



**Fakir Mohan University**  
**VYASA VIHAR, NUAPADHI, BALASORE -756089**  
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No. FMU/UTILITY/6292/35/2025/2436

Date 3-4-2025

**TENDER CALL NOTICE**

Sealed Tenders/Quotations are invited from reputed agencies / firms / services providers / organization & food safety licence (FSSAI Licence) for opening of 03 nos of Amenities Centre in New Campuses, Fakir Mohan University, Nuapadhi Balasore. The interested bidders are advised to visit [www.fmuniversity.nic.in](http://www.fmuniversity.nic.in) for details. The Tender papers should reach the Office of the undersigned by Regd. Post / Speed Post on or before 23-04-2025 by 05:00 PM. The Tender shall be opened on 24-04-2025 at 11.30 AM in the Office Chamber of the undersigned in presence of the bidders or their authorised representative. The authority reserves the right to cancel / reject any or all tenders / quotations without assigning any reasons thereof.

  
**REGISTRAR**



**FAKIR MOHAN UNIVERSITY**  
**VYASA VIHAR, NUAPADHI, BALASORE -756089**

**TENDER PROCESS**

1. Sealed Tenders are invited under two-bid system (both technical & financial) from Vendors / Contractors / Firms / Proprietorships / Cooperative Societies / Companies /organization for running of Three nos of Students Amenities Centre at New Campuses, Fakir Mohan University, Balasore.
2. Reputed agencies/firms/services providers/ organization interested to open Millet Café shop, Books/stationery shop, Tiffin Centre (**Not Fast Food**) services at Fakir Mohan University, Nuapadhi, (New Campus) having experience in similar nature of work and also willing to comply with the terms & conditions, may submit their bids as per the format in **Annexure - A**, (Prequalification conditions) and **Annexure-B** (Financial Bid).
3. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance father and his son(s) or other close relations who have business relationship with one another (i.e-when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.
4. Interested bidders are advise to visit <https://fmuniversity.nic.in> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
5. Bids will be opened as per date/time mentioned in tender date schedule.
6. **Submission of Tenders :-**
  - a. The bidders/firms must submit their bids in two parts in separate sealed covers prominently superscribed as part-I “**Technical Bid**” and part-II “**Financial Bid**” and also indicate on each of the of the covers the Tender Call Notice No. and date. After evaluation of Technical bid the Financial bid shall open in a suitable date & time.
  - b. All the documents submitted along with the Tender paper must be signed with seal. The Technical Bid and Financial Bid shall be covered in two separate envelopes as stated above and both the bids will be covered in a envelop superscribed as “**The quotation for Millet Café shop, Books/stationery shop, Tiffin Centre (Not Fast Food) in F.M. University, Balasore**”.

- c. The Canteen Committee shall open the Technical Bid at first and examine the same. Thereafter, at the second step **Financial Bids of only the technically acceptable offer shall be opened for further evaluation and selection of the firm.**
- d. All the pages of bid submitted must be signed and sequentially numbered by the bidder.
- e. The Quotation by Registered Post or Speed Post shall be entertained. The Quotation to be addressed to **Registrar, F.M. University, Nuapadhi, Balasore – 756089.** No correspondence will be entertained in this regard.

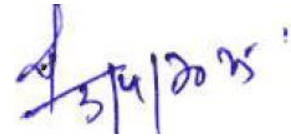
#### 7. Details of Students Amenities Centre

Sl. of Shop No.	Name of the Students Amenities Centre	Area of Kiosks
1	Millet Café shop,	16'.3" X 11'
2	Books/stationery shop	16'.3" X 11'
3	Tiffin Centre (Not Fast Food)	16'.3" X 11'

#### 8. Date Schedule of the Tender:

Tender Publishing date	04.04.2025
Bid Submission Starting date	04.04.2025
Bid Submission last date & Time	23.04.2025 AT 5.00PM
Bid Opening date & Time	24.04.2025 AT 11.30AM

Late submission of tenders shall not be accepted in any case. The Technical Bid and Financial Bid completed in all respect shall only be taken into consideration. Incomplete bid documents shall be rejected without assigning any reasons. The bidder shall abide by the terms and conditions as specified in this notice. The University authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.



**REGISTRAR**



**FAKIR MOHAN UNIVERSITY**  
**VYASA VIHAR, NUAPADHI, BALASORE -756089**

**GENERAL TERMS AND CONDITIONS**

1. The University will provide Premises / Free Electricity & Water Supply.
2. Cooks are deployed by the contractor should have expertise in cooking like South Indian / Vegetarian / Non Vegetarian & Odia traditional dishes.
3. The Contractor will have to procure food articles of good quality and will have to provide hygienic food and good quality Tea, Coffee, Milk etc. There will be inspection by quality inspector deployed by the University [External/Internal].
4. The food item should be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the Employees, Students & Teachers.
5. The contractor shall ensure that only freshly cooked food is served and the stale food is not re-cycled. Stale food shall be removed from the Canteen premises as soon as possible.
6. The Contractor will have to bring his own utensils for preparing and serving the food etc.
7. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be reused for the purpose of cooking again.
8. The Food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall be maintained sparkling clean all the time.
9. The contractor shall ensure that only hot and fresh food is served to the Students & Staff Complaint, if any, in this regard shall be dealt with severely.
10. It is mandatory that the contractor should be in possession of a food safety licence (FSSAI Licence) as per the foods safety standards (Licensing & registration of Food Business) Regulations 2011.
11. The Contractor will ensure use of neat and clean clothes and aprons by his employees during handling of food items. The employee so appointed by the contractor should be well behaved and show polite behaviour to the staff and students the University.

12. The contractor shall ensure that only branded and good quality of stationery items is to be sold in Students Amenities Centre.
13. The Contractor shall ensure that police verification of personnel employed by him has been done prior to the commencement of the work and the contractor will bring no unauthorized person inside the premises.
14. The contractor will be required to display the rate chart of all the food articles including Tea, Coffee etc. sold in the Amenities Centre.
15. No legal right shall vest with the contractor's workers to claim employment or of the absorption in this neither University nor the contractor's workers shall have any right whatsoever to claim the benefit/emoluments that may be permissible or paid to the employees of this University. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractors to make it clear to its workers before engaging them to work at this office. The contractor should pay wages to the employees as per the Minimum Wages Act. of the Government as applicable.
16. The contractor should have GST Registration certificate.
17. The quotationers are required to submit non refunded tender fee i.e Rs.500/- (Rupees Five Hundred) only and the EMD amount i.e Rs.5,000/- (Rupees Five Thousand)only in shape of Bank Draft drawn in favour of "**F.M.University, Development Fund - II**" payable at Balasore.

**We agree to the above terms and conditions**

**Signature with Date**\_\_\_\_\_

**Name of the Firm**\_\_\_\_\_

**Seal**\_\_\_\_\_

ANNEXURE – A

**TECHNICAL BID FOR MILLET CAFÉ SHOP**

**Pre-qualification requirements for award of contract for Catering/Canteen Service:-**

Sl. No.	Details of Information & documents to be submitted	
01.	Name of the Firm/Company/Organization (enclose self-attested copy of deed if any)	
02.	Address of the firm/ company / Organization with Mobile & E-Mail address	
03.	Name and address of the Proprietor with Mobile No.	
04.	Aadhar Card No. (Enclose Xerox Copy)	
05.	Food Safety Licence / Food Safety Registration (FSSAI Licence / Registration enclose Xerox Copy)	
06.	Non refundable Tender Fee @ Rs.500/-	<b>D.D. No.</b> <b>Date</b>
07.	EMD amount Rs. 5,000/-	<b>D.D. No.</b> <b>Date</b>

**DECLARATION**

I / We hereby declare that the information furnished above are true and correct to the best of my / our knowledge. I/We understand that in case any deviation is detected in the above statements at any stage, I/We shall be liable to be blacklisted and will lose all right of dealing with the University in future.

**Signature of Authorized person with date & Seal**

**ANNEXURE – A**

**TECHNICAL BID FOR TIFFIN CENTRE (NOT FAST FOOD)**

**Pre-qualification requirements for award of contract for Catering/Canteen Service:-**

Sl. No.	Details of Information & documents to be submitted	
01.	Name of the Firm/Company/Organization (enclose self-attested copy of deed if any)	
02.	Address of the firm/ company / Organization with Mobile & E-Mail address	
03.	Name and address of the Proprietor with Mobile No.	
04.	Aadhar Card No. (Enclose Xerox Copy)	
05.	Food Safety Licence / Food Safety Registration (FSSAI Licence / Registration enclose Xerox Copy)	
06.	Non refundable Tender Fee @ Rs.500/-	<b>D.D. No.</b> <b>Date</b>
07.	EMD amount Rs. 5,000/-	<b>D.D. No.</b> <b>Date</b>

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**Signature of Authorized person with date & Seal**

**ANNEXURE – A**

**TECHNICAL BID FOR BOOKS STATIONERY SHOP**

**Pre-qualification requirements for award of contract for Catering/Canteen Service:-**

S1. No.	Details of Information & documents to be submitted	
01.	Name of the Firm/Company/Organization (enclose self-attested copy of deed if any)	
02.	Address of the firm/ company / Organization with Mobile & E-Mail address	
03.	Name and address of the Proprietor with Mobile No.	
04.	Aadhar Card No. (Enclose Xerox Copy)	
05.	Non refundable Tender Fee @ Rs.500/-	<b>D.D. No.</b> <b>Date</b>
06.	EMD amount Rs. 5,000/-	<b>D.D. No.</b> <b>Date</b>

**DECLARATION**

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**Signature of Authorized person with date & Seal**



**ANNEXURE – B**

**FINANCIAL BID MILLET CAFÉ SHOP**

**PROFORMA FOR QUOTING RATES**

1. Name of the Organization / Firm :

2. Address :  
(with Mob No. & Email Address)

3. Name & Address of the Proprietor :  
(with Mob No.)

I, Sri / Smt. ....Contractor/Firm/  
agency individual do hereby quote the monthly License Fee of Rs.....  
(Rupees.....)  
(please mention both in figures & words) to be paid to the Fakir Mohan University,  
Balasore for the running Millet Cafe shop (Mention Shop No. and Name of the Millet  
Cafe shop. as per Aneexure-1) at Fakir Mohan University, Balasore.

**DECLARATION**

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**Signature of Authorized Person with date & Seal**

**ANNEXURE – B**

**FINANCIAL BID FOR TIFFIN CENTRE (NON FAST FOOD)**

**PROFORMA FOR QUOTING RATES**

1. Name of the Organization / Firm :
  
2. Address :  
(with Mob No. & Email Address)
  
3. Name & Address of the Proprietor :  
(with Mob No.)

I, Sri / Smt. ....Contractor/Firm/  
agency individual do hereby quote the monthly License Fee of Rs.....  
(Rupees.....)  
(please mention both in figures & words) to be paid to the Fakir Mohan University,  
Balasore for the running Tiffin Centre (**Non Fast Food**) (Mention Shop No. and Name  
of the Tiffin Centre (**Non Fast Food**) as per Aneexure-1) at Fakir Mohan University,  
Balasore.

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**Signature of Authorized Person with date & Seal**

**ANNEXURE – B**

**FINANCIAL BID FOR BOOKS / STATIONERY SHOP**

**PROFORMA FOR QUOTING RATES**

1. Name of the Organization / Firm :
  
2. Address :  
(with Mob No. & Email Address)
  
3. Name & Address of the Proprietor :  
(with Mob No.)

I, Sri / Smt. ....Contractor/Firm/  
agency individual do hereby quote the monthly License Fee of Rs.....  
(Rupees.....)  
(please mention both in figures & words) to be paid to the Fakir Mohan University,  
Balasore for the running Books / Stationary Shop. (Mention Shop No. and Name of  
the Books / Stationary Shop as per Aneexure-1) at Fakir Mohan University,  
Balasore.

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**Signature of Authorized Person with date & Seal**