DHARANIDHAR UNIVERSITY, KENDUJHAR
(Formerly DD Autonomous College, Estd. 1957)

PIN -758001, ODISHA, INDIA
Email id: registrar@dduniversity.ac.in

Notice for Inviting Tender

No.4694 Dated: 10-11-2026

The Dharanidhar University, Kendujhar invites bids from the eligible bidders for Tender for University guest house management at Dharanidhar University, Kendujhar, on or before 25th November, 2026 by 5.00 P.M. by Registered Post/Speed Post. Mere submission of tender does not entitle the applicant to stake any claim. The University authorities reserve the right to accept any or reject all the tenders without assigning any reasons thereof. For details including terms and conditions visit University website https://dduniversity.ac.in

By the Order of Vice-Chancellor

Sd/-
REGISTRAR

Dharanidhar University, Kendujhar

Memo.No. 4695

Dt. 10-11-20269

Copy to:-

1. University Notice Board
2. Prof. I/C Dharanidhar University, Guest House
3. The Dean Student Welfare with a request to display the advertisement in University website. https://dduniversity.ac.in
4. The Comptroller of Finance for information and necessary action.
5. PS to VC for kind information of Hon'ble Vice-Chancellor, Dharanidhar University, Kendujhar.
6. **The Joint Director, Advertisement Section, Information & Public Relations (I&PR) Department, Government of Odisha, Bhubaneswar, Email: ipr.adv@gmail.com**, with request to publish the above advertisement in one issue of the all Odisha daily edition of The Samaj and Indian Express on or before 10.11.2026. The bill may be sent in triplicate along with a copy of the paper in which the publications is made.

Sd/-

REGISTRAR

Dharanidhar University, Kendujhar

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PIN -758001, ODISHA, INDIA
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Tender Notice No.: 4694 **Dated:10-11-20269**

Tender – Maintenance, House-keeping and in-house catering service – Guest House at Dharanidhar University, Kendujhar.

The Dharanidhar University, Kendujhar is an Educational Institution of National Importance, functioning under the control of Skill Development and Technical Education Department, Government of Odisha. The campus has a guest house. The Guest House has a homely atmosphere and appreciated for traditionally prepared delicious food for the guest. The guest house provides hospitality to the guests and delegates, officials and visitors who visit the campus and avail lodging and boarding services. Guest house has 3 rooms, Kitchen, Attached bathroom 1 and common bathroom 1, corridor, 1 garage and a large outside area etc.

The Registrar Dharanidhar University invites sealed tenders under two bid systems from interested Firm /Agency fulfilling the criteria given in the tender document who may submit their offer for Catering and Housekeeping services required for the Guest House of Dharanidhar University.

1.

a.	Guest House with No. of Rooms& Tariff	Annexure-I
b.	Instruction to tenderer and tender Processing formality	Annexure-II
c.	Letter of undertaking	Annexure-III
d.	General Condition of contract	Annexure-IV
e.	Special Condition of contract & Scope of the work	Annexure-V
f.	Technical bid document	Annexure-VI
g.	Financial bid document	Annexure- VII

2.1 Important Dates

Bidding documents duly filled in as per the instruction of the Tender Document (Technical and Financial Bids) should be placed in two separate sealed envelopes. The cost of Tender Document and EMD should be placed inside the envelope for Technical Bid. Tender documents received without cost of document or EMD will be summarily rejected. The two envelopes should be placed in another larger envelope. All the three envelopes should be superscripted with the name of the tender, name of the bidder and addressed to the Registrar, Dharanidhar University, Kendujhar-758001, Odisha. The sealed bidding documents should be delivered in the Office of Registrar by the stipulated date and time.

a. Last date of submission of bid **25.11.2026 by 05:00 PM**

b. Address and process of submission of bids - The Registrar, Dharanidhar University, Kendujhar--758001 Odisha by Speed post / Registered Post.

c. Opening date of Technical bid of the tender **26.11.2026 at 03:30 PM.**

d. Opening date of Financial bid of the tender **27.11.2026 at 03:30 PM.**

e. The Competent Authority of the University reserves the rights to reject any or all the bids without assigning any reason what so ever and the decision of the University Authority, Dharanidhar University, Kendujhar shall be final and binding.

3. Eligibility

(a) The bidders must have **minimum turnover of Rs. 20 Lakhs** during the **last three consecutive financial years** (2023-26). Proof of financial status like the audited balance sheet and P&L account of last three financial years with positive net worth in each year duly certified by CA along with 3 (three) years IT Return shall be submitted failing which tender shall be treated as invalid. The firms must be willing and / or capable to sustain itself financially till bills are processed and payment released.

(b) The bidder shall have minimum **05** (five) years of experience in managing / housekeeping and Guest House management of Guest House / in any educational institutions or of a having 25 rooms and above or hotel with 25 and more rooms.

(c) The bidder must be operating in the district of Kendujhar.

(d) The bidder should have its own Bank Account.

4. The tender may be cancelled without assigning any reason there of and EMD shall be returned within one month of cancellation of the Tender.

5. Revocation / withdrawal from tender at any stage before or after opening of financial bid shall entail forfeiture of EMD.

6. Bringing in outside influence or entering in to unsolicited correspondence / communication will entail rejection of tender and a proceeding for blacklisting / banning of business dealing with Dharanidhar University, Kendujhar.

7. Contract price is inclusive of all Taxes and duties excluding GST. The successful party shall provide documents to Dharanidhar University to avail input Tax Credit as applicable.

8. The bidder must have all Statutory Registration License, permission, before commencement of execution. However, the bidder is to furnish copies of their existing / valid documents / License / Registration Certificates, along with Techno-Commercial bid. Such documents like, ESI, PF, Labour License, Food License, GSTN, PAN etc.

9. EMD and SD will not earn any interest.

Sd/-
REGISTRAR

Dharanidhar University, Kendujhar

ANNEXURE – I

DHARANIDHAR UNIVERSITY GUEST HOUSES FOR HOUSEKEEPING AND MAINTENANCE SERVICES

Sl. No.	Name of the Guest House	No. of Rooms
01.	Dharanidhar University, Guest House	3 rooms, 1 dinning space, 1 Kitchen, 1 Attached bathroom and 1 common bathroom, corridor, 1 garage and a large outside area etc.

CATEGORIES OF GUEST & TARIFF

Category	Eligibility
CAT 'A'	Guest invited by the University for administrative work and for campus interview.
CAT 'B'	Guest / Individual visiting University in connection with Scheme/ project / Research/Consultancy / short term courses, Seminars & Conference etc.
CAT 'C'	Employee, Student's parents / Guardians and Alumni /Guest from other Academics Institutes offered accommodation on reciprocal basis.
CAT 'D'	Outside area used for small gatherings/party.

Admissible Charges Per day

Type of Accommodation	CAT. A (INR)	CAT. B (INR)	CAT. C (INR)	CAT. D (INR)
Single occupancy *	800	900	900	2500
Double occupancy*	1000	1000	1100	

*** The booking of Single/ Double occupancy requires approval from the PIC, Guest House.**

ANNEXURE – II

DHARANIDHAR UNIVERSITY, KENDUJHAR

INSTRUCTIONS TO BIDDERS

TENDER NOTICE NO: **DATED:**

1. The tenderer shall submit the tender in two parts, i.e. technical bid and financial bid each in separate cover. No other mode of submission of tender is acceptable.

   Tender Cost (non-refundable) in shape of DD (Demand Draft) of **Rs.1,000/- (Rupees One thousand only)** and **Earnest Money Deposit (EMD)** in the form of DD (Demand Draft) for **Rs. 2,00,000/- (Rupees two Lakh only)** in favour of Dharanidhar University, Kendujhar" payable at UCO, Kendujhar from any nationalized Bank. Demand Draft for the EMD should remain valid for a period of **45 days** beyond the bid validity period from the date of opening of bids. EMD of unsuccessful bidders shall be returned within **30days** after the award of the contract. **EMD** and **Tender Cost** should reach through **Speed Post / Registered Post**, in an envelope and superscripted with subject, tender reference number addressing to **Registrar, Dharanidhar University, Kendujhar – 758001, Odisha**.

   Tender shall be treated as invalid and rejected if EMD and Tender Cost not received on or before date of opening of technical and financial bid.

2. The cover containing the DD for both EMD, Tender Cost shall be opened first at the time of opening of technical and financial bid. The Part-I offer of those Tenderers, whose EMD and Tender Cost are found in order, will be opened immediately thereafter. Otherwise the offer will be considered as invalid and other parts will not be opened.

3. The tender shall remain valid for **90 days** from the date of opening of the financial bid and withdrawal in between shall entail forfeiture of Earnest Money deposit.

4. Tenders not received in the prescribed format will be liable for rejection.

5. The invitation of Tender, Instructions of Bidders, Special Conditions (SCC) of Contract and General Conditions of Contract (GCC), form of tender, financial bid with the letter of acceptance and Work Order on awarding the work and Letter of acknowledgement of party shall form the contract. In case of any conflict between the terms mentioned in General Conditions of Contracts and Special Conditions of Contract, the latter shall prevail.

6. The Tenderers shall furnish the following documents as part **of technical and financial Bid.**

6.1 Category of Tenderer, (whether Proprietary Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Cooperative / Society etc.) along with following documents:

(i) In case of Proprietary Firm, self-attested copy of affidavit of Sole Proprietor.

(ii) In case of Partnership Firm, self-attested copy of Partnership deed along with amendments if any and proof of registration if any.

(iii) In case of Limited Companies, Memorandum and Articles of Association, Certificate in corporation, name of directors.

(iv) In case of Cooperative / Society, attested copy of the valid certificate of registration. If required the original documents shall have to be produced for verification.

6.2 Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by Company shall be signed in the name of the company, by a person duly authorized on its behalf. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the company is duly authorized to do so, shall accompany the tender. Tender submitted without furnishing the full particulars or tender documents without adhering to the stipulation contained herein shall be rejected.

6.3A declaration by the tenderer that Proprietor, Partner, Director, or employees of the tenderer was not:

- Black listed or banned for business dealing.
- Removed from the approved list of contractor.
- Banned / under the process of banning by Government / PSU/ University.
- Convicted in a competent Court of Law.

7. **Banning of Business Dealings:**

If it is found during processing of the Tender or execution of contract the Tenderer or his employees, representative has resorted to corrupt, fraudulent practices including misrepresentation of facts and / or fraud / forging / tampering of documents, the bid submitted by the Tenderer shall be disqualified or work order if issued shall be cancelled and a ban for further business dealings shall be imposed for a specified period.

If it is found during the validity of the Contract that the tenderer or his agent / representative or any other person claiming interest under him, indulges in any malpractice / activity prejudicial to the interest of the Dharanidhar University or detrimental to the Dharanidhar University, Kendujhar, the Contract may be terminated at once and a ban on any further business dealings shall be imposed for a specified period.

8. **Disqualification:**

Persons convicted for any criminal offence involving moral turpitude / economic offences would not be eligible for execution of Contract and if such person secures the work order by suppression of information, it may lead to cancellation of work order.

9. **Following documents may form part of Technical and financial Bid:**

a) Food License issued by FSSAI.

b) EPF Registration Number.

c) ESIC Registration Number.

d) Copy of Balance Sheet, Profit & Loss Account duly certified by a CA and Income Tax Return (i.e. for preceding three years 2023-24, 2024-25 and 2025-26).

e) Details of the bank account indicating the name of bank, branch and account number to which payment is to be made in the **Mandate Form**.

f) Copies of Permanent Account Numbers (PAN Card).

g) GST Registration documents.

h) Copies of Labour License particulars under Contract Labour (Regulations and Abolition) Act, 1970 held under Previous Contract, if any.

i) Registration Certificate under shops and Commercial Establishment Act / Companies Act / Registrar of Firms, as the case may be.

10. Bid Opening Procedures

10.1 The technical and financial Bids (**Annexure-VI and Annexure-VII**) may be opened at Dharanidhar University, Kendujhar, on the specified date and time by a Committee constituted by the competent authority of Dharanidhar University, Kendujhar.

10.2 The financial bids of those bidders whose technical bids are accepted shall be opened by the Committee on the specified date and time. Representative of the party may attend the meeting if he/she so likes.

11. Clarification and Bid Evaluation

11.1 The technical and financial bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids and qualification of the bidders, the Tender Committee may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Committee shall not be considered.

11.2 If a bidder does not provide clarifications as asked for by the date and time set, the bid shall not qualify for the financial bid evaluations shall be rejected.

11.3 Committee may seek confirmation / clarification from the issuer agency, on the supporting documents submitted by the bidder.

12. Bid Evaluation

The following points shall be taken in to account by the Tender Committee at the time of technical bid evaluation.

(a) Financial and technical credential of the firm.

(b) Past experience of the firm in similar business.

(c) Verification of Statutory Certificates / Documents as furnished by the Tenderer.

13. Financial Bid Evaluation / Opening Procedure

The Financial Bid shall be in MS-Excel sheet form. The Financial Bids of all technically qualified Bidders may be opened on the scheduled date and time.

a) Technically qualified bidders who have submitted financial bid in the prescribed format **(Annexure–VII)** will only be considered.

b) Tender of the party Quoting **highest** price for monthly rent of the Guest House shall be accepted. However, the price for catering service shall be **reasonable and negotiable.**

c) The Tender Committee shall prepare a Comparative Table to find out the suitable financial bid.

14. Tenders containing over writing or erasing, without authentication and without full signature in the page(s) of documents and amount / quantity not shown in figures and words will be liable for rejection.

15. The rates quoted in the tenderer shall be in figure as well as in words. In case of discrepancy in the rate(s) amount between figure and words, the value written in words shall be taken as finally quoted rate(s) / amount.

16. Any request from the tenderer in respect of additions, alterations, modifications, corrections etc. of either terms and conditions or rates of his tenders after opening of the tenders, shall not be entertained under any circumstances.

17. Canvassing in any form is strictly prohibited and tender submitted by the tenderer who resort to canvassing, will be liable for rejection.

18. Authority of Dharanidhar University, Kendujhar reserves the right to accept / reject any or all tenders without assigning any reason.

19. Tender documents are not transferable.

20. The EMD deposited by the Tenderer which do not qualify shall be refunded without any interest. The **EMD submitted by the successful bidder shall be converted into Security Deposit**.

Sd/-
REGISTRAR
Dharanidhar University, Kendujhar

ANNEXURE – III

(Letter head of Tenderer)

Ref No.: _____ Dated: _____

LETTER OF UNDERTAKING AND DECLARATION

To
The Registrar
Dharanidhar University
Kendujhar – 758001

Ref: Invitation for Tender No. _____ dated _____

We, the undersigned, declare that:

1. I/We have examined the tender document and its terms and conditions and have understood the details.
2. I/We are ready to execute the work in conformity with the tender document / contract in case, found successful as a tenderer.
3. Our bid shall be valid for a period of 90 days from the date of opening of financial bid and we shall not revoke the same.
4. If our bid is accepted, I/we undertake to comply all other formalities as per tender document and work order.
5. I/We also declare that neither our firm / company / proprietorship / me or our employee concerned were black listed in past nor any of our official was convicted in any court of law.
6. I/We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest bid / lowest bid or any other bid you may receive.

Yours sincerely,

Authorized Signatory of the Tenderer

(Authorized person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full Name and Designation

GENERAL CONDITIONS OF CONTRACT

1) The contract means to manage the maintenance, Housekeeping and in-house catering service of the Dharanidhar University Guest House by keeping the entire premises of the guest house neat and clean and in good hygienic condition and providing good, hot food, snacks etc. under the terms and conditions as mentioned in the special conditions of contract and scope of the work in **Annexure –VI**.
2) The minimum manpower (Caretaker- 1 no, House keeping – 1 nos, Cook- 1 no, Security Guard – 1 nos, Sweeper – 1 nos, Gardener – 1 nos) to be engaged by the Contractor at his own cost. The Contractor must comply all laws including labour laws as applicable to his establishment.
3) The contract for operating the Guest House will be decided on the basis of:
   (i)**highest open bid** available from the interested bidders, satisfying all other parameters but **not less than Rs.13,000/-** as rent **per month.** In addition, the Electricity charges as per actual has to be paid separately by the Contractor.
   (ii) The rates towards providing **Catering Services** for refreshments, snacks, tea, meals etc. must be **reasonable and negotiable** with the Guest House advisory committee.
4) The monthly rent must be deposited to the **Guest House Dharanidhar University account** and Electricity charges to **University account** through cheque latest by 15th day of every month**.**
5) The contractor shall take care **of minor repair and maintenance at his/her own cost** including replacement of electrical bulbs and switches, water and sanitary fittings, carpentry and minor civil repair works. However, major civil and electrical maintenance work shall be done by the Institute.
6) Validity of the Contract will be for **one year** from the date of signing the agreement and can be extended up to maximum **three years** subject to satisfactory performance and due approval of the University Authority. For every consecutive year of extension, the **rent will be increased** at the rate **of 05% on the last rent received.** The Authority reserves the right to repudiate the contract at any time after giving **one-month notice**, if not satisfied with the performance of the said contractor. The contractor, if desires, may also seek termination of the contract by giving written notice **at least three months** advance, during the agreement period.
7) There shall be no compromise on the good hygienic condition of the Guest House and the quality of food supplied by the contractor.
8) In case of failing to fulfill any of the obligation of the contract at any time during the contract period, action deemed fit, including termination of the contract shall be taken by the university authority.
9) The contractor shall furnish contract agreement of not to violate the terms and conditions on non-judicial stamp paper of Rs.10/- at his own cost before taking the handover of the University Guest House
10) Any other terms and conditions may be incorporated with mutual discussion of both parties.

11) In case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, it will be under the jurisdiction of the competent court at Kendujhar only.

ANNEXURE – V

SPECIAL CONDITIONS OF CONTRACT & SCOPE OF WORK

1. Reception and accommodation of the guest coming to stay at Guest House Dharanidhar University, Kendujhar, Service including manning there caption and officer round the clock on all the days. Maintenance of allotment register, allotment and opening of rooms for bonafide occupants and up keep of rooms by good housekeeping, room service for rooms.
2. The contractor has to arrange himself all the provision items for cooking, cleaning materials, labourers, skilled and supervisory staff. The Guest House will be available for operation in as is where is condition, for maintaining it in upright, spic and span good condition.
3. Services will be provided by presentable, neatly attired and well-mannered qualified and trained attendant/ personnel as per their functional designation. The personnel deployed (preferred age group 18-45 years) of certified character and antecedents be Indian national and must display name badges and identity card signed by the agency/ contractor and be conversant in speaking Hindi, English and local languages.
4. Maintenance and cleaning on daily basis of all the rooms (with toilet cum bath), kitchen dining hall, glass windowpane and all fixtures / furniture at the Guest House including the office / meeting rooms and other rooms belonging to the Guest House shall be the duty of contractor. A status report on day to day basis will be maintained by the supervisor as a permanent record and may be sent to the office daily.
5. Bedroom linen and Bathroom towels shall be changed at every day whenever the rooms are in use. In case of higher requirement (during high occupancy) fresh linen, towel, cleaning materials be arranged by the contractor. A floor register for this purpose shall be maintained by the contractor and will be scrutinized by Dharanidhar University from time to time.
6. Floors of the rooms and corridor will be cleaned daily with ISI mark detergent / Phenyl (harmless WHO certified chemicals) and will be kept clean at all the time. Carpets whatever available, shall be cleaned daily by vacuum cleaner and dry cleaning will be done on quarterly basis, as per requirement. Cleaning of sofa set, cover curtains will also be done on monthly /quarterly basis, as per requirement. The contractor at his own expenses shall arrange all consumable and cleaning materials for cleaning and dry cleaning. Mosquito repellent, anti-mosquito spray/ fumigation, rodent and pest control, fly/ ultrasonic repugnant etc shall be done periodically by the contractor at no extra cost.
7. Bathroom/ toilet shall be cleaned daily and mopped up with ISI marked phenyl. Air filters of Split/Window type air conditioner will be thoroughly cleaned. Deodorant / Colin / Room spray shall be used for better results. Liquid soap dispenser/ bath soap, tissue rolls, toilet paper, odonil, naptholin balls, room fresheners, harpic, duster brooms and the cleaning / sanitary materials etc will be provided by the contractor at no extra cost.
8. Cleaning of towels and bed sheets should be done every day in case of usage of room. Curtain to be dry cleaned in every three months and blankets also to be dry cleaned every quarter during winter by the contractor at no extra charge.
9. Toiletries items to be supplied daily in a sachet (shampoo + oil + soap) etc. Daily supply can be on the basis of usage of room, i.e, one sachet per person on per day occasion. A liquid hand wash, good quality shoe shine / polish, shoe brush and pair of disposables slippers be also kept as general reserved in each room.
10. Dining hall/ kitchen / cafeteria service shall be rendered in hygienic condition by trained chefs, cook, cleaners etc, details of which may be indicated.

11. The contractor should be responsible for quality cleaning of bed and bath lines as per industry norms. The contractor should also provide laundry services to the guest(s) on payment basis at rates approved by Dharanidhar University, Kendujhar. Travel / Help Desk and other facility/information should be provided to the guest(s) as and when required by them.
12. Suitable potted decorative plants, flowering plants, seasonal flowers, flower arrangements at reception, rooms and common areas etc shall be done by the contractor.

13. The contractor shall ensure general maintenance, drainage cleaning, garbage disposal (dry and wet garbage/ plastic and non-plastic waste disposal etc in an eco-friendly manner, using protective/ closed bins) services and repairs (electrical, plumbing etc) breakdowns, emergency relief and help on urgency basis. To ensure that managers/ Supervisors are sufficiently trained and equipped with mobile phones. **Overall Contractor shall take care of minor repair and maintenance at his/her own cost** including replacement of electrical bulbs and switches, water and sanitary fittings, carpentry and minor civil repair works. However, major civil and electrical maintenance work shall be done by the Institute.

14. The contractor should ensure to maintain adequate number of manpower to meet the contractual obligation and also arrange pool of standby manpower for special occasions with prior approval of Prof-in Charge, Guest House / Designated Officer. A proper record and register should be made and presented as a record and checking purpose of the Prof-in-Charge, Guest House / Designated Officer.
15. Meal should be provided at **rates/ menu to be fixed menu/ rates** should also be indicated for events or special occasions (viz. **seminars, workshops, conference, summer/ winter schools** etc.) on per head basis for Lunch/ Dinner, for vegetarian and non-vegetarian dishes.
16. The Institute shall place under the care of the Contractor well-furnished guest rooms with attached bathrooms or separate bathrooms along with all sanitary, electrical fittings and air conditioner and DG Set installation which are the exclusive properties of the institute.
17. Dharanidhar University will hand over the service provider with materials (**Annexure-1**) like beds, cots, chairs, tables mixer/grinder, Air Conditioner, Water purifier, Geyser etc and the service provider has to agree to keep proper acknowledgement and service provider shall take care to maintain the items properly. Malfunctioning of any equipment shall not to be entertained as an excuse for unsatisfactory services. Upon end of contract / termination thereof, the service provider is liable to return the same to Dharanidhar University in good working condition barring normal wear and tear. For shortage/ misplacement theft replacement cost of the items will be recovered from the final bill or security deposit.
18. Kitchen items and utensils, except available in the Guest House will be arranged by the contractor as per the requirement at no extra charge. Refilling of gas cylinder and repair maintenance of the items under contractor control like gas, refrigerator water cooler, water purifier, bread toaster, mixer/grinder, Microwave and other housekeeping and electrical equipment etc will be done and supplied by the contractor at no extra charge.
19. Sanitation in case of outbreak of epidemic or any such special circumstances will be the sole responsibility of the contractor.
20. The contractor needs to maintain records for various departments which shall be subject to examination by the designated officer of the guest house, Dharanidhar University Kendujhar. Any deterioration in providing above services shall attract the provision of deduction, penalty or fine, pertaining to payment. Minor repair work at the time of urgency will be attended by the contractor at no extra cost. Adequate monitoring and control system be put in place and best services.
21. The fitting, fixtures, furniture, furnishing linen, gadgets and all other items will be properly handed over after making separate kit inventory / bar coding and details of each items giving specification

duly signed by institute representative of the Guest House, Dharanidhar University, Kendujhar. Each room shall display the inventory list and be reconcile done quarterly basis with compulsory annual inventory verification of the complete Guest House.

22. The Contractor shall accept guests only **with prior approval of the Institute**. He may, however accept guests provisionally after filling up an appropriate requisition form and entering the information on a register if rooms are available with the permission of Dharanidhar University Authority. The forms and the register are to be submitted to the designated Officer of the Institute on the next working day.
23. **The** EMD amount of **Rs. 2lakh (**of the **successful contractor)** shall be **converted into Performance Security Deposit.**
24. The contractor will have to pay an amount of **Rs. 10,000/- as rent per month + 5% of the room rents** collected from the Guests **for that month, and the electricity charges** has to be paid **separately by the Contractor.** In addition, the contractor has to pay the expenditure per month towards the engagement of security persons, sweepers etc. (if provided by Dharanidhar University). For every **consecutive year of extension the rent will be increased** at the rate **of 5 %**on the **last rent received.**
25. It is necessary that:

    a. The Contractor shall provide catering service to guests as per the menu and price decided. **No alcoholic drink or tobacco products are allowed** in the premises of the Guest House.
    b. All guests staying in the guest house must be served food **in hot condition** at dining hall. In case of functions buffet lunch or dinner/snacks may be placed on table so that guests can help themselves.
    c. The Contractor is not permitted to provide catering service to persons other than those staying in the Guest House or participants of Continuing Education Programmes / Conferences. He may however, provide catering service to employees of Institute from the facilities just like any other Caterer with prior permission of the competent authority for certain social functions at his cost.
    d. Normally other caterers will not be permitted to serve food in Guest House dining hall or in the premises of the guest house. In case, if other caterers are permitted by the institute authorities to serve food in Guest House the Contractor shall cooperate with outside caters to ensure proper treatment of guests.

26. The contractor to:
    a. Maintain arrival and departure list of guest one day in advance in triplicate and certified by the PIC Guest House.
    b. Maintain the check-in and check-out register and in e-system for proper record.
    c. Make entry on allotment of rooms in the Guest House as per the directive received from PIC Guest House.
    d. Prepare credit bills of departmental / project guest and send to the concerned department for settlement.
    e. Manage cash, Credit/debit Card entries, and credit register on weekly basis and report to the PIC, Guest House.
    f. Submit category wise occupancy report and meal records on monthly basis to PIC, Guest House.
    g. Arrange safe handling of baggage of the guest.
    h. Maintain the Complaint / Suggestion Register which should be available on the front desk and/or demand by a guest.
    i. Arrange emergency transport as and when required by a guest.

j. Provide information with regard to rail / air timings and information related to campus to the guests on request.
k. Ensure overall cleanliness in the surrounding areas of the Reception Counter, lobby, and porch area.
l. Submit **Room-wise Occupancy Status** every morning to the PIC Guest House.
m. Attend minor non-functional electrical gadgets (Geyser, Fan, Lights, AC etc.) and other maintenance issues (**at his/her own cost**) of the rooms as well as common areas. A register to be maintained for this purpose, room-wise and the same to be brought to the notice of the PIC Guest House on demand.
n. At the time of check-out, ensure that all the items provided in the room (linen, remote etc.) are available.
o. Engage good, experienced and cultured person to ensure hospitality.
p. The Guest feedback forms must be kept in all guest rooms. Contractor shall keep record of all filled up forms and shall submit them to the PIC, Guest House.
q. Newspapers (Odia & English) shall be provided to the guest house by the Contractor daily and be kept in the lobby.
r. The personnels engaged by the Contractor are to be treated as employees of the contractor and they will work under the supervision and control of the Contractor. Dharanidhar University official may guide them if required to ensure good service to the guests.

27. The Contractor shall prepare bills separately for boarding and lodging of individual guest staying in the Guest House and take the following actions:
    a. Bills in respect of important guests (under category-A) for both boarding and lodging are to be directly submitted to the concern office (booking person) of Dharanidhar University for processing. The amount towards boarding charges as per fixed menu and rate shall be reimbursed by the Institute (booking person).
    b. Boarding and fooding charges in respect of all other guests (i.e. other than (A) shall be directly collected by the Contractor from the concerned guests or their local hosts and the Institute shall **not be responsible** for any default thereof.
    c. The Contractor must ensure that the room tariff collected for a particular month should match the booking register. In case of any mismatch the same should be reported with reason along with monthly bill.
    d. The ledger book and all the counterfoils of the official receipts shall be produced before the competent authority of the institute for the purpose of auditing and verification as and when required and asked by the authority.
    e. The Contractor shall ensure effective execution of the above mentioned responsibilities faithfully, diligently with utmost honesty and sincerity.
28. Workers engaged by the Contractor should be free from any contagious disease or sickness that is considered unacceptable for handling food. In such case substitute shall be deployed by the Contractor at his cost.
29. Only authorized brands/products as approved by the institute can be used to ensure quality. A committee of the Institute will monitor the same including quality / brand of input materials and hygiene. 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 destroyed without any compensation. Further punitive action, as deemed fit shall be taken against the Contractor.
30. Only purified water (purified by Aqua guard / RO purifiers of reputed brands or other purifier of similar standard) has to be served in the guest house. The institute has installed water purification machines inside the guest house. It shall be maintained at the cost of contractor. It must be ensured to serve clean drinking water to all guests at all times and any default shall be treated as breach of contract.

31. The premises of the guest house shall not be used for any other purpose unless otherwise special permission is granted by the University Authority.
32. No trash is to be thrown inside or outside the Guest House premises except in properly covered bins supplied by the Steward, at his cost.
33. Use of any other fuel except cooking gas is forbidden. Use of electricity for cooking is discouraged except in emergency, with due approval of the institute authority.
34. The contractor needs to provide an undertaking and declaration (Annexure-III), and detail particulars (Annexure-VI).
35. The institute shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the Contractor. Any unpleasant incident occurring during the contract period is the sole responsibility of the Contractor. The institute shall in no way be liable for any such incident or financial liability if any.
36. The Contractor must **comply all laws including labour laws** as applicable to his establishment.
37. The Contractor shall abide by all statutory rules and regulation as applicable to his establishment and for execution of the contract and must indemnify Dharanidhar University if any liability is created on Dharanidhar University.
38. The Contractor and his employees shall always be treated as "LICENCEE" and Institute as "LICENSOR". As such, the Contractor and / or his employees shall be bound to vacate the premise failing which shall be treated as unauthorized occupant on the termination/end of the contract. They are liable for eviction if not vacated voluntarily.
39. If the service of the contractor is not found satisfactory they will be issued two months' notice for improvement by the Dharanidhar University authority. If satisfactory improvement is not found even after this notice, a final **one month's notice** will be issued to the contractor by the Dharanidhar University authority to terminate the contract without prejudice to any rights or privileges accusing to either party prior to such termination. During the period of notice both parties shall continue to discharge their duties and obligation.
40. In case the contractor is required (or decide otherwise) to discontinue the contract he/she should **give at least three months**' notice to Dharanidhar University and shall remain essentially working for the said period of notice, till alternate arrangements are made.
41. The Contractor shall pay all taxes, fees, license charges, deposit dues or other charges, payments to concerned beneficiaries / authorities. In case of any default the institute shall recover the same from the security deposit, and pay to the concerned beneficiaries/Authority.
42. In case of breach of any terms and condition attached to the contract, the **Performance Security Deposit** of the contractor will be liable to be forfeited, beside annulment of the contract or other lawful action that may be taken against the contractor.
43. The assets and articles provided by the institute shall be the property of the institute and the Contractor shall be merely the custodian of such assets and articles. Once the contract period is over or terminated, all such property shall be handed over to the Institute in good condition, and the Contractor shall give vacant premises to the Dharanidhar University, Kendujhar.
44. In case on non-performance and poor service by the service provider, Dharanidhar University may at its discretion, recover liquidated damages upon recommendation of Professor in-charge, Guest House. In the event of appeal, the decision of Vice-Chancellor, Dharanidhar University, Kendujhar shall be final and binding.

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TECHNICAL BID DOCUMENT

A. Technical Details

1. Name of the bidder(Firm) :
2. Name of the representative :
3. Address of the bidder :
4. Mobile number of the bidder :
5. Office / Residence Phone No. :
6. Email of the bidder :
7. EPF registration No. :
8. ESIC registration No :
9. GST Registration No. :(Attach proof)
10. PAN No. (Attach proof) :
11. Food License issued by FSSAI :
12. Labour License No. :
13. Trade License No. :

B. Experience

14. Total Years of Experience in said Works:

15. Details of works worth more than 25 Lakhs executed in last 3 years (Please submit certificates from the authorities):

Sl.No	Organization with Address	Period of Execution	Value (Rs.)	Completion Certificate (Page No.)
1.				
2.				
3.				

16. Details of Guest House Maintenance (Housekeeping) and Catering Services executed in Govt or PSU organization in last 5 years (Please submit certificates from the authorities):

Sl.No	Organization with Address	Period of Execution	Value (Rs.)	Completion Certificate (Page No.)
1.				
2.				
3.				
4.				
5.				

17. Annual Turnover during last 3 years (Enclose Audited Balance Sheet for last 3 years):

S.No	Financial Year	Turn Over (in Rs)	Enclosure Page No.
1.	2023-24		
2.	2024-25		
3.	2025-26		

18. Details of EMD:

Demand Draft (if Applicable)		NSIC/CPO Certificate Number
Bank		
Branch		
Amount		

DECLARATION BY THE BIDDER

I/We confirm that the information furnished above is correct to the best of my/our knowledge and belief. I/we hereby declare and affirm that I/We have read and understood the terms and conditions of the contract and abide by the same.

.....
(Signature of Proprietor/Partner/Chief Executive)

Name: ……
(In capital Letter) (Seal of the signatory)

Place:
Date:

Instruction to tenderers:

1. All details in forms are to be furnished.
2. Attach copies of latest documents in support of details provided.

ANNEXURE - VII

FINANCIAL BID DOCUMENT

1. Name of the Concern :

2. Address of the Concern
(with Tel No., Fax & E-mail) :

3. Contact Person(s) (with mobile number) :

4. Total Bid Amount (Monthly) :

Rent for Dharanidhar University, Guest House

Sl. No.	Minimal monthly Rent for the Dharanidhar University Guest House.	Rates to be Quoted by Bidder in Fig	Rates to be Quoted by Bidder in words
1.	**13,000/- Per month**		

Charges for Catering Service for Dharanidhar University, Guest House

The rates towards providing **Catering Services** for refreshments, snacks, tea, meals etc. **must be reasonable and negotiable** with the Guest House advisory committee after succeeding the tender process.

The indicative requirements for the catering services for inmates of Guest House are as follows:

Service	Items
Bed Coffee	Coffee, Tea (150 ml)
Breakfast	Bread, Butter, Jam, Omelet anyone of the following items with chutney and sambar: a. Idly & Vada b. Dosa or c. Stuffed paratha with curd Coffee or Tea (120 ml)
Lunch	**Veg** 1) Rice / Roti (2) Dalma/Chana dal/Masoor dal/Moong dal (3) Paneer/ Mashrum/Mix veg curry (4)Tomato chutney/pickle/salad/chips/papad/curd/dahiboondi/dahi brinjal/dahi raita.
	Non Veg (1) Rice / Roti (2) Chana dal/Masoor dal/Moong dal (3) Motton / Chicken / Fish / Egg curry (4)Salad/chips/papad.

Dinner	**Veg** (1)Rice, Roti (2)Dalma/Chana dal/Masoor dal/Moong dal (3) Panner/ Mashrum/ Mix veg curry (4) Salad/chips/papad
	Non Veg (1)Rice/Roti (2) Chana dal/Masoor dal/Moong dal (3) Motton / Chicken / Fish / Egg curry (3) Chips / salad//papad
(Special lunch / Dinner)	**Veg -** Biriyani; naan; roti; poori; plain rice; or dal; 1-Dry item veg 1-Gravy item veg Ice-cream
	Non-veg Biriyani; naan; roti; poori; plain rice; or dal; 1-Dry item nonveg 1-Gravy item non- veg Ice-cream

N.B: **Provision to be kept for supplying any food item beyond the list above on special demand of any guest on prior request.**

(Full Signature of Tenderer with Date)

D E C L A R A T I O N

I/We hereby certify that the information furnished above is full and correct to the best of my knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the Concern firm shall be blacklisted and shall not have any dealing with the University in future.

(Signature of the Authorized Signatory with date)