

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**

**SIVASAGAR CAMPUS**

[Institute of National Importance Established under the Act of Parliament]

Gohain Gaon, Akhoiphutia Road  
Sivasagar, Assam - 785697 India

Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)



**NOTICE INVITING e-TENDER**

*For*

**Operating Students' Mess for approx. 300 to 350 students (Including Catering, Caretaking and Housekeeping Services)**

*At*

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY  
SIVASAGAR CAMPUS (ASSAM)**

**REF. NO.: RGIPT/Assam/Mess Tender/2026/01      DATED: 07.05.2026**

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**E-Tender helpdesk contact No.:** +91 0120-4711508, 4200462, 4001002,  
4001005

**Tender document related queries:** +91- 7002812313

# Rajiv Gandhi Institute of Petroleum Technology Sivasagar Campus

## Tender for Operating Students' Mess

S. No.	Particulars	Details
1.	Tender Notification No	RGIPT/Assam/Mess Tender/2026/01
2.	Name and nature of the job	Operating Students' Mess for approx. 300 to 350 students (Including Catering, Caretaking and Housekeeping Services)
3.	Period for contract	Initially for a period of 03 years, which may be extended for a similar, larger or lesser period on same terms and conditions
4.	Date of Issue of Tender Document	07-05-2026 (Thursday), 18.00 HRS
5.	Last Date and time for submission of Tender Document	28-05-2026 (Thursday) by 18.00 HRS
6.	Date of Pre Bid Meeting	12-05-2026 (Tuesday) by 12.00 Noon.
7.	Date and time for opening of Bids	29-05-2026 (Friday), 10.00 HRS
8.	Earnest Money Deposit (EMD)	Rs. 5.3 Lakhs/- (Refundable) to be submitted in the form DD/FDR to institute.
9.	Name of the contact person at RGIPT Sivasagar Campus for tender related enquiry	Dr. Suramoni Borthakur/Mr. Pulakesh Kumar Mobile: 7002812313 / 9101279703 (10.00 AM to 5.00 PM) Monday to Friday
10.	Address for the submission of tender	Head Warden Rajiv Gandhi Institute of Petroleum Technology Sivasagar Campus Gohain Gaon, Akhoiphutia Road Sivasagar, Assam - 785640

### **Important Information to the Bidder**

- a. Details regarding the tender are available on website of the Institute <https://www.rgipt.ac.in> and CPP Portal.
- b. Tender document may be downloaded from above mentioned websites. Bidders are therefore, requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
- c. For submission of e-Bids, bidders are required to get themselves registered with CPP Portal.
- d. The HARD COPY of original Bid documents (Only Technical Bid documents) along with the payment proof pertaining to EMD is to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.
- e. Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- f. Earnest Money Deposit (EMD) of Rs. 5.3 lakhs (Exempted in case of MSME registered, Udyam certificate to be enclosed) in the form of Demand Draft/Fixed Deposit Receipt issued by any Nationalized Bank in favour of "Rajiv Gandhi Institute of Petroleum Technology, payable at Jais".

#### **Bank Account Details of the Institute:**

**Name: Rajiv Gandhi Institute of Petroleum Technology**

**Bank: Bank of Baroda**

**Address: RGIPT Campus, Bahadurpur, Jais, Amethi.**

**Account No. 59480100000001**

**IFSC Code: BARB0JAICAM (5th Character is ZERO)**

#### **ADDRESS OF THE INSTITUTE:**

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY SIVASAGAR CAMPUS

Palashani, Gohain Gaon

Dhai-Ali Road

Sivasagar-785697

WEBSITE: [www.rgipt.ac.in](http://www.rgipt.ac.in)

## **PART-I**

### **1. INTRODUCTION**

- a. Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Sivasagar Campus has been set up through an Act of Parliament as an Institute of National Importance on the lines of IITs. The institute is having its Main Campus at Jais, Dist.- Amethi.
- b. RGIPT, Sivasagar campus has approx. 300-350 students in its hostels, which is expected to increase in the subsequent semesters. Institute intends to engage a reputed catering firm to operate its professionally managed students' mess and provide healthy and hygienic food.
- c. In order to cater this mess services to the hostel boarders, the institute invites interested service providers working in this domain to participate in online bidding process in two-part format.

### **2. SCOPE OF WORK**

The scope of works of the contract includes:

- a) Catering Services for Students' Mess
- b) Caretaking of students' mess
- c) Cleaning and maintenance of Students' mess area
- d) Employing manpower for cleaning of drains near mess area and proper disposal of waste.
- e) Caterer will be required to prepare food and serve breakfast, lunch, evening snacks and dinner for students, guests, and visitors of RGIPT Sivasagar Campus, as per menu and maintain the mess and its surroundings clean.

### **3. JOB SPECIFICATIONS**

- a. Provide unlimited breakfast, lunch, snacks (limited) and dinner to hostellers. The number of boarders will be 300 to 350. The number of students may increase in the coming academic session in RGIPT Sivasagar Campus. The food shall be prepared in clean, hygienic and safe conditions as per the menu.
- b. Only standard quality of raw materials/ packaged items will be used in cooking food. Food Safety and Standard Authority of India (FSSAI) should approve all packaged items.
- c. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and moped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.
- d. High standard of hygiene, sanitation & safety should be maintained at kitchen & dining hall.
- e. The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning in closed bins. The surroundings shall be kept clean and hygienic.
- f. Cleaning staff will not be used for kitchen/cooking work and for serving the cooked foods.
- g. Water Coolers and purifier should be cleaned and maintained as per the instruction of Institute's authority.
- h. Food shall also be served to the boarders in their respective rooms who are unable to come to mess due to health reasons and when required as per instructions of Chairman Mess Committee.
- i. The workers, deployed in mess should have an experience of working in a office canteen/hotels/messes for a period of at least 03 years and should have the knowledge and skills of preparing food both vegetarian and non-vegetarian. The vendor must deploy cooks having the knowledge of cooking style of the Assam region and experience to cook according to local taste.
- j. The contractor will bear the electricity charges based on the sub-meter readings as per the bill of the kitchen area.
- k. The contractor will have to bear the cost of cleaning of floors, and kitchen area.

#### 4. ELIGIBILITY CRITERIA

- a. The bidder should be either a registered Proprietary firm, Partnership firm, Limited Company or a corporate body legally constituted.
- b. A minimum 3 years of experience, especially in operating Students' Mess for 300 or more students on daily basis in state/central government and/or PSU sector especially, in Educational Institutions like IITs, IIMs, IISERs, NISERs, NITs, NIFTs, AIIMS, Central Universities, etc.
- c. The contractor should have executed at least 01 contract for providing services to 300 or more students during last 3 years and "The bidder shall submit a satisfactory performance certificate issued by a competent authority for the same. Any vendor/contractor who has been blacklisted or has defaulted in any previous work order shall not be considered for this bidding process."
- d. The firm should have an Average Annual Turnover of Rs. 80 lakhs (Rupees Eighty lakhs only) per annum during last 3 consecutive years as per the audited statement of accounts. The Service Provider MUST has earned profit during the last 2 years. **(CA Certified Financial statements showing business turnover must be attached)**
- e. Bank Solvency certificate for an amount not less than Rs. 40 lakhs. (not older than last six month from the date of opening of tender) must be attached.
- f. Any Government or private bodies should not have blacklisted the contractor. Affidavits of not having been blacklisted (On Rs. 100 Stamp. Paper) must be enclosed.
- g. The Service Provider should be duly registered with the relevant authorities for PAN, GST, Food License, EPF, ESI, Labour License, etc. and have its own Bank Account.
- h. The bidder must have at least 15 employees on roll since last 3 years. The EPF and ESIC challans indicating details of staff (15 Nos.) must be submitted in support of Workforce during the last 3 months.

#### 5. EVALUATION OF BIDS

The details of awarding marks are as under:

Sl. No.	Criteria and Documentary Evidence	Marking Pattern Total maximum marks=70 Maximum			
1.	<p><b>Working Experience:</b> Besides fulfilling the minimum eligibility criteria of having work experience of 3 years, the contractor should have executed at least 1 contract for providing services to 300 or more persons in a single year within each year of the period 2021-2025 in central government/state government /PSU sector preferably Educational Institutions like IITs, IIMs, IISERs, NISERs, NITs, NIFTs, AIIMS, Government Universities, RGIPT etc. (Relevant Proof such as Work completion/experience certificate mentioning order value and no. of students must be submitted by the Bidder for verification along with details of contact person &amp; Address of that particular organization). <b>(Max: 20 Marks)</b></p>	<p>Work experience – <b>01 Contract for duration of 3 years</b>  <b>(6 marks)</b></p>	<p>Work experience – <b>02 Contract for the duration 3 years each</b>  <b>(12 marks)</b></p>	<p>Work experience – <b>03 Contract for the duration 3 years each</b>  <b>(18 marks)</b></p>	<p>Work experience <b>More than 03 Contracts for the duration 3 years each</b>  <b>(20 marks)</b></p>

2.	The Bidder should have achieved <b>Minimum Average Annual Financial Turnover of Rs. 80 Lakhs</b> in the each of the 3 preceding years (i.e., 2022-23, 2023-24 and 2024-25). Audited Financial Report for 2022-23, 2023-24 and 2024-25. CA Certificate with UDIN No. <b>(Max: 05 Marks)</b>	Up to 80 to 90 Lakhs  <b>(02 marks)</b>	More than 90 Lakhs to 1.10 Crore  <b>(03 Marks)</b>	More than 1.10crore to 1.20 Crore  <b>(04 Marks)</b>	More than 1.30 Crores  <b>(05 Marks)</b>
3.	Minimum Average Workforce on Roll including those having degree/diploma/certificate in any catering/hospitality related course (At least 2 to 3). The EPF and ESIC challans indicating details of staff (15 Nos.) must be submitted in support of the claim during the last 3 months. <b>(Max: 10 Marks)</b>	15- 20 workers  <b>5 marks</b>	21 - 30 workers  <b>7 marks.</b>	31 – 35 workers  <b>9 marks</b>	Above 35 workers  <b>10 marks</b>
4.	Performance Certificate with excellent/very good/ good/satisfactory rating during the last 3 years from central/state government and/or PSU sector including educational institutes/ government universities <b>(Max: 06 Marks)</b>	Satisfactory  <b>03 marks</b>	Good  <b>04 marks</b>	Very Good  <b>05 marks</b>	Excellent  <b>06 marks</b>
5.	Net Worth Certificate ending on Financial Years 2024-25. (Net Worth should be CA Certified with UDIN No. and Audited Balance Sheet. <b>(Max: 05 Marks)</b>	Net worth Up to 30 Lakhs. <b>(02 Marks)</b>	Net worth More than 30 Lakhs to 40 Lakhs. <b>(03 marks)</b>	Net worth More than 40 lakhs to 50 lakhs <b>(04 marks)</b>	Net worth More than 50 lakhs <b>(05 marks)</b>
6.	Valid ISO Certifications: 1-ISO 9001:2015 2-ISO 22000:2018 3- ISO 45001:2018 4- ISO 14001:2015 The issuance date of ISO Certificates should be prior to the date of publication of this Tender. <b>(*1 Mark will be awarded of each valid ISO certifications mentioned above).</b> <b>(Max: 04 Marks)</b>	For all Valid ISO Certification = <b>04 Marks</b>			
7.	Valid license of FSSAI (Central) *Please submit attested copy of valid license of FSSAI <b>(Max: 06 Marks)</b>	<b>06 Marks</b>			

8.	The Bidder Should have kitchen with Valid FSSAI License (state). (The issued date of the FSSAI License must be prior to the publication date of this tender.) <b>(Max: 04 Marks)</b>	For 1 kitchens with their valid FSSAI License. <b>(1 Marks)</b>	For More than 1 kitchens to up to 2 Kitchens with their valid FSSAI License. <b>(2 Marks)</b>	For more than 2 kitchens to up to 3 Kitchens with their valid FSSAI License. <b>(3 Marks)</b>	For more than 4 kitchens with their valid FSSAI License. <b>(4 Marks)</b>
9.	Local office in Assam (The establishment date must be prior to the publication date of this tender) <b>(Max: 05 Marks)</b>	<b>05 Marks</b>			

- a. The Tender is on QCBS format and bids will be evaluated on parameters as specified the above table. The final selection for opening the 'Price Bids' will be done on the basis of score, secured by each bidder in Performance Evaluation Sheet-II. All bidders would be required to score minimum 35 marks out of the allotted 65 marks to become technically successful bidder.
- b. All bidders would be required to fill all columns of Technical Bid Form-I& II and evaluation shall be done accordingly.
- c. Only technically qualified bidders will be eligible for marking of points as per above indicated parameters. Decision on Technically Successful Bidder shall be made, based on information provided by Bidder in Technical Bid Form-II and total marks scored by them. Bidders are also required to upload relevant documents in their claims.
- d. There are 70 marks allotted for technical scoring and 30 marks for financial scoring.
- e. Total Marks=Ts\*0.65 +F(s)\*0.35(Ts= technical score, Fs= financial score) (financial score = L1 price/bidder price\*35).
- f. Price Bids of only Technically Successful Bidders will be opened. However, their price should be justified, logical, commensurate with market rate and have documentary evidence that they can offer menu food on quoted rate. Rs. 150/- (including 5% GST) per day is the base rate and bids lower than this will be disqualified.
- g. If under any circumstance, the awarded bidder denies/fails to accept the offer then (must be given in writing) then next eligible bidder based on QCBS score will be awarded the contract.
- h. If it is required by Technical Evaluation Committee (TEC), bidder will give detailed break-up of quoted rate.
- i. **Tie-breaker rule: Vendor having established office in Assam and proven track record with Assamese cuisine and dietary habits will be given preference in case of a tie in their scores**

**j. Process of evaluation:**

Steps of evaluation	Criteria	Technical Evaluation Committee (TEC) Remarks
1 <sup>st</sup>	EMD of Rs. 5.30 Lakh	Tender shall be summarily rejected & no further evaluation of Tender shall be done in absence of EMD or EMD exception certificate
2 <sup>nd</sup>	Technical Bid Form-I	All columns should be duly filled and supported by relevant documents.
3 <sup>rd</sup>	Technical Bid Form-II	TEC will evaluate the Technical Bid Form-II of only those bidders, who has satisfied the Committee with their details in Form-I.
4 <sup>th</sup>	Price Bid	Price Bid of only those Bidder(s) will be opened, who have scored a minimum 35 marks in Technical Bid Form-II
5 <sup>th</sup>	Award of Job	Job will be awarded to the Bidder with the highest QCBS score.

**PART- II**  
**GENERAL CONDITIONS OF CONTRACT**

1. The bidder must have the required and valid statutory registration for rendering the catering and allied services.
2. The mess shall remain open during semester. However, during the Semester breaks/mid semester recess the mess will remain open if the number of registered students is equal to or more than 50 in order to facilitate food for students and the service will be on payment basis, no billing will be made.
3. A separate juice shop has to be run by the contractor.
4. The successful bidder will pay Rs. 5000/- as monthly maintenance (monthly rent) charges for 12 months. Actual consumption of the electricity for the kitchen area shall be paid on monthly meter reading basis. The Institute will not charge the cost of water usage. However, Contractor shall use the water-supply economically. The contractor is also required to maintain/service the water dispensers installed in the mess.
5. As a part of the "Price & Evaluation Bid", the bidder shall quote the price for- Per student per plate cost (For Breakfast, Lunch, Snacks and Dinner) on daily basis.
6. The contractor will have to provide foods as per prescribed schedule at the RGIPT Sivasagar Campus Mess/ Canteen.
7. The catering services should include innovative variety and balanced nutrition both for vegetarians and non-vegetarians. Requirement of Catering services include: (a) Breakfast, Lunch, snacks with tea/coffee for all and Dinner for hostellers, (b) Breakfast/Lunch/snack/Dinner etc. to those faculty/staff who require such services. The rate of the individual meal for faculty/staff/guest will be decided upon agreement of both the parties. However, total costs of all the meals would not exceed 10% of the daily mess rate.
8. The vendor must deploy cooks having the knowledge of cooking style of the north east and skill to cook according to local taste.
9. The contractor must have an office in the state of Assam (Attach proof). In case the vendor does not have an office in Assam, the vendor must establish an office within 30 days of the award of the contract.
10. The contractor shall also provide various kinds of beverages, snacks and eatables in the canteen at such price/quotes as approved by the Mess Committee from time to time.
11. Contractor shall arrange all the kitchen equipment/utensils/appliances. All interested bidders are advised to visit the RGIPT Sivasagar Campus Mess to assess the available resources for providing catering services.
12. Any equipment required other than what is available in the Institute for the cooking and servicing is to be procured by the Caterer. Any new equipment purchased would remain the property of the Caterer and can be taken away at the time of completion of the contract. However, a proper entry at the gate would be required for new equipment and proper gate pass would be needed while taking out such equipment out of the campus.
13. Pest-Control: The contractor at all times will keep the kitchen/dining hall/washing area free from flies/cockroaches/mosquitoes/rats and other pests. Frequent pest control and scientific pest control measures are required to be adopted by the contractor at all times.
14. The contractor would ensure clearance of all the drains in and around the kitchen and dining hall at all times and will ensure disposal of waste food articles & other garbage from the campus premises frequently and regularly at his own cost. The Institute will not pay any extra amount for the same.
15. The caterer shall make necessary arrangements for regular and prompt collection and disposal of waste generated in the kitchen on day-to-day basis.
16. It shall be compulsory for the Mess Contractor to take the following hygiene and cleaning measures- Cleaning the kitchen area twice a day, including the store-room, soaking the vessels in hot water at the end of the day, Crockery to be washed with hot water using detergents, Thorough cleaning of refrigerators, bottle-coolers and water coolers, once a week, Periodic spraying of insecticides, Cleaning the dining tables with detergent and water at the end of the day and thorough cleaning of wash basins with detergent at the end of the day.

17. The contractor will arrange for any additional facilities, utilities, equipment and inputs required for the production and service of various items of food. The Contractor shall be responsible to ensure the proper utilization of the facilities, equipment, furniture and utilities provided by RGIPT without any manner of abuse or excess use. For any loss or damages to the premises, fittings, fixtures and equipment, recovery at market rates would be affected from the contractor's bill and the material/item repaired or replaced at his cost.
18. The following Students Rebate Policy is to be followed: -
  - a.) During the announced End Semester breaks and mid semester recess by the Institute 100% rebate will be given.
  - b.) During the normal semester days rebate of 70% of the per day quoted rate will be given on approved leave
  - c.) The students will be eligible for rebate of minimum two days on approved leave
19. Notwithstanding anything provided elsewhere herein, the firm may be penalized if the contractor does not rectify any defect in the maintenance, upkeep, hygiene and cleanliness of the kitchen and/or equipment to a state satisfactory to the Officer-in-charge within 10 (Ten) days of notice in writing.
20. The contractor will be responsible for any major or minor repairs and will arrange for regular maintenance of the equipment provided by the Institute at his cost.
21. The caterer shall get the menu approved by the Chairman, Mess Committee/Chairman, Council of Wardens. The menu may be prepared by the student members of mess committee in consultation with the mess contractor.
22. The contractor will deploy sufficient no. of trained, efficient and reliable uniformed workers in the students dining hall during all major meal timings. They will do the manpower planning in such a manner that at least 01 Manager, 2 chef, 2 chef's helpers, 3 cleaning staff, 4 for food counters, 4 persons for vegetable cutting. These are just indicative numbers, which may be increased by contractor if it is found insufficient for smooth operation of mess services.
23. Efficiency, promptness, quality of food, good behavior and politeness of the caterer and his staff are the essence of the contract. The caterer is required to supervise the operations at all working hours and his Manager or Supervisor shall personally supervise operations in the kitchen and dining area.
24. The caterer shall provide appropriate uniform to all their staff engaged and deployed at RGIPT in sufficient quantity. All mess workers will wear neat and clean uniform, aprons, gloves, headgear and name badge during working hours. Catering staff will not smoke bidis, cigarettes or take alcoholic drinks on the campus and nor they are allowed to chew pan, gutka, tobacco, items etc.
25. All the catering staff should be medically fit. They should be free from any contagious diseases. The caterer shall get his employees medically examined once in six months and submit fitness certificate to the officer-in-charge.
26. The contractor will require submitting of medical report and police verification of the newly deployed employees within 10 days of their joining. The contractor shall issue ID Cards to all its workers and intimate accordingly to Institute.
27. The contractor shall have to make his own arrangements for the accommodation of its mess staff. The mess staff shall leave the campus latest by 11.00 pm and shall be granted permission to enter the campus not earlier than 04:00 am.
28. Entry into RGIPT Sivasagar campus by caterer's personnel will be subject to issue of gate passes to such personnel for the purpose. Gate passes shall be for a fixed period and shall be issued at the joint request of the caterer and the personnel of the caterer with respect to whom gate passes are sought, in the format prescribed by RGIPT Sivasagar Campus in this behalf to be jointly signed by the caterer and the concerned personnel. The gate pass may be withdrawn without assigning any reason.
29. The books of accounts regarding attendance, acquaintance, wages paid, PF Accounts etc. are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.
30. The workers employed by the contractor shall not act in any way detrimental to the interest of the Institute. They shall not be employees of the Institute and shall not have any claim whatsoever on the Institute

31. The Contractor shall be solely responsible either for any injury, damage, accident to the workers employed by them or for any loss or damage to the equipment/ property in the areas of work as a result of negligence/carelessness of its workers.
32. The workers shall have to follow the security regulations as directed by Security and firefighting team of the Institute. Workers shall not form union, carry out trade union activities in the campus, not participate in any strike, or protest in any form.
33. The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workers including safety regulations.
34. The contractor will be exclusively responsible to meet and comply with all legal requirements with respect to the food items prepared and sold by him to RGIPT Sivasagar Campus, including with respect to raw material and ingredients incorporated therein, and shall be exclusively responsible for any infraction of the provisions of any applicable law with regard to the preparation, storage and sale of food, including the provisions of the Prevention of Food Adulteration Act, The Essential Commodities Act, and The Weights and Measures Act and all rules, regulations and orders framed there under.
35. The contractor will be solely responsible for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
36. The contractor shall fully comply with all applicable laws, and regulations relating to Central Minimum Wages Act, P.F. Act, ESI Act, GST, Bonus Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, and/or such other Acts or Laws, regulations passed by the Food Safety and Standards Authority of India (FSSAI), central, states, Municipal and local governmental agency or authority. The contractor will pay all the time, revised minimum wages to their workers.
37. The contractor shall be responsible and liable for all the claims of his workers.
38. The contractor shall obtain the license under the Contract Labour (R&A) Act from the office of the Assistant Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill be cleared only on the submission of the said license. The contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.
39. The contractor shall obtain adequate insurance policy in respect of his workers engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
40. The contractor shall keep the Institute indemnified from and against all personal and third party, misconduct claims whatsoever arising out of any commission or omission by contractor or his employees, or representative as the case may be.
41. The contract will be initially for 03 years, which may be further extended for similar, lesser or larger period-based Institute's requirements, Satisfactory Performance of the Contractor and on the Recommendation of Students' Mess Committee on similar terms and conditions. However, there will be a provision for Annual Price Escalation (In case the tender extended) of up to 2-4% per annum to absorb the increase in the input costs from second year. However, the rates quoted shall remain firm during the first year of the contract.
42. Upon the termination of the contract (except termination due to illegality), the Institute shall be entitled, at the risk and cost of the contractor, to arrange for meals and/or carry on the room services for the balance period of the contract as contemplated in the scope of the work through an independent agency and to adjust any differential amount thus incurred from the contractor (in addition to any other amounts, compensation and damage that the Institute is entitled to in terms of the contract or otherwise) from the security deposit or any other amounts due or becoming due to the contractor.
43. The payment shall be made on monthly basis on satisfactory completion of assigned job. The bill should be submitted on 5 to 10<sup>th</sup> of succeeding month and payment will be made within 30 days after certification by Chairman- Mess Committee & Chairman- Council of Wardens.

44. Mess charges will be billed on actual quantity of plate/food consumed. The rebate policy is for two days and more if the student is on approved leave.
45. All bidder shall deposit an Earnest Money Deposit (EMD) of Rs. 5.3 lakhs by means of Demand Draft, drawn in the favor of a.Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Sivasagar Campus payable at HDFC Bank, Sivasagar Branch, Sivasagar, Assam and must be enclosed along with the Tender. Tenders submitted without EMD will not be considered. The EMD of the unsuccessful bidders will be refunded without any interest after the award of the contract to the successful bidder. The EMD of the bidder is liable to be forfeited if the bidder prematurely withdraws his bid or the successful bidder fails to take up the job or fails to deposit the initial security deposit.
46. Successful contractor shall deposit an amount of five to ten percent of contract value or an amount equivalent to 1-month bill as Performance Security Guarantee/ Security Deposit within 15 days of award of contract. No interest shall be paid on this amount. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
47. The Performance Security Guarantee/ Security Deposit may be in the form of Account Payee Demand Draft or Fixed Deposit Receipt from any scheduled or nationalized bank, drawn in favor of Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Sivasagar Campus payable at HDFC Bank, Sivasagar Branch, Sivasagar, Assam and should be valid for the period of entire contract period.
48. If the contractor fails to carry out the entrusted job and related miscellaneous works within the stipulated time and as per the scope of work and specification, in such situation, RGIPT reserves right to impose penalty as decided by Mess Committee and will have the right to get the work done through other agency.
49. The Institute shall be entitled to inspect and/or test by itself or through any of its representative or an independent agency, premises of the contractor and materials stored therein for use pursuant to the contract and/or any ingredient to be used in the preparation of food intended for provision or sale pursuant to the contract.
50. If any material, item or component intended to be used for the work is found to be unsatisfactory, in such matter the decision of the Institute or authorized representative shall be final and binding to the contractor. The contractor shall not use such material, and shall keep the Institute indemnified from and against any claim of infection, poisoning or illness arising from any bad, stale or defective food or material provided by the contractor.
51. All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
52. The contractor shall give vacant possession of the facilities/ premises made available to the contractor by RGIPT Sivasagar Campus and return all furniture, fixture, equipments, utensils and other items made available by RGIPT in good condition after the contractual period is over or if the contract is earlier terminated.
53. If the contractor fails to do so, Institute shall be free to take possession of the premises by opening the lock(s), if necessary, and make out an inventory of all furniture material and equipment and if any item found missing, Institute will be free to deduct from the contractor's bill(s) or security deposit.
54. The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do so with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
55. The scope of work given is *approximate* only and *may* vary in actual course of execution. The contractor is therefore, advised to quote **very carefully**. No claim for the compensation from the contractor shall be entertained due to any variation in quantities (irrespective to the quantum of variation) of the various items of food or deletion of any item(s) of food. The rates shall be firm during the first year of the contract.
56. Either party may terminate the contract by giving two-month notice.

57. The contractor shall not be entitled to claim any compensation from RGIPT Sivasagar Campus for the loss suffered by him on account of delay by RGIPT Sivasagar Campus in the supply of useable water, electricity etc. where such delay is covered by difficulties relating to the supply of wagons, force majeure including non-allotment of such materials by controlling authorities, Acts of God, acts of enemies of the state/ country or any reasonable cause beyond the control of the Institute.

58. The tentative timing of mess operation is as follows for Sivasagar Campus:

**Breakfast: 07:30 am to 9:00 am      Lunch: 12:30 pm to 2:00 pm**  
**Snacks: 5:15 pm to 6:30 pm          Dinner: 08:30 pm to 10:00 pm**

Chairman, Mess committee reserves right to change the timing of mess as per students' requirement and comfort.

**59. Festive Special Meals:**

\*Festive Special meals (*One Meal on each Occasion*) shall be served on the following occasions:

1. New Year	6. Eid
2. Makar Sankranti/ Magh Bihu	7. Independence Day
3. Republic Day	8. Durga Puja
4. Holi	9. Diwali
5. Bohag Bihu	10. Christmas

60. The Institute through Mess Committee reserves right to decide the timings for breakfast and each meal on different days. The mess committee may revise the timings over the year as per academic and other activities. The committee will inform the contractor about the changes in the timings well in advance.

61. Any member of the designated student committee or officer-in-charge or any authorized person can inspect the mess, kitchen or any process without prior notice to caterer and check the quality of the raw materials and other aspects. If found non suitable then heavy fine may be imposed on the mess vendor.

62. In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, appropriate punitive action shall be taken and the Mess Committee will be fully empowered to impose penalty on contractor.

63. The successful Bidder shall be required to execute a Contract Agreement with RGIPT Sivasagar Campus on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful bidder.

64. Institute reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.

65. The Institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.

66. RGIPT expects the Students' Mess to be maintained as a high-end facility for our students' community, ensuring state-of-art hospitality and service management at the level of a Three Star standard.

67. The contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, GST and other applicable taxes Works contract etc. and shall keep the Institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labour.

68. The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline and Decency at and around the work site, Safety Precautions and Safety Regulations.

69. In the event of any question, dispute or difference arising under this Agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator appointed by the

- Director, RGIPT. In such cases, the decision of the Arbitrator will be final and binding on both parties of this agreement.
70. It is agreed and declared by and between the parties hereto that the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Sivasagar, Assam alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India, so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Sivasagar, Assam.
  71. The Institute reserves the right to visit the sites managed by the contractor to evaluate its competency level during any stage of the tendering process. The report submitted by the inspecting committee will be considered for finalizing the successful bidder.
  72. The contractor shall have to mobilize his resources to commence the work within 15 (fifteen) days from the date of award of contract.
  73. The successful bidder will pay Rs. 5,000/- to as monthly maintenance (monthly rent) charges for 12 months at Sivasagar campus.
  74. Electricity usage will be charged for mess (except dining hall area) on monthly meter reading basis as per the actual rate/unit.

### **PART-III SUBMISSION OF TENDER**

75. All bidders should submit **ONLINE** Tender under “Two Part Bids”. The first cover is termed ‘Technical Bid’ with EMD of Rs. 5.30 Lakh (Rs Five Lakhs Thirty Thousand Only). All bidders would be required to send the hard copy of tender along with relevant documents after **ONLINE SUBMISSION OF TENDER** by super-scribing on the cover “**TENDER FOR STUDENTS’ MESS-2026**”. These documents should reach on **following address by 01.06.2026 (Monday) by 18.00 HRS:**  
**To,**  
**Head Warden**  
**Rajiv Gandhi Institute of Petroleum Technology (RGIPT)**  
**Sivasagar Campus**  
**Gohain Gaon, Akhoiphutia Road**  
**Sivasagar, Assam 785697**
76. The offer should be valid for a period of at least 180 days from the date of the tender opening. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as “REJECTED” and EMD shall be forfeited without any reference to the bidder.
77. All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
78. Opening of Technical Bids: The Technical Bids will be opened on **29-05-2026 (Friday) by 10.00 HRS** at RGIPT, Sivasagar Administrative Block, Sivasagar, Assam. Tenders will be short-listed for Price Bid round only on the basis of information provided in Technical Bid.
79. RGIPT reserves right to withdraw tender after floating it or cancel the entire tendering process without assigning any reason whatsoever at any stage. In addition, Institute reserves the right to select or reject any bid without assigning any reason thereof.
80. RGIPT reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, Rajiv Gandhi Institute of Petroleum Technology shall be final and binding on tenderers.
81. Where counter terms and conditions, printed or cyclostyled conditions have been offered by the Contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
82. All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. RGIPT in no

case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

83. Bidders will be required to fill all columns of Technical Bid Form-I, II, III and upload the same on portal.
84. Price for mess services shall be provided **ONLY IN "Financial Bid Form" and shall be uploaded online after affixing Digital Signature.**
85. The bidder should quote firm prices/ rates taking into account of all taxes and other expenditure required to be incurred by him/ her for providing required services etc. during the contract period as indicated under this contract and after wards no variation on any account unless otherwise specifically mentioned will be allowed.

(Technical Bid Form-I)

**Documents required for Technical Bid Evaluations**

S. No.	Particulars	Information to be provided by Bidder
1.	Whether Earnest Money Deposit (EMD) of Rs. 5.30 Lakh has been deposited in RGIPT Account (YES / NO)	
2.	If No, then NSIC or MSME Registration No/ Exemption Certificate	
3.	Validity of NSIC/MSME Registration (Date)	
4.	If YES, then UTR No. & Date of payment	
5.	Account No. from which Payment has been made and Name of the bank	
6.	Name of the Bidder's Firm	
7.	Registration No. of the Firm	
8.	Date of incorporation of the Firm	
9.	State Firm is Partnership/ Proprietorship.	
10.	Registered Office of the firm with complete address	
11.	Registered office in Assam (Attach Proof)	
12.	In case of no local office, does the vendor agree to establish new office in the state of Assam within 30 days of award of contract (Yes/No)	
13.	Name & Designation of contact person	
14.	Mobile No. of contact Person	
15.	e-mail Id of contact person	
16.	PAN of the Firm	
17.	GST No.	
18.	EPF Registration Number Attested copy of EPF Registration	
19.	ESI Registration Number Attested copy of ESI Registration	
20.	Prior experience certificate from 2021 providing services to 300 or more persons onwards in central government/state government /PSU sector including Educational Institutions like IITs, IIMs, IISERs, NISERs, NITs, NIFTs, AIIMS, Government Universities, RGIPT etc. <b>(Experience/completion certificate issued by concerned organization must be attached as a token of proof)</b>	

21.	CA Certified Financial statements showing business turnover related to Mess services in support of annual turnover in each year for last 3 financial years (2022-23, 2023-24, 2024-25) of the agency	
22.	Minimum 15 employee on roll The EPF and ESIC challans indicating details of staff (at least 15 Nos.) in support of Workforce during the last 3 months.	
23.	Bank Solvency certificate for an amount not less than Rs. 40 lakhs. (not older than last six month from the date of opening of tender) must be attached.	
24.	Whether the firm has been blacklisted/ debarred by any Government or Private body at any point of time. <b>(YES / NO).</b> Any false statement will be resulted disqualification of bidder Affidavits of not having been Blacklisted (On Rs. 100 Stamp. Paper)	
25.	Whether all Terms & Conditions of Tender is acceptable to the firm. <b>(YES / NO).</b>	

**Note:**

- i) The bidder must be uploaded the duly filled & signed Technical Sheet (given above) along with all relevant documents as required.***
- ii) The tenderers shall comply with all the requirements under qualifying criteria. Proofs shall be attached with Technical Bid, failing of any of the criteria under Technical Bid will not be considered for Technical Evaluation (QCBS), hence rejected.***

**Date :**

**(Signature & Seal of the Contractor)**

**(Technical Bid Form-II)**  
**Performance Evaluation Sheet**  
**Quality & Cost Based Selection (OCBS) parameter for running Mess/Canteen Services at**  
**RGIPT Jias**

Sl. No.	Criteria and Documentary Evidence	Marking Pattern Total maximum marks=70 Maximum	Claimed points	Points approved (to be filled by the office)
1.	<p><b>Working Experience:</b>  Besides fulfilling the minimum eligibility criteria of having work experience of 3 years, the contractor should have executed at least 1 contract for providing services to 300 or more persons in a single year within each year of the period 2021-2025 in central government/state government /PSU sector preferably Educational Institutions like IITs, IIMs, IISERs, NISERs, NITs, NIFTs, AIIMS, Government Universities, RGIPT etc. (Relevant Proof such as Work completion/experience certificate mentioning order value and no. of students must be submitted by the Bidder for verification along with details of contact person &amp; Address of that particular organization).  (Max: 20 Marks)</p>	<ol style="list-style-type: none"> <li>1. Work experience - <b>01 Contract for duration of 3 years (6 marks)</b></li> <li>2. Work experience - <b>02 Contract for duration of 3 years each (12 marks)</b></li> <li>3. Work experience - <b>03 Contract for duration of 3 years each (18 marks)</b></li> <li>4. Work experience - <b>More than 03 Contracts for duration of 3 years each (20 marks)</b></li> </ol>		
2.	<p>The Bidder should have achieved <b>Minimum Average Annual Financial Turnover of Rs. 80 Lakhs</b> in the each of the 3 preceding years (i.e., 2022-23, 2023-24 and 2024-25). Audited Financial Report for 2022-23, 2023-24 and 2024-25. CA Certificate with UDIN No.  <b>(Max: 05 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Up to 80 to 90 Lakhs</li> <li>2. <b>(02 marks)</b></li> <li>3. More than 90 Lakhs to 1.10 Crore</li> <li>4. <b>(03 Marks)</b></li> <li>5. More than 01 Crore to 1.10-1.20 Crore</li> <li>6. <b>(04 Marks)</b></li> <li>7. More than 1.30 Crores</li> <li>8. <b>(05 Marks)</b></li> </ol>		
3.	<p>Minimum Average Workforce on Roll including those having degree/diploma/ certificate in any catering/hospitality related course (At least 2 to 3) during the last completed Financial Year (FY 2024- 25)</p> <p>The EPF and ESIC challans indicating details of staff (15 Nos.) must be submitted in support of during the last 3 months.  <b>(Max: 10 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. 15- 20 workers <b>5 marks</b></li> <li>2. 21 – 30 workers <b>7 marks</b></li> <li>3. 31 – 35 workers <b>9 marks</b></li> <li>4. Above 35 workers <b>10 marks</b></li> </ol>		

4.	Performance Certificate with excellent/very good/ good/satisfactory rating during the last 3 years from central/state government and/or PSU sector including government educational institutes/ government universities <b>(Max: 06 Marks)</b>	<ol style="list-style-type: none"> <li>1. Satisfactory <b>03 marks</b></li> <li>2. Good <b>04 marks</b></li> <li>3. Very Good <b>05 marks</b></li> <li>4. Excellent <b>06 marks</b></li> </ol>		
5.	Net Worth Certificate ending on Financial Years 2023-24. (Net Worth should be CA Certified with UDIN No. and Audited Balance Sheet. <b>(Max: 05 Marks)</b>	<ol style="list-style-type: none"> <li>1. Up to 30 Lakhs. <b>(2 Marks)</b></li> <li>2. More than 30 Lakh to 40 Lakhs. <b>(3 marks)</b></li> <li>3. More than 40 lakhs to 50 lakhs. <b>(4 marks)</b></li> <li>4. Net worth More than 50 lakhs <b>(5 marks)</b></li> </ol>		
6.	Valid ISO Certifications: 1-ISO 9001:2015 2-ISO 22000:2018 3- ISO 45001:2018 4- ISO 14001:2015 The issuance date of ISO Certificates should be prior to the date of publication of this Tender. (*1 Mark will be awarded of each valid ISO certifications mentioned above). <b>(Max: 04 Marks)</b>	For all Valid ISO Certification= <b>04 Marks</b>		
7.	Valid license of FSSAI (Central) *Please submit attested copy of valid license of FSSAI <b>(Max: 06 Marks)</b>	<b>06 Marks</b>		
8.	The Bidder Should have kitchen with Valid FSSAI License (state). (The issued date of the FSSAI License must be prior to the publication date of this tender.) <b>(Max: 04 Marks)</b>	<ol style="list-style-type: none"> <li>1. For 1 kitchen with their valid FSSAI License. <b>(1 Marks)</b></li> <li>2. For More than 1 kitchens to up to 2 Kitchens with their valid FSSAI License. <b>(2 Marks)</b></li> <li>3. For more than 2 kitchens to up to 3 Kitchens with their valid FSSAI License. <b>(3 Marks)</b></li> <li>4. For more than 4 kitchens with their valid FSSAI License. <b>(4 Marks)</b></li> </ol>		

9.	Local office in Assam (The establishment date must be prior to the publication date of this tender) (Attach self-attested proof) <b>(Max: 05 Marks)</b>	<b>05 Marks</b>		
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**Note:**

- The firms/agency having experience of Central/State government and/or PSUs including government institution and Universities will only be considered for evaluation of points as per indicated parameters.
- Attach self-attested proof for all the claims.

**Financial Bid Form**

**Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Sivasagar**

**Financial Bid for Mess Services**

Name of the Bidder:

<b>S. No.</b>	<b>Particulars</b>	<b>For approx. 300 students</b>	
		<b>Quote in Rupees Only (per student per day)</b>	
		<b>In Figures</b>	<b>In Words</b>
1	Price for serving a Breakfast, Lunch, Snacks and Dinner per day to each student		
2	GST		
3	Total (1 +2)		

Date:

Signature

Place:

Name

Designation

## Annexure-I

### PERMISSIBLE BRANDS OF CONSUMABLES

ITEM	BRAND	ITEM	BRAND
Salt	Tata, Annapurna	Tea	SIP, Tata, Assam Tea, etc
Spices	MDH, MTR, Catch, Ashok, Everest or equivalent quality brands or Agmark brand	Coffee	Reputed instant coffee brand
Ketchup	Maggi, Kissan, Heinz	Biscuits	Britannia, Parle, Good Day, etc.
Refined Oil	Dhara, Fortune, Engine	Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell - all varieties, Top & Town, Vadilal, Baskin Robbins
Mustard Oil.	Dhara, Fortune, Engine	Mixtures/Chips	Haldiram /Bikaner or any top brand
Pickle	Mother's or Priya or Tops	Mineral Water	ISI marked Kinley / Bisleri / Independence
Atta	Aashirvad, Amrit	Besan	Rajdhani or Amrith
Butter	Amul, Britania, Mother Dairy, Sanchi, Parag	Rice	Melamati Siv, Titabor Gold, Ripuraj
Bread	Branded	Cold Drinks	Pepsi, Coke etc.
Jam	Kissan, Nafed	Juices	Real, Tropicana /Other reputed brand
Milk	Toned milk of Mother Dairy/Amul/other good brand locally available.	Pulses	Reputed/quality brands
Paneer	Amul/ Mother Dairy/ Gyan/Parag/procured from reputed local shop		

**Rajiv Gandhi Institute of Petroleum Technology, Sivasagar**  
**Weekly Mess Menu**

Day	Breakfast	Lunch	Snacks*	Dinner
<b>Monday</b>	Puri, Sabji, Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Masoor Dal, Seasonal Veg sabji, Salad, Pickle	Kachori, Aloo-Chana Sabji, Pudina Chatney	Rice, Roti, Lobia Dal, Aloo-Soya chunks sabji, <b>Fish Curry</b> , Salad, Pickle
<b>Tuesday</b>	Chole Batura, Pickle, Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Rajma Dal, Seasonal Mix veg sabji, Salad, Pickle	Maggie, Ketchup	Rice, Roti, Moong Dal, Banana Kofta curry, Salad, Pickle
<b>Wednesday</b>	Roti, Tadka Dal, Boiled egg-1/Banana-02	Rice, Roti, Mix Dal fry, Seasonal veg sabji, Salad, Pickle	Cutlet, Pudina Chutney,	Veg pulao, Roti, Mix dal fry, <b>Chicken Curry</b> , Salad, Pickle
<b>Thursday</b>	Veg Chowmin, Sauce, Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Moong Dal, Aloo-Soyachunks sabji, Salad, Pickle	Aloo Pakoda, Onion Pakoda, chutney	Rice, Roti, Moong-Masoor Dal fry, Aloo-Jeera fry, Salad, Pickle
<b>Friday</b>	Roti, White Motor Gravy, Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Kali Masoor Dal, Seasonal Mix veg sabji, Salad, Pickle  Or Khichdi (Moong-Masoor dal + vegetables), Aloo jeera fry, Papad, Salad, Pickle (Only for Winter seasons)	Toasted Veg Mayo Sandwich	Rice, Roti, Arhar dal Tadka, Seasonal veg sabji, <b>Chicken Curry</b> , Salad, Pickle
<b>Saturday</b>	Masala Dosa, Sambhar, Coconut Chutney, Banana, Milk Tea	Rice, Roti, Lobia Dal, Paneer-veg sabji, Salad, Pickle	Sprouts Chaat	Rice, Roti, Rajma Dal, <b>Egg Curry</b> (01 pc), Salad, Pickle
<b>Sunday</b>	Alu Paratha, Green Chatni, Sauce, Coffee, Boiled egg-1/Banana-02	Rice, Roti, Moong-Masoor Dal, <b>Chicken Curry</b> , Salad, Pickle	Samosa, Red Chilli Chutney	Jerra Rice, Roti, Kali masoor dal, Seasonal Mix veg sabji, Salad, Pickle

\* Chilli Sauce + Tomato Sauce + Tea/Coffee will be served daily during snacks