e. successful transaction details, UTR No. Any other mode of payment shall not be entertained.
 - c) If the bidder makes the online payment within the last date and time of bid submission but not received by NIT Rourkela within the specified period **as mentioned in the CPP Portal** for any reason(s), the bid will not be accepted. Tender Fee and EMD received after due date & time as specified shall be stands forfeited.
- d) **Bank details for NET-BANKING / NEFT / RTGS / IMPS or online payment:**

Bank Name: State Bank of India
Branch: NIT Campus, Rourkela, Odisha
Account Name: Chief Warden Halls of Residence
Account No.: 10138950270
IFSC: SBIN0002109

- (ii) EMD / Bid Security of the unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before 30 days after the award of the contract to the L1 bidder.
- (iii) The Part-I offer of those Tenderers, whose EMD and Tender Cost are found in order and submitted as prescribed, will be opened immediately thereafter. Otherwise, the tender will be considered invalid and other parts will not be opened.
- (iv) Bids received without Earnest Money Deposit and Tender Fee shall stand technically disqualified and thus shall not be considered for evaluation at any stage.
- (v) The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of the contract, withdraws at any stage after the opening of the technical bid or the price bid and who evades or refuses to accept the Award of Contract after being L1 within the period of validity, shall be liable to forfeiture.
- (vi) The EMD submitted by the successful bidder shall be refunded within thirty days of submission and acceptance of the Performance Security/Performance Bank Guarantee/ Security Deposit in case of award of contract.

2) Bid security Exemption

- (i) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, are exempted from paying EMD/Bid Security. Accordingly, MSEs shall be required to submit valid Udyam Registration Certificate for availing benefit under MSE Procurement Policy. The benefit as above to MSMEs shall be available only for Goods produced and services rendered by MSMEs. However, traders are excluded from the purview of MSME Procurement Policy.
- (ii) Startup(s) as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, are exempted from paying EMD/Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- (iii) Eligible MSE and startup bidders who seeks exemption for paying EMD/Bid Security as per above clause, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to execute the contract, or to submit a performance security before the deadline

defined in the request for bids document/contract, they will be suspended for the period of three years or for a period as decided by the competent authority from being eligible to submit bids for future contracts with the NIT Rourkela. Bidders should submit the duly filled and signed declaration as per the attached format in Annexure – V.

- (iv) Those firms who have applied for renewal of registration with any of the above bodies but have not obtained the valid certificate as of the closing date of the tender are not eligible for exemption.

3) Bid Prices, Taxes and Duties

- (i) The prices should be arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to: those prices; or the intention to submit an offer; or the methods or factors used to calculate the prices offered.
- (ii) **Controlled Price:** The price quoted by Bidder shall not be higher than the controlled price fixed by law for the services, if any, or where there is no controlled price, it shall not exceed the prices or contravene the norms for fixation of prices if any, laid down by Government.
- (iii) **Price Components:** Bidder shall quote the price including all the specified components of prices shown therein, including the unit prices and total bid prices. All costs related to personnel engaged shall be on the prevailing minimum wages and other statutory allowances. Quotation of “NIL” service charges / margin for the services shall be rejected as nonresponsive.
- (iv) **Price Schedule:** Bidders are to upload only the downloaded BOQ (in excel format) after entering the relevant fields without any alteration / deletion / modification of other portions of the excel sheet.
- (v) The quoted price shall be considered to include all relevant financial implications, including their inter-alia the scope of the Services to be delivered and incidental goods/works to be supplied, location of bidder, site(s) of the delivery of Services, terms of delivery, extant rules and regulations relating to taxes, duties, customs, transportation, environment, labour, etc.
- (vi) **Currencies of Bid:** The currency of bid and payment shall be quoted by bidder entirely in Indian Rupees. All payment shall be made in Indian Rupees only.
- (vii) **HSN Code and GST Rate:** HSN (Harmonized System of Nomenclature) code for the goods provided in this tender document is only indicative. It shall be the responsibility of bidder to ensure that they quote the exact HSN Code and corresponding GST rate for each activity of the Services being offered by them.
- (viii) If GST, other taxes, duties are not specified, or column is left blank in the price schedule, it shall be presumed that no such tax / levy is applicable or payable by the Institute.

4) Bid Evaluation Procedure

The evaluation of the proposals/bids shall be carried out in two stages: at the first stage evaluation of responsiveness and technical proposals is taken up.

(i) Techno-Commercial Bid Evaluation

- a) Techno-commercial bids will be opened on the specified date & time by the Tender Evaluation Committee duly constituted by the competent authority of NIT Rourkela.
- b) Only substantively responsive bids shall be taken into consideration for evaluation. A substantively responsive bid implies complete bid and conforms to the tender document's essential terms, conditions, and requirements without substantive deviation, reservation, or infirmity.
- c) Evaluation of techno-commercial bid shall be the scrutiny and examination of all relevant documents submitted by Bidder as detailed in Section – I (eligibility criteria).
- d) The decision of the committee will be final and binding on all bidders.
- e) The Institute reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

- f) The controlled / base price as deemed appropriate for this tender shall be published along with technical bid evaluation report to ensure transparency in the tender process.

(ii) Clarification of Bids and Shortfall Documents

- a) During the evaluation of Techno-commercial or Financial Bids, NIT Rourkela, at its discretion, but without any obligation to do so, ask bidder to clarify its bid by a specified date. Bidder shall answer the clarification within the specified date.
- b) The request for clarification shall be submitted in writing or electronically, and no change in price or substances of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder.
- c) If discrepancies exist between the uploaded scanned copies and the original submitted by the bidder, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be rejected as nonresponsive in addition to other punitive actions for violation of Code of Conduct.

(iii) Financial Bid Evaluation

- a) Opening of Financial Bids: The financial bids of bidders whose techno-commercial bids have been technically qualified shall be opened by the Committee on the specified date and time.
- b) The minimum estimated base rate for mess services per student per month shall be decided by a committee that will be constituted by the competent authority and will be displayed along with the evaluation report of the technical bid. On the lower side, a variation up to -7% of the estimated base rate would be allowed for the bid price, to be considered as eligible i.e. the bidders quoted rates less than 93% of the estimated base rate will be rejected. For example, if the estimated base rate is ₹1000/- then the bidders quoted price below ₹ 930/- would be rejected. The bidders quoted price same or more than ₹ 930/- would be considered as eligible.
- c) Among the eligible bidders, the lowest bid price or estimated base price whichever is lower will be considered as L1 price.
- d) Halls will be allotted among the eligible bidders (maximum of eight) willing to work on L1 price. Allotment of Hall lies with the prerogative of the authority. The allotment could not be challenged by the bidders.
- e) **Tie-Breaking Procedure:** In the event that two or more bidders quoted the same price, the Committee shall use the following tie-breaking criteria:
- i. The bidder's average annual turnover for the last three financial years will be considered first and preference will be for the highest average annual turnover.
 - ii. If the tie persists, the turnover for the financial year 2024-25 will be considered.
 - iii. If further tie-breaking is required, the turnover for the financial year 2023-24 will be considered.
- f) If the tie remains unresolved after considering the above financial years, the tie will be resolved by a draw, which will take place in the presence of the concerned bidders. The Committee's decision on this matter shall be final and binding.
- g) Abnormally Low Bids: If a tenderer submits a bid with what appears to be predatory pricing or an abnormally low bid, the Tender Evaluation Committee shall seek written clarification from the bidder, including detailed price analyses, concerning scope, schedule, allocation of risks and responsibilities, and any other requirements outlined in the tender documents. If, after evaluating the price analyses, it is determined that Bidder has substantively failed to demonstrate its capability to deliver the contract at the offered price, the bid shall be rejected.
- h) Price Negotiation: NIT Rourkela reserves its right to negotiate with the lowest acceptable bidder (L1), who is techno-commercially suitable for delivery of services.
- i) Cartel Formation / Pool Rates: Unless the Institute decides this to be case of Cartel / Pool Rates, if more than one bidder quote the same total evaluated price, then the Institute reserves the right to

distribute unequal quantities among the bidders, excluding one or more bidders based on considerations like performance / financial capabilities or consider it as a violation of the Code of Integrity and reject the bid(s) as nonresponsive in addition to other punitive actions as deemed appropriate by the Institute.

5) Award of Contract

- (i) NIT Rourkela shall award the contract to the bidder(s) whose bid(s) is techno-commercially suitable and bid price(s) is lowest and reasonable, as per evaluation criteria detailed in the tender documents.
- (ii) At the time of contract award, NIT Rourkela reserves the right to increase or decrease without any change in the unit prices of other terms and conditions of the bid and the tender documents, the quantum of services originally stipulated in Scope of Work.
- (iii) NIT Rourkela reserves the right to split the entire contract with more than one bidder at lowest (L1) rate.
- (iv) Verification of Original Documents: Before issuing of Award of Contract (AOC) to the successful bidder(s), NIT Rourkela, at its discretion, ask bidder to submit for verification of the originals of all such documents whose scanned copies were submitted online along with technical bid. If the bidder fails to provide such originals or in case of substantive discrepancies in such documents, it shall be construed as a violation of the Code of Integrity. Such bid shall be rejected as nonresponsive in addition to other punitive action as decided by NIT Rourkela.
- (v) The bidder(s), whose bid has been accepted and documents verified (at the discretion of NIT Rourkela), shall be notified the award of contract before the expiration of the bid validity by written or electronic means. The Award of Contract (AOC) shall constitute the legal formation of the contract, subject only to the furnishing of Performance Security as the provision mentioned in the tender documents.

6) Performance Security / Security Deposit

- (i) The successful bidder upon receipt of the Award of Contract shall have to deposit a Performance Security (PS) equal to **5% of the annual contract value**, within 15 days. Performance Security may be furnished in the form of Bank Guarantee (including e-bank guarantee) issued / confirmed from any of the scheduled banks in India, account payee demand draft from a commercial bank except co-operative bank, ONLINE mode using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form. Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
- (ii) If the bidder, fails to furnish the Performance Security within the specified period, NIT Rourkela at its discretion to annul the award and enforce Bid Security Declaration (in lieu of forfeiture of the Bid Security / EMD), in addition to other administrative punitive action as deemed appropriate.
- (iii) The Performance Security shall not attract any interest. Any pending dues shall be adjusted /recovered from PS.
- (iv) The Performance Security shall be liable to be forfeited if the successful bidder fails to undertake the work within the stipulated period or fails to comply with any of the terms and conditions of the contract.

7) Signing of Contract

- (i) Within seven working days of receiving performance security, the Institute shall make an agreement with the successful bidder. However, stamp paper of appropriate value shall be borne by the bidder as informed by the Institute.
- (ii) Otherwise, the Award of Contract (AOC) or the Contract shall be taken to be legally effective from the date of issuing. The bidder may point out to the Institute, in writing / electronically, any anomalies noticed in the contract within seven days of its receipt.

8) Key factors to be considered during bid submission

- (i) Conditional tenders either in Part – I or Part – II of the tenders shall be liable to be rejected.
- (ii) Canvassing in any form is strictly prohibited and the bid submitted by the bidder who resorts to canvassing shall be liable for rejection.
- (iii) Proprietary firms, Registered Firms, Registered Partnership Firms, Private Limited Companies, Public Limited Companies, Co-operative Society etc. formed after the publishing date of the tender are not eligible.
- (iv) It shall be the responsibility of the person / firm submitting the tender to ensure that the tender has been submitted in the format as per the terms and conditions prescribed in the tender documents and no change will be allowed after submission of the tender. In the event of any doubt regarding the terms and conditions / format, the person concerned may seek clarification from the authorized officer of the Institute. In case any tampering / unauthorized alteration is noticed in the submitted tender documents, the said tender shall be rejected straightaway.
- (v) Before submitting the tender, the tenderer should ensure that the details/documents are submitted as per the checklist.

SECTION – IV: GENERAL CONDITIONS OF CONTRACT (GCC)

1) Definitions

In the contract, unless the context otherwise requires:

- (i) **Approved** means approved in writing, including confirmation of previous verbal approval.
- (ii) **Bid** (including the term ‘tender’, ‘offer’, ‘quotation’ or ‘proposal’ in specific contexts means an offer to supply goods, services or execution of works made as per the terms and conditions set out in a documents inviting such offers.
- (iii) **Bidder** (including the term ‘Bidder’, ‘consultant’, or ‘service provider’ in specific context) means any person or firm or company, including any agency branch or office controlled by such person, participating in a Tender Process.
- (iv) **Commercial Bank** means a bank, defined as a scheduled bank under section 2(e) of the Reserve Bank of India Act, 1934 and subsequent act.
- (v) **Competent Authority** means the Director, NIT Rourkela or any officer authorized in this regard.
- (vi) **Contract** (including the terms ‘Purchase Order’ or ‘Supply Order’ or ‘Withdrawal Order’ or ‘Work Order’ or ‘Rate Contract’ or ‘Award of Contract’ or ‘Letter of Award – LoA’ or ‘Agreement’ or ‘repeat order’ or ‘extension order’ accepted / acted upon by the contractor in specific contexts), means a formal legal agreement in writing relating the subject matter of procurement, entered between the NIT Rourkela and the Contractor on mutually acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the country.
- (vii) **Contractor** (including the terms ‘Supplier’ or ‘Service Provider’ or ‘Consultant’ or ‘Firm’ or ‘Vendor’ or ‘Manufacturer’ or ‘Successful Bidder’ in specific contexts) means the person, firm, company, or a Joint Venture with whom the contract is entered into and shall be deemed to include the contractor's successors (approved by the NIT Rourkela), agents, subcontractor, representatives, heirs, executors, and administrators as the case may be unless excluded by the terms of the contract.
- (viii) **NITR / Institute / Principal** means National Institute of Technology, Rourkela represented through an authorized officer for this contract or Director as the case may be.
- (ix) **Tender, Tender Documents, Tender Enquiry or Tender Process** is the whole process from the publishing of the Tender Document till the resultant award of contract. ‘Tender Document’ means the document (including all its sections, appendices, forms, format, etc.) published by NIT Rourkela to invite bids in a Tender Process.
- (x) **Work** refer to any activity involving construction, fabrication, repair, overhaul, renovation, decoration, installation, erection, excavation, dredging, and so on, which make use of a combination of one or more of engineering design, architectural design, material and technology, labour, machinery, and equipment.

2) Language of Contract

Unless otherwise stipulated in the SCC, the contract shall be written in the Official Language or English. All correspondence and other contract documents, which the parties exchange, shall also be written / translated accordingly in that language.

3) Bid Validity

- (i) Bids shall remain valid for a period not less than 120 days from the date of opening of technical bid. Bid valid for a shorter period shall be rejected as nonresponsive.
- (ii) In case the day up to which the bids are to remain valid falls on / subsequently declared a holiday or closed day for the Institute, the bid validity shall automatically be deemed to be extended up to the next working day.
- (iii) In exceptional circumstances, before the expiry of the original time limit, the Institute may request the bidder to extend the validity period for a specified additional period. The request and the bidder's responses shall be made in writing or electronically.

4) Modification / Amendments of Contract

- (i) If any of the contract provisions modified after the contract documents have been signed, the modifications shall be made in writing and signed by NIT Rourkela, and no modified provisions shall be applicable unless such modifications have been done. Requests for changes and modifications may be submitted in writing by the contractor to NIT Rourkela.
- (ii) Any verbal or written agreement abandoning, modifying, extending, reducing, or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on NIT Rourkela unless and until the same is incorporated in a formal instrument and signed by NIT Rourkela, and till then NIT Rourkela shall have the right to repudiate such arrangements.

5) Communications

- (i) All communications under the contract shall be served by the parties on each other in writing, in the contract's language, and served in a manner customary and acceptable in business and commercial transactions.
- (ii) No communication shall amount to an amendment of the terms and conditions of the contract, except a formal letter of amendment of contract, so designated.

6) Address of the parties for sending communication by the other party

- (i) For all purposes of the contract, including arbitration, thereunder the address of parties to which the other party shall address all communications and notice shall be:
- (ii) The address of the contractor as mentioned in the contract, unless the contractor has notified change by a separate communication containing no other topic to NIT Rourkela. The contractor shall be solely responsible for the consequence of an omission to notify a change of address in the manner aforesaid
- (iii) The address of NIT Rourkela shall be the address mentioned in the contract. The contractor shall also send additional copies to officers of NIT Rourkela presently dealing with the contract.
- (iv) Unless already specified before the contract's start, NIT Rourkela and the contractor shall notify each other if additional copies of communications are to be addressed to additional addresses.

7) Contractor's Obligations and Restrictions on its Rights

- (i) Change in Constitution / Financial stakes / responsibilities of a Contract's Business
 - a) The contractor must proactively keep the NIT Rourkela informed of any changes in its constitution / financial stakes / responsibilities during the execution of contract.
 - b) Where the contractor is a partnership firm, the following restrictions shall apply to changes in the constitution during the execution of the contract:
 - c) A new partner shall not be introduced in the firm except with the consent in writing from NIT Rourkela, which shall be granted only upon execution of a written undertaking by the new partner to perform the contract and accept all liabilities incurred by the firm under contract.
- (ii) Assignment and Sub-Contracting
 - a) The contractor shall not sublet, transfer, or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever.
 - b) The contractor shall notify NIT Rourkela in writing all subcontract awarded under the contract if not already stipulated in the contract. In its original bid or later, such notifications shall not relieve the contractor from any of its liability or obligation under the terms and conditions of the contract.
 - c) If the contractor sublets or assigns the Contract or any part thereof without such permission, NIT Rourkela shall be entitled, and it shall be lawful on his part, to treat is as a breach of contract and avail any or all remedies thereunder.

(iii) Confidentiality

All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of NIT Rourkela to the contractor, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of NIT Rourkela. All related information shall not, without the prior written consent of NIT Rourkela neither be divulged by the Contractor to any third party, nor be used by him for any purpose other than the design, procurement, or other services and work required for the performance of this Contract.

(iv) Permits, Approvals and Licenses

Whenever the delivery of Services and incidental Goods/Works requires the contractor to obtain permits, approvals, and licenses from local public authorities, it shall be the contractor's sole responsibility to obtain these and keep these current and valid. Such requirements may include but not be restricted to licenses or environmental clearance if required.

(v) Obligations of the contractor under Labour Codes and Rules

- a) The contractor shall fully comply with the provisions of all applicable Labour Codes including Employees' Provident Fund Act, 1952, Employees' State Insurance Act, 1948, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Workman's Compensation Act, 1952, Contract Labour (Central Rules) Act 1971, Contract Labour (R & A) Act 1970, and/or such other rules made thereunder, as modified from time to time.
- b) The contractor shall obtain a valid license under the Labour Codes and Rules as modified from time to time before the commencement of the contract and continue to have a valid license until the completion of the contract. Any failure to fulfill this requirement, the Institute shall treat it as a breach of contract for default as per the contract and avail any or all remedies thereunder.
- c) The contractor shall be solely responsible for submitting all the necessary returns under these Codes and the Rules. Nevertheless, the contractor shall submit monthly returns to the Institute to confirm compliance with such Codes and rules. Failure to do so shall entitle Procuring Entity to take any measure to ensure compliance to such codes and rules by the contractor and his associates.
- d) The contractor shall pay the wages as per the Code on Wages to their workers not below the rate of minimum wages, as notified by the Central Government, through the bank transfer. The Procuring Entity shall, without any commitments or being obliged to do, may in its discretion, monitor that such payments are being made. The contractor shall be required to submit, every month, documentary evidence in the form of a Bank Statement of having transferred the gross minimum wages to each worker.
- e) In every case in which, by virtue of the provisions of the Labour codes and the Rules, the Institute is obliged to pay any amount of wages to a workman employed by the contractor in execution of the contract or to incur any expenditure in providing welfare and health amenities required to be provided under the Labour codes and the Rules or to incur any expenditure on account of the contingent liability of the Institute due to the contractor's failure to fulfil his statutory obligations under the aforesaid Labour codes and the Rules. The Institute shall recover from the contractor, the amount of wages so paid or the amount of expenditure so incurred, and without prejudice to the rights of the Institute under the aforesaid Labour codes and the Rules, the Institute shall be at liberty to recover such amount or part thereof by deducting it from the security deposit and/ or from any sum due by the Institute to the contractor whether under the contract or otherwise.

8) NIT Rourkela's Obligations

(i) Facilities to be provided by NIT Rourkela

No Facilities (including Reference Documents, Medical facilities, Rooms, Furniture, Transport, Access to IT Services etc.) other than those stipulated explicitly in the contract shall be provided by the Institute to the contractor for performance of the contract. Whenever such assets are required to be issued to the contractor as per the contract, these would be issued only as per terms and conditions and against

appropriate safeguards (including Insurances, Bank Guarantee, Indemnity Bonds, Retention Money etc.) specified therein. The contractor shall use such property for the execution of the contract and no other purpose whatsoever.

(ii) Provision of Utilities at Site by NIT Rourkela

- a) Unless otherwise stipulated in the contract, The Institute may supply without any obligation to do so, to the contractor, part or whole of the quantity of the water and electricity required for the delivery of Services from the Institute's existing water / electricity supply system at or near the site of Services on specified terms and conditions and on chargeable basis (unless specified otherwise).
- b) The contractor shall arrange, at his own expense, to effect the connections and lay additional pipe / power lines and accessories on the site. Nevertheless, it shall be the responsibility of the contractor to install adequate alternative arrangements to tide over outages in utilities or failure in supply by the Institute, and that the contractor shall not be entitled to any compensation nor shall this be a reason for the delay in delivery of Services.

(iii) Custody and Return of the NIT Rourkela's Assets

- a) The Contractor shall be held responsible for all tools, plants, materials and assets / properties made over to him by the Institute. All assets shall remain the property of the Institute, and the contractor shall take all reasonable care of all such assets. The contractor shall be responsible for all damage or loss from whatever cause caused while assets are possessed or controlled by the contractor, staff, workmen, or agents.
- b) The contractor shall return all such assets in good order and repair, fair wear and tear excepted, before the completion/ closure/ termination of the contract and shall be responsible for any failure to account for the same or any damage done to that as assessed by the Institute whose decision shall be final and binding.

9) Contract Validity

- (i) The Contract shall be initially awarded for a period of ONE year from the date issuance of the work order / service order. It may be extended for TWO more years on yearly basis subject to satisfactory performance and requirement of the Institute on the approval of competent authority. Any further extension beyond the aforementioned tenure shall be purely based on performance of the service provider and as per the need of the institute.
- (ii) If the Contractor fails to commence the service after the issuance of the contract order without valid and reasonable justification, the Institute shall have the right to terminate the contract and forfeit the Earnest Money Deposit (EMD). In absence of EMD, the Institute reserves the right to enforce Bid Security Declaration along with other actions as deemed appropriate.
- (iii) At any stage during the tenure of the contract if the agency intends to withdraw the service the same may be addressed to the Chief Warden, NIT Rourkela. The notice for withdrawal of the contract will be a minimum of 90 days from the date of confirmation given to the Institute in writing. The Performance Security shall be forfeited and the next eligible bidder shall be offered.

10) Liquidated damages

The firm shall ensure execution as per the frequency indicated in the scope of work. For any deviation there from or for any job not performed or left out or for any delayed performance, the firm shall be liable for liquidated damages, a sum equivalent to the 0.5% (half percent) of the related monthly bill of the services, subject to a maximum limit of 10% of the monthly bill.

11) Force Majeure

- (i) On the occurrence of any unforeseen event or circumstances, beyond the control of either Party such as an event described as an act of God (like a natural calamity) or events such as a war, strike, crimes (but not including negligence or wrong-doing, predictable / seasonal rain and any other events specifically excluded in the clause), directly interfering the execution of Services arising

during the currency of the contract, the affected Party shall, within a week from the commencement thereof, notify the same in writing to the other Party with reasonable evidence thereof. Force Majeure does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The contractor has to give notice of FM as soon as it occurs, and it cannot be claimed ex-post facto.

- (ii) If the force majeure condition(s) mentioned above be in force for 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this Contract before such termination.

12) Terms and Mode of Payment

- (i) The payment shall be made through the Electronic Clearance System (ECS) on a monthly basis on submission of original tax invoice in duplicate along with satisfactory performance report duly signed by the designated officer of the Institute.
- (ii) The successful bidder shall submit the tax invoice to the designated officer of the Institute for certification for payment within 7 days of the successive month. The designated officer shall verify the work records, documents, and satisfactory performance report prior to initiating the payment process.
- (iii) The contractor shall ensure timely disbursement of wages and statutory payments to its deployed personnel in accordance with applicable laws and regulations, independent of bill settlement timelines by the Institute. The contractor must be financially capable of covering three (3) months' worth of operational expenses including monthly wages, statutory levies, tax and other related costs, regardless of the monthly bill settlement.
- (iv) The Institute will make payment to the contractor within thirty (30) days on receipt of monthly bill with all supporting documents as mentioned in this document. The payment shall be released after any hold amount for the wages, EPF, ESIC, as well as deduction for excess billing amount / deduction of any penalty that may be imposed by the designated committee of the Institute.
- (v) The monthly Invoice must be accompanied by the following documents without exception:
 - a) Original Tax Invoice. The tax invoice must incorporate the following details:
 - (i) Bank Account Number, Branch name with address, Branch Code and IFS Code
 - (ii) PAN and GSTIN
 - (iii) Work Order Details
 - b) Acquaintance (Wage) Register duly signed by the individual contract Labour
 - c) Attendance Register
 - d) Satisfactory performance report duly signed by concerned Head of the Department of the respective month.
 - e) ESI (Employees' State Insurance) remittance challan along with Contribution history
 - f) EPF (Employees' Provident Fund) Payment Confirmation Receipt along with ECR
 - g) GST payment challan
 - h) Proof of bank remittance for wages paid to all deployed personnel. Payment to deployed employee shall be made in their bank account only.
- (vi) Statutory Deduction: The Institute shall deduct applicable statutory levies such as Income Tax (TDS), GST TDS, if applicable, or any other government imposed deductions, including penalties if levied under extant laws.
- (vii) No advance payment shall be made under any circumstances. There shall be no nexus on delay in processing of the monthly bill by the Institute and wage disbursement by the contractor to its deployed personnel.

13) Completion Certificate and Final Payment

- (i) Upon a written intimation from the contractor, the Institute shall issue a certificate of completion duly indicating the date of completion after satisfying himself of the following. The Institute may also issue such a certificate indicating the date of completion concerning any part of the service before the completion of whole service.
- (ii) Notwithstanding the issue of Completion Certificate for service, the contractor and the Institute shall remain liable for the fulfillment of any obligation incurred under the provision of the contract before the issue of completion certificate. The contract shall be deemed to remain in force till the nature and date of any such obligations are determined. The contractor shall submit the final bill after issuance of completion certificate by the Institute.
- (iii) Notwithstanding the issue of completion certificate and release of final payment, the Institute reserves the right to carry out within 180 days of such completion / final payment, a post-payment audit and / or technical examination of the services and the final bill including all supporting vouchers, abstracts etc. if any over payment to the contractor is discovered due to such examination, the Institute shall claim such amount from the contractor.

14) Breach of Contract

In case the contractor undergoes insolvency or receivership; neglects or defaults or expresses inability or disinclination to honour his obligations relating to the performance of the contract or any other obligation that substantively affects the Institute's rights and benefits under the contract, it shall be treated as a breach of Contract. Such defaults could include inter-alia:

- (i) **Default in Performance and Obligations:** If the contractor fails to deliver any or all the Services or fails to perform any other contractual obligations based on which contract was awarded within the period stipulated in the contract or within any extension thereof granted by the Institute it shall be treated as a breach of Contract.
- (ii) **Insolvency:** If the contractor or any partner thereof, shall at any time, be adjudged insolvent or shall have a receiving order or order for the administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or enter into any assignment or composition with his creditors or suspend payment or if the firm be dissolved under the Partnership Act, the Institute shall consider it as a breach of Contract.
- (iii) **Liquidation:** If the contractor is a company being wound up voluntarily or by order of a Court or a Receiver, or circumstances shall have arisen which entitle the Court or Debenture holders to appoint a Receiver, Liquidator or Manager, the Institute shall consider it as a breach of Contract.
- (iv) As soon as a breach of contract is noticed, a show-cause 'Notice of Default' shall be issued to the contractor, giving two weeks' notice, reserving the right to invoke contractual remedies. After such a show-cause notice, all payments to the contractor would be temporarily withheld to safeguard needed recoveries that may become due on invoking contractual remedies. If there is an unsatisfactory resolution, remedial action may be taken immediately.

15) Fore-closure / Termination of the Contract

NIT Rourkela reserves the right to terminate the contract at any time as per the following terms & conditions. On termination of the contract, the personnel engaged by the service provider shall also be presumed as terminated.

- (i) By giving one month's notice to the service provider without assigning any reason thereof.
- (ii) By giving one month's notice to the service provider, if the service provider fails to perform its duties as per the agreed terms and conditions of the contract.
- (iii) By giving one month's notice to the service provider, for committing breach of the terms & conditions of the contract, or assigning the contract, or any part thereof, or benefit or interest

therein or hereunder by the service provider to any third party for subletting whole or part of the contract.

- (iv) By giving one month's notice to the service provider, if the service provider is declared bankrupt or otherwise insolvent by the court of law. During the notice period, the service provider is to continue their duties until the expiry of notice period. On termination of the contract, it shall be the duty of the service provider to ensure that no person creates any disruption/hindrance/problem of any nature to NIT, Rourkela.
- (v) In case the firm voluntarily requests for cancellation of contract, the notice period shall be 90 days.

16) Debarment of Business Dealings

- (i) As per the Rule 151 of GFRs 2017 a bidder shall be debarred if he has been convicted of an offence
 - a) Under the Prevention of Corruption Act, 1988; or
 - b) Bhartiya Nyaya Sanhita (BNS), 2023 or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of the execution of a public procurement contract.
- (ii) If a bidder debarred under the aforementioned clause, then the bidder or any successor of the bidder shall be ineligible to participate in procurement processes of NIT Rourkela for a period as decided by the Competent Authority with maximum ceiling of three years commencing from the date of debarment.
- (iii) NIT Rourkela reserves the authority to debar a bidder or any of its successors from participating in procurement processes for up to two years if it is determined that the bidder has violated the code of integrity, as outlined in Rule 175 of GFRs 2017.
- (iv) The Institute will maintain a list of debarred entities, which will also be publicly accessible on its website and may forward to appropriate ministry/department for hosting it in their domain.
- (v) The Institute adheres to the guidelines of the Ministry of Finance vide Office Memorandum No. F.1/20/2018-PPD dated 02/11/2021 for the purpose of debarring firms from bidding and participating in the procurement processes.

17) Arbitration and Settlement of Dispute

All disputes or difference of any kind whatsoever arising out of or in connection with the contract work during the subsistence of the contract or otherwise, shall be governed by the provisions of ARBITRATION AND CONCILIATION ACT, 1996 and any statutory rules/amendments thereof.

18) Jurisdiction & Right to Amend the Rules

- (i) The Institute reserves the right to amend the rules whenever and wherever considered necessary & appropriate. The same shall be intimated to the firm in due course of time, which shall be final and binding on the firm.
- (ii) The Institute rules shall be binding when executing the contract. If differences persist even after arbitration & there are compelling reasons to go to court, it will be decided in the Court of Rourkela only.

19) Cancellation of Tender

- (i) Notwithstanding anything specified in this tender document, NIT Rourkela at its sole discretion without assigning any reasons, reserves the rights.
 - a. To accept or reject lowest bidder or any other bidder or all the bidders.

- b. To accept any bid in full or in part.
 - c. Float/ initiate a parallel tender for identical requirement.
 - d. Cancel the tender at any stage.
- (ii) **Document(s) not being genuine:** In case any document(s) produced in support of eligibility criteria, or any other document(s) turns out to be not genuine:
- a) Before award of Contract: The contract will not be awarded, EMD shall stand automatically forfeited, and the tenderer shall be liable for any further action as may be deemed appropriate by NIT ROURKELA; or
 - b) After award of Contract: The contract shall be cancelled, Security Deposit shall stand forfeited, and the service provider shall be liable for any other action as may be deemed appropriate by NIT ROURKELA.
- (iii) Until a formal agreement is prepared and executed, acceptance of terms and conditions of this tender shall constitute a binding contract between bidder and NIT ROURKELA.
- (iv) The contractor is not eligible for any compensation or claim in the event of such cancellation.

20) Indemnity

The contractor is responsible for all involved risks, liabilities, and obligations arising out of this contract under any provisions of law in force from time to time. Under no circumstances, NIT Rourkela shall be held liable for any mishap, injury, accident, or death of deployed manpower during anytime (whether on and off duty). The Contractor shall have all the responsibility in all cases. The Contractor shall be liable to pay compensation in accordance with the provisions of the Act, Laws, or Rule (as applicable) of land. In case of loss to the Institute due to negligence of the deployed manpower, the same shall be recovered from the Contractor.

ANNEXURE – I: TECHNICAL BID SUBMISSION FORMAT

TECHNICAL BID SUBMISSION FORMAT

Particulars for Details in line with eligibility criteria of bid document	Details to be provided by the bidder in respective columns for details along with self-certified copy of supporting documents as proof <i>(Bidder to index all pages for supporting documents and to provide relevant page numbers)</i>		Page Number(s)
Bid / Tender Ref. Number:			
Name of the Bidder / Service Provider			
Registered / Corporate office Address			
Registered / Branch Office Address in Odisha			
GSTIN & PAN No.			
Tender Fee Payment Details			
EMD Payment Details			
UDYAM or any other Reg. No.			
EPFO, ESIC Registration No.			
The bidder should be a company incorporated under Companies Act as per Government of India, 1956/2013. The Bidder should have been in operation in India for a period of at least for 05 years prior to the date of issue tender	CIN / Registration No.		
	Date of Incorporation/Registration		
	Legal Status of the Bidder/Types of Companies Registered		
Financial Details of Bidder			
[Refer clause 3, Section – I (Eligibility Criteria) for details]			
The turnover should be applicable to bidder and not for its group companies / subsidiary companies / parent company.	Particulars	Turnover (in INR)	Page Number(s)
	FY 2022-23		
	FY 2023-24		
	FY 2024-25		
	Average		

DETAILS OF EXPERIENCE AND PAST PERFORMANCE <i>(Refer clause no. 3, Section – I for details regarding experience and past performance)</i>			
Contract/ Work Order/ Particulars	Work Order 1 (meeting the eligibility criteria)	Work Order 2 (meeting the eligibility criteria)	Work Order 3 (meeting the eligibility criteria)
Client / Organization Name			
Contract/ Work Order/ Reference No.			
Date of Commencement of Contract / Work			
Actual Date of Completion of Work			
Contract / Work Order Value (in INR)			
Contract Period (in Years & Months)			
Satisfactory Completion Report / Contract closure letter Reference No. and date			
Contact Details of Organizations / Client / Customer (name, designation, mobile, email etc.)			
Page No for the above documents (00 – 00)			
ANNEXURE (Should be filled and signed by the bidder)			Page No.
Annexure – I: Technical Bid Submission Format			
Annexure – II: Tender Acceptance Letter			
Annexure – III: Self Declaration – Non-Blacklisting			
Annexure – IV: Performance Report Cum Work Completion Certificate			
Annexure – V: Bid Security Declaration (For EMD exempted bidder)			
Annexure – VI: Bank Mandate Form			
Annexure – VII: Integrity Pact Declaration			
Annexure – VIII: Integrity Pact			

NOTE:

- i. Bidders must provide details as per above specific format with necessary supporting documents as proof along with **summary of such details with relevant page numbers for each bid criteria** for technical evaluation. Such details should be **in CLEAR, READABLE FORMAT. No other format will be entertained.**
- ii. Bidder have to indicate page number where relevant work orders; satisfactory performance report, other details are attached.
- iii. In case the details are not found at indicated page, no further cognizance of other submitted documents will be taken and bids shall be evaluated accordingly.
- iv. Submission of unsolicited details / experience / other documents etc. other than specified in the in bid may lead to treat bid as unresponsive and shall be rejected without any further reference to the Firm / Agency.

ANNEXURE – II: TENDER ACCEPTANCE LETTER
(On the Letterhead of the Firm)

To,

The Chief Warden,
National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Sub: Acceptance of all the terms & conditions of tender.

Ref.: Notice Inviting Tender for Providing Mess Catering Service to Hall of Residence.

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned “Tender/Work” from the CPP Portal or NIT Rourkela web site(s).
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished for this tender are authentic to the best of my knowledge and belief.
4. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
6. I / We/ are aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my / our tender at any stage besides any liabilities towards prosecution under the appropriate law.

Yours faithfully,

Authorized Signatory
(Signature with Seal)

Name:

Designation:

Date:

ANNEXURE – III: DECLARATION NON-BLACKLISTING, NON-PENDING CRIMINAL CASES AND NON-PENALIZATION

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

Ref.: Notice Inviting Tender for Providing Mess Catering Service to Hall of Residence.

I/We, the undersigned, being the Proprietor / Partner(s) / Director(s) / Authorized Signatory of M/s. _____, having its registered office at _____, do hereby solemnly declare and affirm as follows:

1. **That our firm/company, M/s. _____, has not been blacklisted or debarred** by NIT Rourkela or any other Government Organization / PSU / Central or State Autonomous Body or any other organization at any time in the past or as on date, from participating in tenders due to any reasons including corrupt or fraudulent practices.
2. **That there is no police case, vigilance inquiry, or court proceedings pending** against the firm or its partners / directors, and we have never been penalized by any Hon'ble Court.
3. **That there are no dues pending** with the Income Tax department and the firm is in full compliance with relevant statutory obligations including Labour Laws.
4. **That our firm/company is not presently debarred or declared ineligible** to participate in the tendering process for any Government / PSU / Autonomous Body in India on the date of submission of this bid.

I/We understand that if any of the information given above is found to be false or misleading at any stage of the tendering process or during the execution of the contract, NIT Rourkela shall be, at its discretion to take appropriate action including forfeiture of Performance Security, cancellation of contract, and debarring our firm from future tenders.

DEPONENT

(Signature of the Authorized Signatory)

Name: _____

Designation: _____

Address: _____

Attested by

(Signature & Seal of Public Notary/Executive Magistrate)

Name: _____

Date: _____

ANNEXURE – IV: PERFORMANCE REPORT CUM WORK COMPLETION CERTIFICATE

(On Official letterhead of the issuing Organization)

PERFORMANCE CUM WORK COMPLETION CERTIFICATE

(Performance reports cum experience certificates for the completed and ongoing work during the last 5 years. Please fill separate form for each project. Attach copies of work order / agreement.)

This is to certify M/s. *(Mention full name of Firm)* for execution of the contract*(Mention the name of work / contract)*. The information detailed below is true and correct to the best of our knowledge and records. The work was executed as per the terms and conditions of the contract and the performance of the agency is as stated.

Sl. No.	DESCRIPTION	Details to be filled by issuing organization
1.	Name of the Firm/Agency <i>(Full name and complete address of the agency)</i>	
2.	Name of the work / Project & Location	
3.	Agreement No. / Work Order No. <i>(Please enclose copy of the work order with Authorized Signatory)</i>	
4.	Contract Value (in INR)	
5.	Actual value of completed work	
6.	Date of Commencement of Work <i>(DD/MM/YYYY)</i>	
7.	Date of Completion of Work <i>(DD/MM/YYYY)</i> <i>(Please mention "under progress / continuing" if not completed)</i>	
8.	Total Duration of the work in years / months <i>(Including extension, if any)</i>	
9.	Numbers of Boarders / Number of Students	
10.	Quality of Service <i>(Please select any one)</i> <i>(Excellent / Good / Satisfactory / Bad / Very Bad)</i>	
11.	Contact Details of Issuing Organization <i>(Name, designation, email, and contact number)</i>	

Note: This Report must be issued on the official letterhead of the issuing organization failing which shall be rejected summarily.

Issued on dated:

Authorized Signatory
(Name and Designation)
Head of the Department / Equivalent
(Seal & Signature of the Issuing Organization)

ANNEXURE – V: BID SECURITY DECLARATION (For EMD exempted bidder)
(On the Letterhead of the Firm)

To

The Chief Warden

National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Ref: Notice Inviting Tender for Providing Mess Catering Service to Hall of Residence.

Dear Sir,

I/We, the undersigned, hereby submit our Bid for the above-mentioned tender and declare the following:

1. I/We understand that, in accordance with the tender terms and conditions, bids must be supported by a **Bid Security Declaration** in lieu of Bid Security (EMD).
2. I/We accept that I/We will be **automatically suspended** from participating in any tender or contract issued by NIT Rourkela for a period of **three (3) years** or as decided by the Institute, starting from the date of bid closure, in the event that we:
 - a) Withdraw our bid during the period of bid validity specified in our Letter of Bid; or
 - b) Having been notified of the acceptance of our bid by NIT Rourkela during the bid validity period:
 - (i) Fail or refuse to execute the contract, or
 - (ii) Fail or refuse to furnish the required Performance Security in accordance with the tender terms.

I/We understand that this declaration shall be binding on us and may be used by the Institute to enforce the above penalty provisions without requiring further notice or legal proceedings.

Thank you.

Yours faithfully,

Authorized Signatory

(Signature with Seal)

Name:

Designation:

Date:

ANNEXURE – VI: BANK MANDATE FORM

Electronic Clearing Service (Credit Clearing) / Real Time Gross Settlement (RTGS) Facility for receiving payments.

Details of Accounts Holders:

Name of the Firm / Agency	
Complete Address of the Firm / Agency	
Name of Account Holder	
Name of the Bank	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No. (Latest)	
Complete IFS Code	
Branch Name with Complete Address, Telephone No. and E-mail.	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/We would not hold the use Institution responsible.

Authorized Signature of Firm / Agency

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of the Authorized Officer of Bank

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Institute at the earliest.

ANNEXURE – VII: INTEGRITY PACT DECLARATION

(On the Letterhead of the Firm)

To

The Chief Warden

National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Ref.: Notice Inviting Tender for Providing Mess Catering Service to Hall of Residence.

Dear Sir,

I/We acknowledge that the National Institute of Technology Rourkela is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the bid documents.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that **I/We will sign the enclosed integrity Agreement, which is an integral part of bid documents, failing which I/We will stand disqualified from the tendering/bidding process.** I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by the National Institute of Technology Rourkela. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement while submitting the tender/bid, the National Institute of Technology Rourkela shall have the unqualified, absolute, and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Thank you.

Yours faithfully,

Authorized Signatory

(Signature with Seal)

Name:

Designation:

Date:

ANNEXURE – VIII: INTERGRITY PACT

INTEGRITY PACT

Between

National Institute of Technology Rourkela (in short NITR) hereinafter referred to as “**The Principal,**” and _____ hereinafter referred to as “**The Bidder / Contractor.**”

Preamble

The Principal intends to award contract/s for _____, under laid down organisational procedures, The Principal values full compliance with all relevant laws of the land, rules, regulations, economical use of resources, and fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

To achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the abovementioned principles.

Section 1 – Commitments of the Principal

- 1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a. No employee of the Principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal shall treat all Bidder(s) with equity and reason during the tender process. The Principal shall, in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in the tender process or the contract execution.
 - c. The Principal shall exclude from the process all known persons having conflict of interest.
- 2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the BNS/ PC Act, or if there be a substantive suspicion in this regard, the Principal shall inform the Chief Vigilance Officer and in addition shall initiate disciplinary proceedings.

Section 2 – Commitments of the Bidder(s)/ Contractor(s)

- 1) The Bidder(s)/ Contractor(s) commits themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commits themselves to observe the following principles during participation in the tender process and the contract execution.
 - a. The Bidder(s)/ Contractor(s) shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which they are not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or the execution of the contract.
 - b. The Bidder(s)/ Contractor(s) shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal, in violation of the Competition Act, 2002 (as amended from time to time). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the tender process.
 - c. The Bidder(s)/ Contractor(s) shall not commit any offence under the relevant BNS/ PC Act; further, the Bidder(s)/ Contractor(s) shall not use improperly, for purposes of competition or personal gain, or

pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.

- d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details, as mentioned in the “Guidelines on Indian Agents of Foreign Firm / Agencys,” shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines, all the payments made to the Indian agent/representative must be in Indian Rupees only. Copy of the “Guidelines on Indian Agents of Foreign Firm / Agencys” is placed on Annex hereto.
 - e. The Bidder(s)/ Contractor(s) shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision.
- 2) The Bidder(s)/ Contractor(s) shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from the tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per laid down procedure to debar the Bidder(s)/Contractor(s) from participating in the future procurement processes of the Government of India.

Section 4 – Compensation for Damages

- 1) If the Principal has disqualified the Bidder(s) from the tender process before the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- 2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- 1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- 2) If the Bidder makes an incorrect statement on this subject, the Principal shall act like para 2) of Section 4 above.

Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors

In the case of Sub-contracting, the Principal Contractor shall take responsibility for adopting the Integrity Pact by the Sub-contractor.

- a. The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.

- b. The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of the conduct of a Bidder, Contractor, or Subcontractor, or of an employee or a representative or an allied firm of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

- 1) The Principal shall appoint competent and credible Independent External Monitor(s) for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review, independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the parties' representatives and performs their functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for them to treat the information and documents of the Bidders/Contractors as confidential. They report to the Management of the Principal.
- 3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, all Project documentation of the Principal, including that provided by the Contractor. Upon their request and demonstration of a valid interest, the Contractor shall also grant the Monitor unrestricted and unconditional access to their project documentation. The same applies to Sub-contractors.
- 4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and 'Absence of Conflict of Interest.' In case of any conflict of interest arising later, the IEM shall inform the Management of the Principal and recuse themselves from that case.
- 5) The Principal shall provide the Monitor with sufficient information about all meetings among the parties related to the Project, provided such meetings could impact the contractual relations between the Principal and the Contractor. The parties offer the Monitor the option to participate in such meetings.
- 6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, they shall inform the Management of the Principal and request the Management to discontinue or take corrective action or other relevant action. The Monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.
- 7) The Monitor shall submit a written report to the Management of the Principal, within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- 8) If the Monitor has reported to the Management of the Principal a substantiated suspicion of an offence under the relevant BNS/ PC Act, and the Management of the Principal has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 9) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders, 6 months after the contract has been awarded. Any

violation of the same would entail disqualifying the bidders and exclusion from future business dealings. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged / determined by the Management of the Principal.

Section 10 – Other provisions

- 1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the place from where the Tender/ Contract is issued.
- 2) Changes, supplements, and termination notices must be submitted in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement according to their original intentions.
- 5) Issues like Warranty / Guarantee, etc., shall be outside the purview of IEMs.
- 6) In the event of any contradiction between the Integrity Pact and its Annex, the Clause in the Integrity Pact shall prevail.

(For & On behalf of the NIT Rourkela)

(For and on behalf of Firm / Agency) (Office Seal)

(Office Seal)

Place ----- Date -----

Witness 1: _____

Witness 1: _____

(Name & Address)

(Name & Address)

ANNEXURE – IX: LIST OF HALLS OF RESIDENCE*

Sl. No	Hall of Residence
1.	MV+GDB (Boys) <i>(R.N. Patel Cafeteria)</i>
2.	DBA+MSS Hall (Boys) <i>(K.R. Patel Cafeteria)</i>
3.	HB Hall (Girls)
4.	VS Hall (Boys)
5.	SD Hall (Boys)
6.	CVR Hall (Girls)
7.	KMS Hall (Girls)
8.	Garden Green Cafeteria (Boys and Girls)

* The number of boarders registered in each hall of residence may vary from 350 to 1200.

ANNEXURE – X: TYPICAL MESS MENU

Day	Breakfast[#]	Lunch	Snacks[#]	Dinner
Mon	1. [Plain dosa max 2 pcs-bhugni]* or [Poha- bhugni] 2. Regular breakfast items	1. Common items 2. Dalma (Table item) 3. Cabbage mixed fry 4. Cauliflower curry 5. Khatta	1. [Veg sandwich] or [1 banana + biscuits (Rs 10)] 2. [Tea/Coffee]	Veg. Dinner 1. Common items including puri 2. Aloo-bhaja-posto 3. Kabuli chana gravy 4. Rice Kheer
Tue	1. [Puri] or [Sewai upma & Bhugni] 2. Regular breakfast items	Veg. Lunch 1. Common items 2. Saag dry (seasonal) 3. Navratan korma	1. [Veg noodles] or [1 banana + biscuits (Rs 10)] 2. [Tea/Coffee]	Non Veg./Veg. Dinner 1. Common items 2. Aloo-bhindi masala 3. Rajma Curry 4. [egg (2) curry/egg bhurji] / [soybean chunk curry+ laukichana]
Wed	1. [Masala dosa (max 2 pcs)-sambhar-chutney]* or [Vada & Sambar] 2. Regular breakfast items	Non Veg./Veg. Lunch 1. Common items 2. Mixed veg fry 3. Carrot-beetroot-green pea mixed veg 4. [Fish (100 g) curry/Paneer gravy item]	1. [Corn-capsicum chaat] or [1 banana + biscuits (Rs 10)] 2. [Tea/Coffee]	Non Veg./Veg. Dinner 1. Common items 2. Aloo beans dry 3. Cauliflower rassa 4. OPB item[‡] [Mutton /Mushroom chilly-restaurant type]
Thu	1. [Idly-sambar-chutney or [Rava upma-chutney] 2. Regular breakfast items	Veg. Lunch 1. Common items 2. Soybean chunk curry 3. Bari-baygon drum stick besara	1. [Dhokla (2 pcs)] or [[1 banana + biscuits (Rs 10)] 2. [Tea/Coffee]	Veg. Dinner 1. Common items 2. Kalachana-aloo-tomato 3. Cauliflower rassa 4. Fruit custard
Fri	1. [Chhole bhature] or [milk-cornflakes] 2. Regular breakfast items	Non Veg. Lunch 1. Common items 2. Brinjal masala 3. Soya chunks gravy 4. [Fish (100 g) curry/corn matar malai]	1. [Paobhaji (2 pcs)] or [1 banana + biscuits (Rs 10)] 2. [Tea/Coffee]	Special Dinner 1. Roti 2. Aloo-bhindi Masala 3. [Chicken biriyani]/[Veg Biriyani-kadhai paneer] 4. Raita
Sat	1. [Plain paratha (3 pcs max with aloo sabji] or [Poha-chutney] 2. Regular breakfast items	Veg. Lunch 1. Common items 2. Mixed seasonal veg fry 3. Black eyed peas (lobia) masala	1. [Veg pasta] or [1 banana + biscuits (Rs 10)] 2. [Tea/Coffee]	Veg. Dinner 1. Common items 2. Aloo beans carrot fry 3. Dhoka (indian cottage cheese) masala curry 4. Sweet
Sun	1. [Uttapam 3 pcs (max)] [§] or [Vada & Sambar] 2. Regular breakfast items	Special lunch 1. Common items: roti, poori, fried rice, dal fry 2. Kabuli chana masala 3. [Ice-cream in summer or Raabdi in winter] 4. [Chicken kasha-200g] / [paneer butter masala + mushroom curry]	1. [Paapdi-chaat] or [1 banana + biscuits (Rs 10)] 2. [Tea/Coffee]	Veg. Dinner 1. Salad+Rice+Roti 2. Broad bean-radish mustard curry 3. Daalmakhani 4. Hot gulabjamun

(#) All options to be prepared and the boarder can choose any one item

[‡] OPB (On payment basis) item is an extra item with prior intimation to the caterer.

Egg Omelets may also be served as OPB as per the requirement and convenience of the caterer. **OPB item's amount and value is to be decided by an authorized committee and the tenderer is not required to include OPB item price in the BOQ.**

Regular breakfast items: Bread-butter-jam, 1 boiled egg or 2 pcs of bananas, milk (150 mL) or tea (80 mL) or coffee (80 mL).

Common items for lunch: Table items = Rice, roti and daal (dalma and sambhar on Tuesday and Thursday).

Counter items = salad, plain curd (100 mL) and pickle.

Common items for Dinner: Table items = Rice, roti/poori, daal (Rasam on Tuesday and Thursday). Counter items = salad and pickle.

Salad to be consisted with cucumber, tomato, carrots, beetroot and radish (subject to availability in winter).

The veg items for lunch and dinner as mentioned in the menu is for demonstration purpose only. There will be a pool of similar items, from which the mess authorities will choose based on both the availability and the boarders' choice.

A sweet item (or any preferable item) of Rs 15 will be served in every dinner at GGC to compensate the absence of onion and garlic.

* of 8 to 10 inch diameter minimum

[§] of 5 mm thickness minimum

Quantity of the items:

Milk – 150 mL; Corn flakes– 50 g; Tea – 80 mL; Curd – 100mL; Chicken – 120 g; Fish – 100 g; Egg Curry – 02pcs egg; Paneer – 75 g; Mushroom – 75 g.

1. Unless explicitly mentioned, potato should NOT be used in the prepared food items. If mentioned, the amount of potato should not exceed 30% of the prepared food item.

Rice	Dal	Rasam
Plain rice (every day)	Toor dal /Moong dal/Masoor dal /Chana dal	Tamarind Rasam /Tomato Rasam

2. List of Breakfast items:

a. **Oily items:** vada with chutney and sambar; chole bhature; meethi poori with sabjee; palakpoori with sabjee; plain dosa with chutney and sambar; masala dosa with chutney and sambar; Chilla

b. **Non-oily items:** onion utthappam with chutney and sambar; Idly with chutney and sambar; suji upma with sabjee; sevai upma with sabjee; poha with sabjee; oats; wheat dalia; cornflakes with 150mL milk;

3. List of Dry and Gravy items:

a. **List of Dry items:** bhendi masala, brinjal masala, parwal potato fry, karela cips, cauliflower potato fry, bhindi potato fry, barbate potato fry, beans potato fry, sag, raw banana potato fry, finger chips, cabbage peas fry, zeera aloo, potato fry, spine guard potato fry, mix vegetable fry. **[Quantity: 1 US cup]**

b. **List of Gravy items:** palak potato curry, soyabean curry, aaloo pakodi curry, veg navratna, kabuli channa curry, mixed veg curry, potato peas curry (60% potato), aloo channa curry, rajma curry, drumstick potato badi besara, tomato drumstick curry, cabbage curry, lauki channa dal curry, cully flower muttor curry, palak dal, dal makkani, mix dal tadka, dahikadhi, kathal curry, ridge-guard potato besara. **[Quantity: 1 US cup]**

4. Snacks items: some of the listed items in the typical snacks menu may be replaced with fresh seasonal fruits or dahi vada and nimboo pani (of equivalent price) during summer months (April-June) upon boarders' demand.

5. List of sweets: Gulab jamun, rasgulla, pahala rasgulla, moti choor laddu, custard, carrot halwa, jalebi, chennapodo, rasmalai, cham cham, basundi, malpua. Barfi.

ANNEXURE –XI: RECOMMENDED GROCERY BRANDS

Sl. No.	Item	Brand
1.	Rice	Baba (India Gate Super/Goodboy/Dawat Super for Biryani/Pulao)
2.	Atta	Utkal, Aashirvaad
3.	Besan	Grihasthi, Nature Fresh, Fortune, First Choice
4.	Maida, Suji	Utkal
5.	Dal (Arhar)	Non-polished good quality
6.	Dal (Mug)	Non-polished good quality
7.	Dal (Urad)	Non-polished good quality
8.	Soya Badi	Grihasthi, Nutrella, Fortune
9.	Vermicelli	Ruchi, Favo, Bambino
10.	Cooking oil (Refined oil) (Sun flower/rice bran)	Saffola Tasty, Sundrop, Nature Fresh, Fortune (Use of Hydrogenated (vanaspati) oil is prohibited)
11.	Cooking oil (Mustard oil)	Engine, Saffola, Double hiran, Fortune
12.	Ghee	Omfed, Amul, Britannia
13.	Spices	Grihasthi, MDH, Everest
14.	Tea	Tata Gold, Tata Premium
15.	Coffee	Nescafe, Bru
16.	Butter, Jam, Sauce	Amul, Kissan, Maggi (Prime for Chilly sauce only)
17.	Ice-cream	Amul, Dinshaw's
18.	Milk	Omfed, Pragati, Milky moo
19.	Curd	Omfed, Pragati, Milky moo (Powder curds cannot be used)
20.	Paneer	Fresh Paneer
21.	Green Peas/Baby Corn/Corn	Mr. Freeze, Bangur, RYB
22.	Salt	Tata, Annapurna, Nature Fresh, Aashirvaad
23.	Pickle	Mother's, Priya, Nilons
24.	Cornflakes	Kellog's
25.	Papad	Lijjat, Sriram
26.	Bread	Super Max, Metro Gold
27.	Green Vegetables	Fresh Vegetables
28.	Durable Vegetables	Best Quality
29.	Fish/Chicken	Best Quality

The Caterer/Vendor will be allowed to use other brands approved by the competent authority only in case of non-availability of the above brands.

ANNEXURE –XII: DESIRED OPERATIONAL CONDITIONS

Sl. No.	Item	Requirement
1.	Dal/Water proportion	30gm. Dal per boarder
2.	Dal/Rice proportion in Dosa/Tiffin items	Dal:Rice-1:2
3.	Cleanliness of Utensils	On Regular Basis
4.	Cleanliness of Surrounding	On Regular Basis
5.	Cleaning of Staff Toilet	On Regular Basis, use liquid soap containers on wall
6.	Garbage disposal	Daily, as per timing agreed with Vendor (twice a day)
7.	Separation of food and non-food items in disposal	Should be done
8.	Use of machine provided	All machines provided to the Halls should be used regularly.
9.	Adequacy of staff	3.5 staff for 100 boarders at all the time
10.	Staff uniform, Cleanliness, Training	All employees in clean uniform only (Uniforms are to be provided by the caterer)
11.	Tea/Coffee quality	Good (Watery tea/coffee should be strictly avoided)
12.	Disposal of used plates (speed & hygiene)	Immediate, powder/soap/liquid for washing, Disinfectant for mopping.
13.	Cleanliness of Dining Hall and furniture	Should be cleaned after all meals with Disinfectant (3 times a day)
14.	Cleanliness of Kitchen	On Regular Basis (3 times a day)
15.	Wash Basin	Liquid hand wash should be provided by the caterer
16.	Pest Control operation	Once or twice in a month