



INDIAN INSTITUTE OF MASS COMMUNICATION
(Deemed to be University)
Dhenkanal Campus, Odisha – 759001

F.No. IIMC/DKL/Admin/Tender/2025/
13/06/2025

Dated:-

NOTICE INVITING TENDER

To ensure uninterrupted and hygienic food services to students, faculty, officer and staff residing on campus (approximately 100), it is proposed to invite Expression of Interest (EoI) sealed tenders from reputed and experienced caterers/agencies for providing Mess Services at IIMC Dhenkanal Campus during the upcoming academic session 2025-26 academic session (from the first week of August 2025 to April 2026, excluding semester breaks (approx. 15 days).

1. Tender Details

- Tender Fee: ₹ Nil
- Earnest Money Deposit (EMD): ₹25,000/- (Refundable)
- Last Date for Submission: [30 June 2025] by 5:00 PM
- Date of Opening (Bid): [3rd July 2025] at 3:00 PM

2. Eligibility Criteria:

- Minimum 2-3 years of experience in providing similar services
- Preference to agencies with experience in government/academic institutions
- Valid registration PAN, GST, relevant Labour laws and necessary FSSAI or Food Safety licensee.

3. Scope of Work:

- The selected caterer will be responsible for providing the following daily meals on all days of the week (no weekly off) (**Menu attached**):
 - Morning Breakfast
 - Lunch
 - Evening Tea with Snacks
 - Dinner

4. Facilities to be provided by IIMC:

- Dining area located in the Guest House
- Kitchen space with basic utensils, freezer, and bain-marie
- Water supply
- Electricity (with a monthly electricity and space rent charge)
- Coordination and oversight by a Student Mess Committee

5. Terms and Conditions:

- Food must be cooked using LPG gas only
- A monthly rent and electricity charge of ₹3,000/- shall be payable by the caterer to IIMC
- The Student Mess Committee will supervise day-to-day operations and monitor service quality
- Monthly mess bills will be paid directly to the caterer via cheque
- Caterers must ensure hygienic, quality, and timely food service

6. Proposal Submission Requirements:

- Interested caterers must submit the following in a sealed envelope:
- Cost per student per day (with a detailed breakup of Breakfast, Lunch, Evening Tea, and Dinner)
- Total estimated monthly mess bill:-
- Brief profile of the caterer with institutional catering experience
- Registration PAN, GST, relevant Labour laws and necessary FSSAI or Food Safety licensee.
- Complete contact details

7. Bid Submission Format

A. Technical Bid (should include the following):

- Letter of Expression of Interest
- Brief profile of the agency and experience in institutional/government catering
- Copies of valid **PAN, GST, Labour Law Registration, and FSSAI/Food License**
- Minimum 2-3 years of experience proof (Work Orders, Certificates)
- Contact details (Address, Phone, Email)
- Undertaking regarding acceptance of all tender terms

B. Financial Bid (in the format below):

S.No	Meal Type	Cost per Student (₹)	GST (%)	Total (₹)
1	Breakfast			
2	Lunch			
3	Evening Tea & Snacks			
4	Dinner			
	Total per Day			
	Estimated Monthly Bill	(for approx. 100 students)		

1. Note: Quoted prices must be inclusive of all applicable taxes.

6. Submission Procedure:

The proposal must be sent in a sealed envelope clearly marked **"EOI for Students' Mess – IIMC Dhenkanal"** and addressed to:

The Regional Director,

Indian Institute of Mass Communication,

Dhenkanal Campus, Odisha - 759001

☎ Phone: [+91 9337412518] | ✉ Email: [subhankariiimc@gmail.com]

Note:

- Incomplete or conditional tenders are liable to be rejected
- The Institute reserves the right to **accept or reject** any or all bids without assigning any reason
- The complete terms and tender notice will also be available on publishing in Institute's website/ campus notice board and can be obtained from the administration office.

CANTEEN MENU

Day

Monday

Breakfast - Idli, Sambar, Chatni

Lunch - Rice, Roti, Dal, Paneer Sabji,Dahi, Achar

Evening tea/snacks-biscuits

Dinner - Rice, Roti, Dal, Mix veg fry ,Kheer

Tuesday

Breakfast- Puri, Alu Dam, Achar

Lunch- Rice, Roti, Dal, Seasonal Sabji, papad, Achar

Evening tea/snacks-biscuits

Dinner- Rice, Roti, Chana masala, Sweet

Wednesday

Breakfast - Bara, Ghuguni.

Lunch - Rice, Roti, Dal, Chicken curry/Paneer masala, salad,Achar,

Evening tea/snacks-biscuits

Dinner- Rice, Roti,Dal, Tadka, Suji halwa

Thursday

Breakfast - Sandwich, Sauce

Lunch - Rice, Roti, Dal, Dahi Raita, Mix Veg., Papad ,Achar

Evening tea/snacks-biscuits

Dinner - Rice, Roti, Chana Dal curry, Sweet

Friday

Breakfast - Utapam, Sambar, Chatni

Lunch - Rice, Roti, Dal, Fish curry ,Mushroom Sabji, Salad, Achar

Evening tea/snacks-biscuits

Dinner - Rice, Roti, Dal, Egg curry, Veg. munchurian

Saturday –

Breakfast - Alu Paratha, Dahi

Lunch - Rice, Roti, Dal, Egg Curry, Seasonal sabji, Papad, Achar

Evening tea/snacks-biscuits

Dinner - Rice, Roti, Rajma, Dalma, Achar, Sweet,

Sunday

Breakfast -Chhole, Bhature and Pyaj/Achar

Lunch- Biryani(Veg and Non Veg), Dahi Raita

Evening tea/snacks-biscuits

Dinner - Rice, Roti, Dal, Chilly Alu Besan , Sweet

Quantity

- **Fish – 2 Pieces**
- **Egg – 2**
- **Chicken – 6 Pieces**
- **Paneer – 6 pieces**
- **Papad – 2**
- **Sweet – 1**

Boiled (Ushna) Rice for OJ Students