



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର
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Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail-registrar@rdwu.ac.in, Website- <https://rdwu.ac.in>

No. 7373 /Dt. 21.11.25 /

TENDER CALL NOTICE for CANTEEN SERVICE

Sealed tenders are invited from Canteen service provider / proprietors (preferably women) / Registered Self Help Groups (SHGs) for operation of Canteen (Annapurna) in the premises of Rama Devi Women's University, Bhubaneswar on contract basis. The tenderer must be a Registered Restaurant owner / service provider / individual proprietor having GST, PAN, all tax clearances and valid food license from the appropriate authority. The detailed information is available in the University Website <https://rdwu.ac.in>. The tender call opens on **24.11.2025** and closes on **15.12.2025 (02.00 p.m.)**. Incomplete tender in any respect will not be entertained. The authority reserves the right to cancel all and/ or any tender at any stage without assigning any reason thereof.

Important Information

i. About Canteen:-

The University Canteen is a two storied new building with all infrastructural facilities like light, electricity, water supply, wash basin, kitchen shed etc. It has also an open space (lobby) adjacent to it. About 5000 (five thousand) students of the University and Rama Devi Junior College have access to it. About 1000 (one thousand) students are staying in the different Hostels. About 250 (two hundred fifty) members of staff are also working in its campus. **Before bidding the tender one is free to visit and inspect the campus facilities.**

ii. Minimum Eligibility:-

- Proprietor (women preferably) / Canteen service Providers / Registered Self Help Groups (SHGs).
- Registered firms / organization with valid GST, PAN, all tax clearances and valid food license from the appropriate authority are eligible to apply.
- Contractor / Proprietor should have minimum 2 years of experience & professionally competent for providing canteen/ food service in any education institute of Repute / Government /Semi Govt. / Public Sector Undertaking /Autonomous Body / Reputed Corporate etc.
- Only no black listed contractor / proprietor / service provider by any legal authority or under Food Adulteration Act, 1954 can apply.

iii. **Important dates:-**

- a) Tender call opens from **24.11.2025**.
- b) Tender call Closes on **15.12.2025 (02.00 p.m.)**.
- c) Opening of Technical Bid **15.12.2025 (04.00 p.m.)**.
- d) Opening of the Financial Bid will be done for those tenderers whose technical bids are found in order.

iv. **Procedure:-**

- a) Tender has been invited under two bid systems i.e. **Technical Bid and Financial Bid**.
- b) Please visit the University Website <https://rdwu.ac.in> for detailed information.
- c) Interested persons may download the **Technical Bid format and Financial Bid format**.
- d) Technical bid shall be in the format provided by the University, which must be attached with necessary documents in support of the eligibility, claims and two drafts, one non-refundable for tender processing fees of **Rs.1000/- (Rupees one thousand)** only plus GST (as applicable) Non-refundable and other one towards Earnest Money Deposit (EMD) of **Rs.10,000/- (Rupees Ten Thousand)** only). EMD is Refundable in case of unsuccessful bidder. The drafts are to be drawn in favor of the **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**. The technical bid form along with documents and the drafts are to be enclosed in one envelope super scribed as Technical Bid in it's top right hand corner.
- e) The **Financial Bid** must be given in the format provided by the University. It is to be enclosed in an envelope super scribed as **Financial Bid** on its top right hand corner. The financial bid must not be attached with any supporting documents.
- f) The technical bid and financial bid envelopes are to be contained in one envelope super scribed as **"TENDER FOR CANTEEN SERVICE"** on the top right hand corner of the envelope addressed to **The Registrar, Rama Devi Women's University, Bhubaneswar, Odisha-751022**.
- g) The tender is to be accepted only through **Registered Post / Speed Post/ Courier Services**. It will not be accepted by hand.

v. **Fees:-**

- a) **Tender processing fee (non-refundable)- Rs.1000/- (Rupees One thousand) only plus GST** as per applicable in shape of Bank Draft drawn in favor of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**.
- b) **Earnest Money Deposit (EMD) – Rs 10,000/- (Rupees Ten thousand) only** in shape of Bank Draft drawn in favor of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**. The EMD money of unsuccessful bidder will be returned

without interest and for the successful bidder, it will be adjusted towards security deposit.

- c) **Security deposit:** The security deposit money of **Rupees 25,000/- (Rupees twenty Five thousand) only** in shape of Bank Draft drawn in favor of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**, which is to be deposited by the successful bidder within two days of tender finalization before issue of the contract order.
- d) **Base License fee (monthly rent)-** The Base license fee plus applicable GST i.e. the minimum monthly rent. The highest bidder (**H-1**) for the Base License Fee (monthly rent) will be awarded contract, if fulfil all other eligible criteria.
- e) The base license fee does not include water and electricity charges. Till a sub meter is installed, the selected bidder will pay **as per consumption (per month)** towards electricity and water charges.

vi. **Documents required:-**

The tendering agencies are required to enclose copies of the following documents duly self-attested.

- a. Registration Certificate issued by competent authority.
- b. PAN
- c. IT returns for last 02 years
- d. GST Registration Certificate
- e. Updated GST Clearance Certificate
- f. Valid Food Registration Certificate
- g. Extracts of bank account (for last 06 months).
- h. Experience for execution of such type of work in Govt. institution.
- i. Address Proof
- j. List enclosed at Annexure-D to be filled by the tenderer.

vii. **Submission of the Tender:-**

- a) Through **Registered Post / Speed Post/ Courier Services**.
- b) Addressed to **The Registrar, Rama Devi Women's University, Bhubaneswar, Odisha-751022**.
- c) For any clarification or supplementary information before submission of bid the intending bidders may contact the University Office.

Memo No.....**7374**...../ dated.....**21.11.25**.....


21.11.25
Registrar

Copy to:-

1. All Notice Boards / OIC, University Website with request to upload the above notice along with the tender papers from **24.11.2025** for public display.
2. CPGC / CoF / Purchase Officer/ OIC, Canteen Committee /Dy. Registrar (Estt. & Admin.) for information and necessary action / P.S to V.C for information of Vice Chancellor (I/C).


21.11.25
Registrar

Technical Bid

1. Name of the Tendering Canteen Service Provider/Firm:
2. Name of the Proprietor/Contractor:

3. Full Address

A) Permanent

- i) At:
- ii) P.O.
- iii) P.S.
- iv) Dist.
- v) State:
- vi) PIN
- vii) Cell Phone No.
- viii) E-mail

B) Present

- At:
- P.O.
- P.S.
- Dist.
- State:
- PIN
- Cell Phone No.
- E- mail

(A copy of Address proof is to be attached)

4. Banker of Contractor / Canteen Service Provider
(Attach copy of statement of account for last six months)
5. PAN/GIR No.
(Attach Copy)
6. GST/Service Tax Registration No.
(Attach Copy)
7. Food Licences Holding No. From the appropriate Authority:
(Attach the Copy)
8. Financial Turnover for last 2 financial years

FY	Amount(Rs)	Remarks
2023-24		
2024-25		

9. Income Tax Return for last 2 financial years

FY	Amount(Rs)	Remarks
2023-24		Attach the Copies
2024-25		

10. Give details of major similar contracts handled by the tenderer

Sl.No	Name & Address of the Client	Duration of Contract

11. Details of Tender Processing Fees: DD No.-----date-----of Rs. 1000.00 + GST drawn on Bank-----

12. Details of EMD: DD No. -----date-----of Rs. 10000.00 drawn on Bank-----

13. Additional information, if any.

Declaration

1. I _____ son / daughter / wife of _____ proprietor /Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them.
3. The information/ Documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the
Contractor/ Canteen Service Provider Office Seal

Place:

Date:

ANNEXURE-B

Financial Bid

I _____ (Proprietor/Authorized person) accept all terms & conditions of RDWU vide tender call notice no. _____ date. _____. I hereby undertake to sign the contract agreement within _____ days from the date of issue of the confirmed contract order by the authority of RDWU. I submit herewith our quotation for license fee /monthly rent of Rs _____ (Rupees _____) for the canteen service.

Signature of the
Contractor / Canteen Service Provider Office Seal

Place:

Date:

Terms and Conditions for Submitting the Tenders for Providing Canteen Services

1. **Authorized Canteen Service Provider / Proprietor** (preferably women) / Registered Self Help Groups (SHGs) with commitment to handle canteen in a Women's Institution. In case the manager is appointed by the contractor, **the manager should preferably be a woman.**
2. It may be noted that **the highest quoted license fee (monthly rent)** of a tenderer **entitles** the agency **to claim the said contract** [However, the final decision shall be taken after the contractor is interviewed and assessed by the Competent Committee / Authority].
3. The contractor's firm must have at **least two years of experience** in catering. The experience certificate needs to be attached.
4. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certificate is required to be submitted by the contractor on letter head.
5. The contractor shall abide by all the prevailing laws for running the canteen/cafeteria and shall do all the necessary formalities of obtaining licenses / permission etc. on her own. The University shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
6. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
7. The contractor shall have to execute an appropriate agreement with the University on a non-judicial stamp paper of Rs.10/- accepting all terms and conditions.(Annexure-E)
8. The contractor shall be required to pay
 - i. Till a sub meter is installed, the selected bidder will pay **as per consumption (per month)** towards water and electricity charges.
 - ii. **Rs.25, 000/- as security deposit** that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages as reported during the tenure of contract period.
 - iii. **License Fee**, as decided, will be paid in advance in **two six monthly** instalments.
 - iv. EMD of **Rs.10,000/-** (Refundable in case of unsuccessful bidders).
9. The contractor shall keep the canteen area (in and around) neat and tidy.
10. The kitchen of the canteen shall be maintained with best of hygiene standard.
11. The contractor shall take all precautions to maintain quality of food. In no case she shall sell stale / old stuff / and add artificial colour to food items.
12. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the people.

13. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No sub-standard material / ingredients shall be allowed. Rates of food items as fixed by the University are stated in (Annexure-D).
14. The contractor shall not use the canteen/University premises for residential purpose for self or her staff & none of the employees of the contractor shall be allowed to stay in the University premises during night / holidays etc.
15. The contractor **shall not sublet the contract** to any vendor further. Similarly, no part of the menu / items agreed upon **shall be sublet to any other party**. Subletting in any form shall not be allowed.
16. The contractor shall provide the list of the workers along with their identification & residential proof, who will work in the canteen. (a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behaviour of the staff employed by her in the University canteen and shall solely be responsible for any miss- happening or undesirable incidence on account of the conduct / behaviour of the staff engaged by the contractor. (b) A list of staff working in canteen shall be forwarded to the police station concerned. (c) The staff of the contractor shall abide by the instructions issued by the University authorities from time to time and their movement in the University shall be restricted.
17. The contractor shall ensure to keep all her belongings under lock and key. The contractor shall be solely responsible for any loss, damage; theft etc. occurring in canteen and no compensation of any kind shall be made by the University.
18. The contractor shall have to ensure that the canteen staff employed by her wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparations and serving.
19. (a) The approved rates of the food items as accepted by the University shall not be increased by the contractor without prior permission of the Canteen Committee of the University. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the Canteen Committee of the University. (b) The contractor shall display the rates of items, as approved upon by the University at prominent places of canteen & staff room. (c) The contractor shall display the menu every day on the notice board of the Canteen.
20. The contractor shall have to make her own arrangements to remove / dispose-off garbage and shall not use University premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the University.

21. The contractor shall have to provide **“Suggestion Book”** and the same shall be made available to anyone who desires to record any suggestion. The same shall be submitted to the **canteen committee** for inspection every month.
22. The contractor shall not close the canteen without prior permission of the Authority. The canteen shall remain open on Saturdays/Sundays/ Vacations/Holidays as per the requirement of the University.
23. The contract may be terminated by giving **three months’** notice from either side. However, if it has been found/reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the authority shall have **the rights to revoke the contract immediately without any notice.**
24. After the termination / expiry of the contract, all the belongings of the University should be handed over to the Authority, including those items for which the University has undergone a separate agreement.
25. The contractor shall have to ensure that the agreement made by the University with any other party shall be enforceable upon him also. She shall have to ensure that no competitive product is being sold in the canteen for which the University has undertaken separate & exclusive tie up.
26. There shall be an **observation period of 01 month** from the date of award of contract during which the work and conduct of the contractor shall be observed & assessed. If not satisfactory within the observation period, the work order will be withdrawn by given 7 days’ notice. Continuance of Canteen Service shall depend upon the satisfactory performance from time to time.
27. **The members of Canteen Committee staff** can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc. and monthly performance report to the Authority.
28. Any loss to the property of the University caused by the contractor shall be borne by the contractor.
29. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains unresolved, the same shall be resolved by an arbitrator appointed by the University, the decision of which shall be final & binding to both the parties. Further, if any dispute is subject to the Jurisdiction of Court situated in Bhubaneswar.
30. The authority may impose additional conditions or delete any of the conditions as may be necessary in the overall interest of the University without incurring any financial liability to the affected bidders.
31. Rates of different items as fixed by the University have to be accepted by the contractor. However failing which the contract will be terminated.

Registrar

ANNEXURE-D**Indicative Price of items to be filled by the Canteen Contractors**

Sl. No.	Items	Quantity	Price (all inclusive) In Rs.
1	Tea (in paper cup)	Per cup(100ml)	07.00
2	Coffee (in paper cup)	Per cup(100ml)	10.00
3	Cold Drinks	Per bottle	MRP
4	Dahi	Per Cup	MRP
5	Ice Cream	Per unit	MRP
6	Samosa	Per piece	05.00
7	Alu Chop	Per Piece	05.00
8	Bara	Per Piece	05.00
9	Pakoda	Per Plate(100gm)	20.00
10	Bread Pakoda	Per Piece	10.00
11	Veg Cutlet	Per Piece	10.00
12	Spring Roll	Per Piece	20.00
13	Chowmin (Veg)	Per Plate(200gm)	30.00
14	Chowmin (Chicken)	Per Plate(200gm)	40.00
15	Chowmin (Egg)	Per Plate(200gm)	35.00
16	Masala Dosa	Per Piece	40.00
17	Sambar Idli	Per Plate(2 Pieces)	15.00
18	Maggie	Per Plate	20.00
19	Sandwich	Per Piece	25.00
20	Chat	Per plate	30.00
21	Cholle Batore	Per plate	30.00
22	Upama & Matter Curry	Per Plate (Half / Full)	15.00 /25.00
23	Roll (Veg)	Per piece	25.00
24	Roll (Chicken + Egg)	Per piece	40.00
25	Roti (4 nos) with Dalma	Per Plate	40.00
26	Gobi Manchurian	Per Plate (Half / Full)	30.00 / 50.00
27	Chilli Gobi	Per Plate (Half / Full)	40.00 /60.00
28	Chilli Mushroom	Per Plate (Half / Full)	50.00 /70.00
29	Chilli Paneer	Per Plate (Half / Full)	50.00 /70.00
30	Paneer Butter Masala	Per Plate (Half / Full)	50.00 /70.00
31	Fish Curry	One Piece	30.00
32	Egg Curry	Per Plate (02 pcs)	25.00
33	Chicken Curry	Per Plate (Half / Full)	50.00 / 70.00
34	Prawn fry / Curry	Per Plate (Half / Full)	60.00 /90.00
35	Veg Thali (Rice, Dal, One Veg. Curry, Pickles, Papad/ Salad)	Per Plate	60.00
36	Special Veg Thali (for meeting)	Per Plate	100 /150

37	Egg Thali	Per Plate	70.00
38	Fish Thali	Per Plate	80.00
39	Chicken Thali	Per Plate	90.00
40	Special Non-veg Thali (for function & meeting)	Per Plate	180.00
41	Tiffin Packet for function & Meeting (as per requirement)	Per Packet	30.00/50.00

NB: The items and rates are subject to change with approval of the competent authority. There may be additions and deletions of food items upon the recommendation of canteen committee.

Signature of the
Contractor / Canteen Service Provider Office Seal

ANNEXURE-E

AGREEMENT

This agreement is made on this _____ day of _____ between the Rama Devi Women's University, Bhubaneswar, Odisha here-in after referred to as the 'Authority' which expression shall, where the context so requires or admits, also includes its successors or assignees of the one part

AND

M/S _____

Represented by Smt _____, At----- P.O. -----P.S. ----- Dist ----- here in after called the 'Contractor/Canteen Service Provider' which expression shall, where the context so required or admits also includes its successors or assignees of the other part.

Whereas, the 'Authority' desires to give its Canteen building on contract for providing canteen services required in Rama Devi Women's University, Bhubaneswar.

And where as the 'contractor/ Canteen Service Provider' has offered her willingness to the same in conformity with the provisions of the agreement.

And where as the 'Authority' has finalized the License Fee (Monthly Rent) as per the terms & conditions of the agreement (Annexure-C) to the 'Contractor/Canteen Service Provider'.

That this agreement is valid up to **One year** from the date of signing of this Agreement.

In WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands & seals on the day & year first written above.

Signature of the 'Contractor/
Canteen Service Provider'

In the presence of :

Witness

1. Name:- _____

Address _____

2. Name:- _____

Address _____

Signature of the Registrar, on behalf of
R.D. Women's University, BBSR

Witness

1. Name:- _____

Address _____

2. Name:- _____

Address _____

GENERAL TERMS & CONDITIONS

1. The Agreement shall commence from Dt. _____ and shall continue till Dt. _____ unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of Security deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on _____ unless extended further by the mutual consent of the Security Service Provider and the Authority.
3. The Agreement may be extended on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the Security Service Provider and the Authority.
4. The Contractor shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Contractor will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserved the right to terminate the Agreement during initial period also after giving one month notice to the Contractor.
7. The entire financial liability in respect of Canteen services deployed in the University shall be that of the Canteen Service provider and the University will in no way be liable. It will be the responsibility of the Canteen Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the University.

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