



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

F.No. IIMC/DKL/Admin/Tender/2025/Revised

Dated:16/07/2025

**NOTICE INVITING TENDER**

To ensure uninterrupted and hygienic food services to students, faculty, officer and staff residing on campus (approximately 100), IIMC invites Expression of Interest (EoI) in 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
- Last Date for Submission: [ 22 July 2025] by 5:00 PM
- Date of Opening (Bid): [ 23 July 2025] at 3:30 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 with GST, PAN, 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
  - 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
- Monthly rent Rs 3000.00 and electricity as per actual will be payable on monthly basis by the Caterer.

- 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
- The successful bidder shall deposit ₹25,000/- (Rupees Twenty-Five Thousand only) in favour of the Indian Institute of Mass Communication, Dhenkanal Campus within 10 days of award of the contract. This amount shall serve as Security Deposit and act as a financial guarantee for compliance with contract terms. The amount is refundable upon satisfactory completion of the contract, submission of No Dues Certificate, and approval of the competent authority. Non-compliance or unsatisfactory performance may lead to forfeiture of the deposit.
- Caterers must ensure hygienic, quality, and timely food service.
- In the event of substandard food quality or unhygienic conditions in the mess or kitchen, IIMC reserves the right to issue a formal warning and impose suitable penalties. If there is no improvement following the warning and fine, or in case of serious breach of contract terms, the Institute may proceed with the termination of the contract.

## 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 with GST, PAN, 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 (₹)	Total (₹)
1	Breakfast		
2	Lunch		
3	Dinner		

S.No	Meal Type	Cost per Student (₹)	Total (₹)
	<b>Total per Day</b>		
	<b>Estimated Monthly Bill</b>	(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 9777270600] |  Email: [iimcdkl@yahoo.co.in ]

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 FOR THE YEAR - 2025-26**

### **Day**

#### **Monday**

**Breakfast - Idli, Sambar, Chatni, Tea/ Coffee**

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

**Dinner - Rice, Roti, Dal, Mix Veg fry ,Kheer**

#### **Tuesday**

**Breakfast- Puri, Alu Dam, Achar, Tea/ Coffee**

**Lunch- Rice, Roti, Dal, Seasonal Sabji, Papad, Achar**

**Dinner- Rice, Roti, Chana masala, Sweet**

#### **Wednesday**

**Breakfast - Bara, Ghuguni. Tea/ Coffee,**

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

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

#### **Thursday**

**Breakfast - Sandwich, Sauce, Tea/ Coffee**

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

**Dinner - Rice, Roti, Egg curry , Mix Veg fry, Sweet**

#### **Friday**

**Breakfast - Utapam, Sambar, Chatni, Tea/ Coffee**

**Lunch - Rice, Roti, Dal, Fish curry ,Chenna Paneer Sabji, Salad, Achar**

**Dinner - Rice, Roti, Dal, Veg. munchurian, Golap jamun Sweet**

#### **Saturday –**

**Breakfast - Alu Paratha, Dahi , Tea/ Coffee**

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

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

### **Sunday**

**Breakfast -Chhole, Bhature and Pyaj/Achar, Tea/ Coffee**

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

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

### **Quantity**

- **Fish – 2 Pieces**
  - **Egg – 2 Nos**
  - **Chicken – 4 Pieces**
  - **Paneer – 6 pieces**
  - **Papad – 2 Nos**
  - **Sweet – 1 No**
- Boiled (Ushna) Rice for OJ Students**