



OFFICE OF THE PRINCIPAL, B.J.B. AUTONOMOUS COLLEGE,  
BHUBANESWAR - 751014

www.bjbcollge.in E-mail : bjbcollge123@gmail.com 0674-2436971

No. 4592

Dt. 25/08/25

### Notice for Inviting Tender to Lease out KIOSK

Tender in two bids i.e. Technical Bid and Financial Bid in sealed cover along with requisite documents are invited from interested and experienced registered Agency/Firm/Organization/SHG/Individual Proprietor/Group Proprietors having up-to-date all tax clearance to lease out running and managing of the KIOSK (Students Utility Centre) in the College Campus. For details and the download of bid documents please visit the college website: [www.bjbcollge.in](http://www.bjbcollge.in) . The last date of receipt of the sealed offers in the office of the undersigned is upto 5.30 P.M. on dated 06.09.2025 by Speed Post/Registered Post/Courier only. The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

*IP Rath*  
25/8/25

Principal,  
B.J.B. Autonomous College,  
Bhubaneswar

Memo No. 4593 Dt. 25/08/25

Copy to OIC, College Website with request to upload the notice with details of the offer in the College Website.

*IP Rath*  
25/8/25

Principal,  
B.J.B. Autonomous College,  
Bhubaneswar

Memo No. 4594 Dt. 25/08/25

Copy to Administrative Bursar/Accounts Section/Coordinator, KIOSK Committee/Section Officer (I/c)/Guard File for information and necessary action.

*IP Rath*  
25/8/25

Principal,  
B.J.B. Autonomous College,  
Bhubaneswar



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No. 4595

Dt. 25/08/25

To

The Director,  
Information & Public Relations Department  
Government of Odisha, Bhubaneswar.

Sub: Publication of advertisement of Tender Notice in two Odia Dailies

Sir,

In inviting a reference to the subject cited above, I request you to take the necessary steps to publish the advertisement give in the box below in two widely circulated Odia Daily Newspapers for wide publicity of the same on dated 26.08.2025 under intimation to this Office.

**B.J.B. Autonomous College, Bhubaneswar**

No. 4592 Date 25/08/25

**Notice for Inviting Tender to Lease out KIOSK**

Tender in two bids i.e. Technical Bid and Financial Bid in sealed cover along with requisite documents are invited from interested and experienced registered Agency/Firm/Organization/SHG/Individual Proprietor/Group Proprietors having up-to-date all tax clearance to lease out the running and managing of the KIOSK (Students Utility Centre) in the College Campus. For details and to download the bid documents please visit the college website: [www.bjbcollge.in](http://www.bjbcollge.in). The last date of receipt of the sealed offers in the office of the undersigned is up 5.30 P.M. on dated 06.09.2025 by Speed Post/Registered Post/Courier only. The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Sd/-  
Principal

*J. R. Rath*  
Principal,  
B.J.B. Autonomous College,  
Bhubaneswar

Memo No. 4596 Dt. 25/08/25

Copy to Administrative Bursar/Accounts Section/Coordinator, KIOSK  
Committee/Section Officer (I/c)/Guard File for information and necessary action.

*J. R. Rath*  
Principal,  
B.J.B. Autonomous College,  
Bhubaneswar

## Information Sheet

Sl. No.	Particulars	Details
1	Name of client	Principal, B.J.B. Autonomous College, Bhubaneswar
2	Method of Selection	H <sub>1</sub>
3	Date of issue of Tender	26.08.2025
4	Pre-bid meeting	Not Applicable
5	The last date and time of receiving the Tender	06.09.2025 at 5.30 PM
6	The date and time of opening of the Technical Bid	08.09.2025 at 3.00 PM
7	The date and time of opening of the Financial Bid	To be decided by the College Authority and intimated to the Bidders regarding the date and time of opening the Technical Bid.
8	Expected date of commencement of operation of KIOSK	Shall be intimated to the successful bidder
9	Bid Document	Bid document is required to be downloaded from the College Website.
10	Earnest Money Deposit (Refundable to the unsuccessful bidders)	Rs.12000/- (Rupees Twelve thousand) only in the shape of DD in the favour of the Principal, B.J.B. Autonomous College, Bhubaneswar
11	Contact person	Sri Pradeep Kumar Nayak, Section Officer (I/c) Contact No. 9853208553
12	Postal Address for submission	Office of the Principal, B.J.B. Autonomous College, Lewis Road, Bhubaneswar, Odisha -751014
13	Mode of submission of proposal	By Speed post/Registered Post/Courier only to the address as specified at Sl. No. 12 during the office hours only. Submission of a bid through any other mode and a late bid will be rejected.
14	Place of opening of the proposal	Conference Hall of Administrative Building, B.J.B. Autonomous College, Bhubaneswar
15	Website to visit for download of the form	<a href="http://www.bjbcollge.in">www.bjbcollge.in</a>

## **Disclaimer**

This Tender is not an offer by B.J.B. Autonomous College, Bhubaneswar but an invitation to receive an offer from the Agency/Firm/Organization/SHG/Individual Proprietor/Group etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by the Principal of the College with the selected Agency/Firm/Organization/SHG/Individual Proprietor/Group.

## **TENDER FOR SELECTION OF AN AGENCY FOR RUNNING AND MANAGING KIOSK IN THE B.J.B. AUTONOMOUS COLLEGE, BHUBANESWAR CAMPUS**

### **Terms of reference**

#### **1. Scope of the work**

- a) The following provisions will be available at the KIOSK in the college campus, enabling the students to get their daily needs while inside the campus and during the time of admission at a reasonable price, such as Photocopy and printout, High-Speed Internet and DTP, Project preparation assistance, Lamination and Spiral Binding, Passport Photo, College Uniform clothing (Boys & Girls), Office Stationary and Computer/Mobile accessories, Tea, Coffee, Items of bakery, cookies and pastries, Dry Fruits, Soft Drinks, Ice Cream, Chocolates and Facilities available at a Jana Seva Kendra.
- b) The offset price for the centre shall be Rs.12,000/- per month. The H<sub>1</sub> bidder will be given the order to run and manage the center. The H<sub>1</sub> bidding price will be inclusive of all taxes applicable from time to time. The license fee will be deposited by the lessee by the 10<sup>th</sup> of every month.
- c) There shall be an electrical sub-meter in the centre and electricity consumption charges will be paid as per the average unit price of the electric bill paid by the college and the amount is to be deposited by the lessee by the 10<sup>th</sup> of every month in the college.
- d) The cost of the following must be:
  - i) A-4 size black & white photocopy- Rs.2/- per page (maximum)
  - ii) A-4 size colour photocopy - Rs.5/- per page (maximum)
  - iii) A-4 size black & white print - Rs.3/- per page (maximum)
  - iv) A-4 size colour print - Rs.10/- per page (maximum)
  - v) DTP English - Rs.25/- per page (maximum)
  - vi) DTP Odia - Rs.30/- per page (maximum)

- e) The Lessee has to provide all necessary accessories and types of equipment etc. to run the KIOSK. Only building and electricity connection will be provided by the college. The expenditure for installation of the sub-meter for electricity unit reading and wiring required inside the KIOSK will be met by the Lessee.

## **2. Duration**

The contract period shall be valid for one year from the date of issue of the work order & is subject to a maximum of two subsequent extension(s) of one year each on Satisfactory Performance.

## **3. Eligibility Criteria**

- a) Registered Agency/Firm/Organization/SHG/Individual Proprietor/Group (herein after called bidder) can participate in the tender process.
- b) The Agency/Firm/Organization/SHG/Individual Proprietor/Group must have a valid GST registration number, PAN number and must have up to date all tax clearance.
- c) The bidder must be Odisha based as of the date of submission of the bid.
- d) The bidder must have been covered by the registration of the appropriate authority.
- e) The bidder must have completed at least one contract of minimum one year of similar service during the last five years ending FY 2024-25. Work order and copy of the similar previous agreement to be submitted by the bidder.

## **4. Terms and conditions for submission of the Proposal.**

- a) This Bid document will be received in a sealed cover (containing sealed technical bid (Annexure-I) and financial bid (Annexure-II) in separate sealed cover). Both the sealed covers shall be enclosed in one envelop superscribed **“Tender for selection for leasing the KIOSK in the B.J.B. Autonomous College Campus.”**
- b) The bidder must submit their proposal by Speed Post/Registered Post/Courier only to the address specified at Sl. No.12 of the Information Sheet during the office hour only on any working day on or before the last date. Submission of the proposal through any other mode and late bid will be rejected. The College will not be responsible for postal delay/any consequence in receiving the proposals.

- c) The agency shall deposit Earnest money as prescribed in the Tender as a guarantee of good faith. The amount will be counted towards security for the due performance of the contract. In the event of refusal to execute the agreement by the successful bidder in the scheduled time, the same will be forfeited.
- d) The above deposit of the bidder shall remain as security for the due rendering of services. On successful completion of the event, the same will be refunded as per agreement.
- e) All the pages of the bid have to be signed & sealed by the bidder on his/her authorized representative. An authorization letter is required to be submitted if the bid is being submitted by an authorized person other than the bidder. All pages of the bid document have been numbered. Any deviation from the prescribed procedures/information/formats/conditions shall result in outright rejection of the proposal.

## **5. Application and Bidding Format**

The bidder is required to submit one copy of the bid for the Technical Offer (Annexure-I) and one copy for the Financial Offer (Annexure-II), duly sealed in separate envelopes and enclosed inside another envelope. Failure to do so will render them ineligible.

### **Technical Bid**

- a) Technical bid document is required to be downloaded from College website [www.bjbcollege.in](http://www.bjbcollege.in).
- b) Earnest Money in the form of a demand draft of Rs.12,000/- (Rupees Twelve thousand) only in favour of Principal, B.J.B. Autonomous College, Bhubaneswar drawn on any scheduled commercial bank payable at Bhubaneswar is required to be submitted.
- c) The bidder has to submit the Technical Bid in the prescribed format i.e., a cover letter and other information as per Annexure-I along with the relevant documents fulfilling the eligibility criteria.
- d) Copy of documents in support of having similar experience with work order and copy of agreement of similar work rendered for a full year or more in any of the previous three financial years (2022-23 &/or 2023-24&/or 2024-25) is required to be submitted.

- e) Copy of GST Registration Certificate of the bidder and up-to-date GST e-filing certificate for at least one financial years (2022-23 &/or 2023-24&/or 2024-25) is required to be submitted.
- f) Copy of PAN Card and up-to-date return copy of Income Tax for the last three financial years i.e. FY 2022-23, 2023-24 & 2024-25 is required to be submitted.
- g) Undertaking in the form of an affidavit for the following (Annexure-III).

### **Financial Bid**

The bidder has to submit the Financial Bid in the prescribed format i.e. covering letter and other information as per Annexure-II.

#### **6. Scrutinization of the Bids**

The KIOSK committee of the college will open the bids and scrutinize the supporting documents of the bidders. The committee may seek clarifications from bidders for proposals. All bids shall be scrutinized as per eligibility criteria and other conditions specified in this Tender. The bids not complying with eligibility criteria will be outright rejected.

#### **7. Technical Bid evaluation**

Technical Bid Evaluation will be done by the KIOSK committee of the College only for those bidders, who meet the eligibility criteria and other conditions as specified, and have submitted required documents.

#### **8. Financial Bid Evaluation**

The Financial Bid of only bidders qualify in the technical bid will be opened on the Tender opening day or any other day to be decided by the Authority. Price Bids shall be evaluated taking into account the price quoted by the bidder over and above the offset price of the KIOSK as mentioned in the terms and conditions. The electricity charges will be collected at the rate per unit as mentioned in the terms and conditions. The contract shall be awarded to the H<sub>1</sub> Bidder. If there is a tie, the Principal's decision in this regard will be final and binding.

#### **9. Terms and Conditions for selected Bidder**

- a) The selected bidder will execute one agreement with the Principal, B.J.B. Autonomous College, Bhubaneswar in Non-Judicial stamp paper of appropriate value after receiving the order from the College to run and manage the KIOSK in the College Campus.
- b) The period of the lease starts from the date of signing the Agreement.
- c) The agreement will be signed after receiving consent for adjustment of EMD for the Security deposit.

- d) The Lessee will have to take responsibility for daily cleaning of the centre premises and not to dump the garbage inside the campus.
- e) The lessee shall undertake to ensure good behaviour by his/her staff members towards the staff, students of the college and other customers.
- f) No intoxicating or addictive goods like liquor, cigarettes, gutkha, betel drugs, etc. shall be sold in the KIOSK. The college authority reserves the right to debar the sale of any objectionable items.
- g) The agreement shall be in force for 01 (one) year and may be renewed annually on the recommendation of the KIOSK Committee for another two subsequent years.
- h) The agreement is terminable, in case of violation of any of the terms and conditions. The Principal can terminate the agreement without giving any prior notice, at any time on recommendation of the KIOSK Committee.
- i) The KIOSK will be operated by skilled persons and the services rendered will be of high quality. The Centre will remain open from 8.00 AM to 5.30 PM on every working day of the College.
- j) All the products and services will be offered at a genuine and competitive price.
- k) The staff employed for the KIOSK will be courteous and student-friendly.
- l) Any complaints regarding the quality of service will be attended to immediately by the service provider.
- m) The successful bidder should possess or procure the needful infrastructure for the smooth delivery of services. No additional cost towards the same will be borne by the College.
- n) The Lessee must undertake the responsibility with the authority for a) ensuring smooth management and operation of the Students' Utility Centre, b) providing proper student support services and quality assurance in day-to-day business.
- o) In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.
- p) In the event of any dispute between the parties hereto the decision of the Principal is final and binding.



Detail information about the Bidder:		
Sl. No.	Specification	Details
1	Name of the Bidder	
2	Details of EMD (Demand Draft Details)	DD No.
		Date:
		Amount (Rs.)
		Drawn on Bank:
3	Name of the Proprietor	
4	Full Address of Registered Office, if any	Postal Address:
		Telephone No.:
		FAX No.
		E-Mail Address:
5	Name & telephone number of the authorized person Signing the bid, if other than the bidder.	
6	Bank Account details of the agency/firm	Account Number:
		Bank and Branch Name:
		IFSC:
7	PAN No. (Attach self-attested copy)	
8	GSTIN (Attach self-attested copy)	
9	Acceptance to all the terms & conditions of the Tender (Yes/No)	
10	Power of Attorney/authorization letter for the signing of the bid documents (submitted/not submitted)	
11	Please submit an affidavit as mentioned. At the time of submission of the bid. (submitted/not submitted) (As per Annexure-III)	
12	Mention the total number of pages in the tender document.	
13	The number of similar types of services provided by the bidder in the last years as requested in the eligibility criteria (pl. submit the details of the Name of the authority, period, etc. in a separate Sheet)	

**TECHNICAL BID COVERING LETTER  
(ON BIDDER LETTERHEAD)**

To

The Principal,  
B.J.B. Autonomous College,  
Bhubaneswar

Sub: Submission of Technical Bid for running and managing the KIOSK (Students Utility Centre on the College Campus)

Sir,

I/We, the undersigned, offer to participate in the tender process to provide services following your Tender Call Notice No. \_\_\_\_\_ Dt. \_\_\_\_\_ I/We am/are hereby submitting our Technical proposal.

I/We, hereby declare that all the information and statements provided in the technical proposal are true and correct and I/We accept that any misrepresentation contained in it may lead to disqualification of my/our proposal.

I/We, now unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case of any provision of this tender is found violated by our agency, then your office shall have the right to reject my/our proposal and to forfeit the earnest money deposit.

Yours faithfully,

Signature of the bidder or  
authorized representative

Name and Designation of the Signatory  
name of the Bidder and Address:

**Declaration**

I/We, \_\_\_\_\_ Son/Daughter/Wife of  
\_\_\_\_\_ Proprietor/Authorized signatory of  
\_\_\_\_\_ (Name of the Service Provider), am/are  
competent to sign this declaration and execute this tender. I/We have carefully read and  
understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and  
authentic to the best of my knowledge and belief. I/We am/are well aware of the fact  
that furnishing of any false information/fabricated document would lead to rejection of  
my/our tender at any stage besides liabilities towards prosecution under appropriate law.  
(Signature of bidder/Authorized Representative with seal)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**FINANCIAL BID COVERING LETTER  
ON BIDDER LETTERHEAD**

Letter No. \_\_\_\_\_

Date \_\_\_\_\_

To

The Principal,  
B.J.B. Autonomous College,  
Bhubaneswar

Sub: **Submission of Financial Bid for Lease of KIOSK in the B.J.B. Autonomous College, Bhubaneswar**

Sir,

I/We, the undersigned, offer to provide the services for KIOSK on your College Campus following your Tender Call Notice No. \_\_\_\_\_ Dt. \_\_\_\_\_ our financial price is mentioned below. I/We do now undertake that, in the event of acceptance of my/our bid, the services shall be provided complying with the terms and conditions stipulated in the tender document.

1. Binding Price: Rs. \_\_\_\_\_ (in words) p.m.
2. The Electricity Charges as mentioned in the scope of the work.

My/Our financial proposal shall be binding upon me/us subject to the modifications resulting from contract negotiations. I/We have carefully read and understood the terms and conditions of the tender so that I/We can provide the services accordingly.

I/We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Bidder/Authorized Signatory (In full and initials)

Name and Designation of signatory with Date and Seal:

Address of the Bidder:

**AFFIDAVIT**

(On the Stamp Paper of appropriate value in the shape of the affidavit from the Notary regarding undertaking for the following)

1. I/We, hereby undertake that, my/our agency has not been blacklisted/debarred by any of the Central Government or State Government or Office or by any Public Sector Undertaking (PSUs) and has not been blacklisted by any authority during the recent past.
2. That there is no criminal case pending in any Court of Law against our agency or against the Proprietor/Persons to be deployed for daily running of KIOSK at the time of submission of the bid.
3. I/We further certify that the Persons to be engaged in running of the KIOSK by me/our company have not been convicted of any offense in any Court of Law. I/We understand that I/We am/are fully responsible for the contents of this undertaking and its truthfulness.
4. I/We hereby declare that all the information and statements provided in the technical proposal are true and correct and I/We accept that any misinterpretation contained in it may lead to disqualification of my/our proposal.
5. I/We, hereby undertake that, my/our agency is abiding all rules and regulation in respect to the Child Labour (Prohibition and Regulation) Act 1986.

Bidder Authorized signature (in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**BID SUBMISSION CHECKLIST**

Sl. No.	Description	Submitted (Yes/No.)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head		
2	EMD (Demand Draft)		
3	Copy of Incorporation Registration Certificate		
4	GST Registration Certificate and returns copy of the financial years of the financial year F.Y.2022-23, 2023-24 & 2024-25 and up-to-date GST e-filing as of January, 2025.		
5	Copy of PAN Card and up-to-date return copy of Income Tax for the last three financial years (i.e. 2022-23, 2023-24 & 2024-25)		
6	Audit balance sheet of the firm for the last three financial years i.e. 2022-23, 2023-24 & 2024-25.		
7	Official turnover of the firm for the last three financial years i.e.2022-23, 2023-24 & 2024-25.		
8	The copy of completion certificates and work orders in support of executing similar kinds of projects/assignments up to March 2025.		
9	Power of Attorney in favour of the person signing the bid on behalf of the bidder, if applicable.		
10	Undertaking in affidavit form as per Annexure- III		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

**It is to be ensured that:**

1. All in-form action has been submitted as per the prescribed format only.
2. Each part has been separately bound with no loose sheets and each page of all the parts are page numbered along with Index Page.
3. All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized signature (in full and initials)

Name and Designation with Date and Seal

Principal,  
B.J.B. Autonomous College,  
Bhubaneswar