

**TENDER PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE**

**SELECTION OF CATERER FOR PROVIDING CATERING SERVICES TO  
ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, BHUBANESWAR**



**No.10329 /UAT, . Dt.15.07.2019**

**Tender fee (Non-refundable): Rs. 1000/-(Rupees One Thousand) only.**

**ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY  
BHUBANESWAR 751003**

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## IMPORTANT INFORMATION TO THE BIDDERS

❖ <b>Tender/ EOI Call Notice No. &amp; Date:</b>	: No.10329/UAT., Dt.15.07.2019
❖ <b>Type of Tender</b>	: Catering Service Providers
❖ <b>Period for which the tender document will be available in OUAT website</b>	: From dt.15-07-2019 to 16-08-2019 (up to 5.00 PM)
❖ <b>Cost of Tender Paper</b>	: Rs.1000/-
❖ <b>E.M.D.</b>	: Rs.50,000/-
❖ <b>Period for which the tender document will be available in OUAT website</b>	: From dt.15-07-2019 to 16-08-2019 (up to 5.00 PM)
❖ <b>Last Date and time for submission of Tender document by speed post only</b>	: 16-08-2019 (up to 5.00 PM)
❖ <b>Date, time &amp; place of Opening of technical bids</b>	: Dt.17.08.2019 at 11.00 A.M. in R.K. Hall, OUAT
❖ <b>Date, time and place of opening of financial bids of eligible bidders</b>	: To be intimated to technically qualified bidders through email/SMS/telephone
❖ <b>Likely date of signing agreement for providing catering services</b>	: To be intimated to the successful bidder through email/SMS/telephone

## **DISCLAIMER COMPREHENSIVE**

The information contained in this Tender document provided by or on behalf of OUAT to **the Bidding agencies/company(s)**, is based on the terms and conditions set out in this Tender Document. The purpose of this document is to provide information that may be useful to bidding agencies in making their offers pursuant to the "**Tender Document**". The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OUAT and its employees make no representation or warranty and shall have no liability to any company/person, including any bidder under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise. OUAT may in its absolute discretion reserves the right to reject, cancel, terminate, change or modify all or any part of the Tender Document at any time without assigning any reason whatsoever or providing any notice and without accepting any liability for the same . The Agencies / companies interested to compete shall bear all its costs associated with or relating to this tender. Submission of Proposal document by the bidder shall be deemed to have been done after careful study and examination of the document. The proposal should be responsive and complete in all respects.

## GENERAL INSTRUCTIONS FOR BIDDERS

1. The contract for providing catering services, as described in **Schedule-I & II**, is likely to commence from a date to be specified and would continue for a period of one year or as may be specified. The period of the contract may be further extended beyond the specified date or may be curtailed / terminated owing to deficiency in service or substandard / poor quality of food served by the selected caterer or because of change in the requirements of OUAT. In such cases, the University, however, reserves the right to terminate the contract at any time after giving 15 days notice to the selected Service Provider.
2. The interested catering service providers may submit the tender document complete in all respects along with a Tender Fee of Rs.1000/- (Rupees One thousand ) only (Non-refundable) and an E.M.D. of Rs.50,000/- (Rupees Fifty Thousand) only (Refundable without interest), as the case may be, and other requisite documents by dt.16-08-2019 up to 5.00 PM at the Registrar, OUAT, Bhubaneswar - 751 003.
3. The tender has been invited under **two-bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super-scribing “**Technical Bid for providing catering Services to OUAT**” and “**Financial Bid for providing catering Services to OUAT**”. Both sealed envelopes should be kept in a third sealed envelope super-scribing “**Tender for proving catering Services to OUAT**”.
4. *The Tender Fee of Rs.1000/- (Non-refundable) should be accompanied with the Technical Bid and EMD of Rs.50000/- (Refundable without interest) should be accompanied with the Financial Bid in the form of Demand Draft drawn in favour of Comptroller, OUAT, Bhubaneswar* failing which the tender document shall be summarily rejected.
5. EMD of all the unsuccessful bidders will be refunded by the **Comptroller, OUAT, Bhubaneswar**. The EMD amount of the successful bidder would be kept as a part of **Performance Guarantee** till the acceptance of final deliverables.

6. The EMD of a bidder shall be forfeited without giving any further notice, if:
  - i. the bidder withdraws its bid before scrutinization and finalisation of the bids
  - ii. the selected bidder fails to sign the contract in accordance with the tender document
  - iii. the selected bidder found to have a record of poor performance such as having abandoned the work, black listed, inordinately delayed the execution and completion of the assignment and faced commercial failures etc.
  - iv. the selected bidder fails to provide catering services against the requirements of the Guest House/Farmers' Hostel/workshop/seminar/conference.
  - v. the selected bidder has concealed information or provided incorrect information with the bid documents.
7. **Any conditional bids shall not be considered and will be summarily rejected at the very first instance.**
8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted. The financial bid has to be filled in both figures and words and in case of any difference in the two; the bid given by words alone shall be reckoned for the purpose of this tender.**
9. The bids shall be opened in the presence of the bidders or their representatives, if any, who wish to be present on the spot at the time of opening of bids.
10. The date, time and venue of opening of the financial bid of the technically qualified bidders shall be intimated through phone/email/fax/SMS.
11. Consortium, in any form, is not allowed.
12. **Comparison of the financial bids will be made on whole day cost basis comprising the costs of tea/coffee, lunch, high tea (tea & snacks) and dinner.**
13. The bidding cost of the items should not exceed the limit as detailed at the footnotes of **Schedule -II**
14. The Competent Authority reserves the right to accept/cancel all or any of the bids without assigning any reason thereof.

## **15. DISPUTE RESOLUTION**

- a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Vice Chancellor, OUAT, Bhubaneswar.
- b) The decision of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, neither party shall be entitled to suspend the work / service to which the dispute relates to, on account of the arbitration and in such case payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhubaneswar only. The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

## **16. Eligibility criteria for the tendering catering service provider**

- i. The Catering service provider should have valid Food Licence.
- ii. The bidder should be financially sound to undertake the work.
- iii. The bidder should have Labour Registration, if required, under Rules.
- iv. The bidder should submit copies of work orders for the past 03 years in support of his experience
- v. Copy of termination of work orders with reasons for termination

17. **Relaxation:** The Competent Authority may relax the norms with regard to number of years of experience (Section 16, clause iv) above, if the Catering Service Provider is otherwise qualified, at its discretion, subject to a specific application being made for the purpose to the Registrar, OUAT. The relaxation, however, shall be applied only if suitable bidders are not available or those available do not otherwise qualify in terms of technical and financial bids or in the opinion of the competent authority/Registrar, OUAT it is expedient to apply such relaxation due to operational reasons.

## **18. Documents to be submitted**

### **A. Technical Bid:**

The following documents should be submitted along with the technical bid

- i. Complete Tender document duly signed by authorised person with rubber stamp in each page indicating that the bidder accepts all terms and condition of the Tender document.
- ii. Copy of Food Licence
- iii. Copy of Pan Card
- iv. Copy of GST registration certificate (No provisional certificate will be entertained)
- v. Copy of IT return for last 03 years (2016-17, 2017-18 and 2018-19)
- vi. Copy of month-wise GST return receipt for last 06 months
- vii. Copy of Labour Registration, if required, under Rules
- viii. Copy of Documents (Work order) as proof against previous experience preferably in Govt. organisations.
- ix. Bank statement for last 02 years (2017-18 and 2018 – 19)
- x. Original documents should be produced for verification at the time of agreement by the selected bidder.
- xi. Tender fees of Rs.1000/- (non-refundable) drawn in favour of *Comptroller, OUAT, Bhubaneswa, payable at Bhubaneswar*

### **B. Financial Bid**

The following things should be included in the Financial Bid:

- i. *EMD of Rs. 50000/- (refundable without interest) drawn in favour of Comptroller, OUAT, Bhubaneswa, payable at Bhubaneswar.*
- ii. Details of price for each item as (schedule IV)



## TERMS AND CONDITIONS FOR CATERING SERVICES TO OUAT

### GENERAL CONDITIONS

1. The successful bidder has to maintain his own staff, equipment like kitchen-ware, gas connection, serving equipment, good quality porcelain plates, bowls, spoons and other utensils, and provide the catering services throughout the year as per schedule (**Schedule I**) from time to time as specified hereinafter by the OIC, Guest House/Farmers' Hostel/Convener of Workshop/Seminar/Conference/Meeting.
2. The Caterer has to provide bed tea, tea/coffee and breakfast in the morning session, Lunch, Tea/ Coffee or Tea and snacks in the afternoon session and Dinner in the night as per the menu and time schedules given in or as may be decided by the university from time to time.
3. The caterer has to collect daily indents of tea, breakfast, lunch and dinner from the concerned Care takers/Conveners and serve the same as specified by the indenter.
4. In case of a single occupant in the Guest House/Farmers' Hostel and there are no on-going programmes to run the kitchen on any given day, the Caterer/his Manager/Staff shall be obliged to prepare tea/breakfast/lunch/dinner and serve to the guest/occupant at the approved meal charges.
5. In no case the Caterer shall supply any liquor or beverages having alcohol content to any guest. He should also ensure that his staff members do not indulge in alcoholism in the campus.
6. The broad menu prescribed is indicated in **Schedule-I**, which is only indicative and subject to change depending upon the specific requirements of OUAT and seasonal availability of items.
7. The detailed schedule of menu for Tea, Breakfast, Lunch and Dinner are indicated in **Schedule-II**, which is only indicative. The caterer will be obliged to prepare specific menus, as per requirement of the University/specific training programme/conference, subject to seasonal availability of material.
8. GST bills against food expenses need to be issued by the caterer to the guests/occupants and the amount may be realised from them before they checkout. Guest house/university management will not be responsible for collecting tea/tiffin/meal charges from the occupants and handing over to the caterer.
9. The establishments under OUAT have their own dining halls, tables, chairs, electricity and water supply systems for drinking, washing and cleaning purposes. The caterer can use them without any hiring charges.

10. Water cooler-cum-purifiers have been installed for drinking water purposes in the dining halls and the caterer can use the same at no extra cost. In case of any failure of the same, the caterer shall provide safe drinking water of reputed brands as may be necessary at no extra cost.
11. The caterer shall prepare and serve all food items in hygienic containers; preferably stainless steel containers/hot cases and serves it hot. All materials used for preparing the food items should be fresh, clean and of good quality. The quality of the food supplied will be periodically checked by an Officer or Officers authorised by the Registrar, OUAT and in case of detection of poor quality, proportionate deductions as decided by the authority, shall be made from the bills of the caterer.
12. The caterer may use the University's facilities to install Deep Freezers in the Kitchen / Dining space of the Guesthouse and Farmers' Hostel at his own cost.
13. The utensils, plates, bowls, tumblers, containers, thermo-flasks, thermo-ware etc. must be immaculately clean and hygienic.
14. The serving staff should be attired with clean uniforms, hand globes and head caps with ID Card.
15. There should be separate staff for serving the food items and for cleaning the utensils / dishes, the dining spaces and surroundings.
16. All the kitchen waste should be disposed off by the caterer at appropriate places that include the Waste Bins of the BMC properly graded segregating perishable and non perishable items as may be directed by the in-charge Officers and the surroundings should be kept immaculately clean.
17. In case it is needed to provide catering service outside the campus, the caterer has to provide the service as per menu and time schedules provided by the authority. In such cases the University shall provide transport facilities to the caterer or the actual transport cost will be reimbursed to him on *pro-rata* basis.
18. It shall be the duty of the caterer to see that stray dogs, cats etc. do not intrude into the dining area or food court premises.
19. The intending bidders shall deposit two demand drafts along with the technical bid. One against tender fee for a sum of Rs. 1000/- (Rupees One Thousand only) and the other against EMD for a sum of Rs.50,000/- (Rupees fifty thousand only) drawn in favour of **Comptroller, OUAT**. The tender fee is non-refundable and the EMD is refundable without any interest on termination of the contract.

20. The security money so deposited by the caterer shall be forfeited if he fails to supply and serve the food items and provide service as per specifications/ instructions issued from time to time during the contract period.
21. Any loss and/or damage to the properties of the University in the course of providing the service shall be recovered from the Security Deposit/ unpaid bills if any.
22. The caterer should be in readiness to prepare and serve 10% additional breakfast and meals including tea/coffee every day at no extra cost.
23. The training programmes/review meetings/seminars of OUAT usually start at 9.00 AM and continue up to 6.30 PM. Sometimes it may also be extended beyond this time limit. In such events, the Tea/ Coffee has to be served more than once in the morning or evening session as may be decided by the University.
24. The staff members of the University, who are looking after refreshment in the training programmes/seminars and are required to be present in the guesthouses/food courts from the beginning to end of the programmes, should be served with lunch and dinner as per the rate contract.
25. The staff members of OUAT interested to take food shall intimate the caterer or his authorised representative in advance at least 03 hours before the lunch/dinner hour.
26. Staff members of OUAT should also be provided with Tea/ Coffee at a price as per the contract rate. The meals/tea/coffee served to the staff members shall not be billed to the University and will be paid for by the staff concerned at the rates negotiated and notified.
27. Room/outdoor services of Coffee/ Tea should be in small vacuum flasks with required porcelain cups and saucers depending on the number of guests.
28. The Caterer shall be allowed to maintain a Cafeteria in the university campus on all working days from 6.30 AM to 6.30 PM for supplying Coffee and Tea to the staff members and delegates attending offices/meetings/trainings/conferences.
29. In addition to the tea schedules of the training programmes/conferences/meetings, Coffee/Tea should be supplied to the trainees/delegates on demand on payment basis in the Cafeteria. Sale of Tea/Coffee/Dry snacks to the Staff/delegates shall be made at the approved rates of the university.
30. There should be separate staff for preparing good quality Tea/coffee and supplying of dry snacks to the inmates, Office staff on payment of cost and for supply to the Training programmes/Meetings in different Training Halls/ Conference Halls.

31. The caterer shall display a menu chart with approved price in the dining space/food court for the information of the guests/delegates.
32. The Caterer shall have printed coupons of tea/breakfast/Lunch/dinner for the faculty and staff members of the university at its cash counter. Interested members of the university can buy the coupons for tea/coffee to avail the same whereas, for lunch/dinner they should buy the coupons at least 03 hours before.
33. The Caterer shall submit GST bills against each training programme/conference/event for the number of participants registered as directed by the Course Coordinator/ Officer-in-charge/convener as the case may be. The payment against the bills will be paid to the caterer by the respective conveners/officers-in-charge.
34. The caterer shall execute an agreement in the appropriate duly stamped form as prescribed by OUAT (**Schedule V**) and submit an undertaking to that effect as given in **Schedule VI**.
35. The Catering Service can be terminated by either party giving a notice of one month.
36. On termination of the contract, the caterer shall account for all the materials, installations and other facilities of OUAT used by him and produce a NO DUES CERTIFICATE from the Officer-in-charge of the Guesthouse/Farmers' Hostel, Superintendent of the International Hostel of OUAT, upon which the Security deposit will be released after deducting recoveries, if any, as may be decided by the Registrar, OUAT and the same shall be binding on the caterer.
37. The caterer shall also ensure that the manpower, material and other equipment that may have been brought into the campus are vacated/ removed from the campus of the University within FIVE days of termination of the contract. If the caterer fails to remove his manpower and material from the University on termination of the contract, rent as may be decided by the Registrar, OUAT shall be payable by the caterer and shall be deducted from his security deposit and outstanding bills.

#### **19. Short listing of Bidders**

The Registrar, OUAT reserves the right to short list bidders from amongst the bidders on the basis of Technical Bid, experience and other parameters as may be decided on the basis of documents submitted in the Technical bid and invite only those who qualify for negotiations, if required.

**Comparison of the financial bids will be made on whole day cost basis comprising the costs of tea/coffee, lunch, high tea (tea & snacks) and dinner.**

#### **20. Post bid negotiations**

The Registrar, OUAT reserves the right to reject any or all tenders without assigning any reason(s). The authority also reserves the right to negotiate with the short listed bidders and negotiate the rates for individual item or items as may be decided. The authority also reserves the right to modify the terms and conditions as may be mutually acceptable and shall be binding on the successful bidder.

## **CONTRACTUAL OBLIGATIONS AND CONDITIONS**

### **21. The Contract Period and termination clauses**

The initial contract period will be ordinarily for one month. However, the Registrar, OUAT reserves the right to issue the work order for one or more months initially as may be decided by him/her and terminate the agreement after giving 30 days notice. The successful bidder, however, has to execute the agreement (**Schedule V**) and submit an undertaking (**schedule VI**) on award of work on trial basis and the trial period will be specified in the work order and shall be binding on the bidder. After the initial trial period the agreement may be extended for one year, which period shall include the trial period and the contract may remain valid for one year from the commencement of the trial period.

On confirmation of the contract, the same may be terminated at any time giving one month notice on either side.

The contract can also be terminated by OUAT at short notice of seven days for

- a. misconduct by the employees of the Caterer or the caterer himself
- b. misuse of OUAT premises for any other purposes than specified in the work order/contract/agreement
- c. indiscipline behaviour of the Caterer himself or his workmen/staff
- d. unsatisfactory services

The decision of the authority in this regard cannot be challenged in any court of law.

22. The Caterer must ensure that the Catering Staff serving food should wear neat and clean uniform when serving the food items within the Campus or if required outside the Campus. The colour combination of Uniform may be decided in consultation with the Registrar, OUAT. The uniform to the staff of the contract shall be provided by the contractor within 15 days of award of the contract or confirmation of the contract whichever is earlier.
23. The Caterer should ensure that the food is served in clean plates, made of Porcelain or unbreakable good grade material. Each side dish like Dal, Vegetable Curry, fry, fish/mutton/chicken etc. should be served in separate suitable bowls of porcelain or unbreakable good grade material only.
24. Good Quality Stainless steel Spoons/forks should be provided with each meal/Tiffin/Snacks plate irrespective of the guests asking for it.
25. Tea should be served in good clean Porcelain or unbreakable cups and saucers or Paper cups only. Use of Plastics is strictly restricted.
26. Tea and Snacks served at the dais during meetings and the Guest Houses of OUAT (not general Hostel) should only be served in good Quality Cups and Saucers.

27. Tea and snacks when served in Conference Hall/Training Hall should be served in Laminated Paper plates/ Paper cups/ Cups and Saucers only.
28. Teal Coffee should be carried to the Training Hall/Conference Hall from the Kitchen in good quality Vacuum Flasks only.
29. The caterer should engage separate serving and cleaning staff. Cleaning staff of the Caterer should wear a descent looking uniform as may be specified by OUAT.
30. The Caterer shall be obliged to appoint a catering Supervisor/Manager who should have his own uniform and should be available in the guest houses/dining spaces to take orders from the Conveners/Care Takers with respect to the menu for each day and ensure that the same is executed exactly as per the orders so given.
31. The Catering Supervisor/Manager/Caterer should ascertain from the Convener/Care taker of the guest houses/Officer in-charge of the Training programme the specific requirements of the next day well in advance and make arrangements accordingly.
32. When more than one programme with varying menu mix is organised by OUAT, the caterer shall be obliged to make such separate arrangements for items of food as may be specified by the Convener/Care taker of the guest houses/Officers in-charge and stagger the dishes accordingly.
33. The Manager/Catering Supervisor/Staff of the Caterer should be polite to the guests and in case of any erring staff the Caterer shall be obliged to replace him/her from the campus immediately.

### **TERMINATION OF CONTRACT**

34. Repeated failure to carry out instructions in maintaining standard of food, and tea/coffee snacks etc. would entail termination of the contract without assigning any reason whatsoever. In such cases no notice for termination of contract shall be usually given.
35. On completion of the trial period the contract may be terminated with a notice of seven days if the services provided and the quality of food items etc. are found to be of below standard as specified.
36. On confirmation of the contract for one year, including the trial period, the contract may be terminated at any time giving **one month** notice.
37. All matters relating to this contract shall be subject to Bhubaneswar jurisdiction only.
38. Canvassing in any form shall be considered as a matter of disqualification.

## SCHEDULE - I

### BROAD MENU, TIME SCHEDULE AND SPECIFICATIONS

Sl. No.	Item	Time Schedule	Quantity/per unit	Specifications
1	Bed Tea/ Morning Tea	6.30 AM - 7.00 AM	100 mL	<ul style="list-style-type: none"> <li>• Prepared with homogenized and pasteurized good quality Milk</li> <li>• Leaf Tea (<i>FSSAI</i> marked)</li> <li>• Coffee (<i>FSSAI</i> marked)</li> </ul>
	Coffee			
2	Breakfast	8.00 AM – 9.00 AM	<ul style="list-style-type: none"> <li>• Puri (06 pc) with curry (100 g) +sweets/banana (01 pc) <b>(or)</b></li> <li>• Parrota (03 pc) with curry (100 g) +sweets/banana (01 pc) <b>(or)</b></li> <li>• Vada (03 pc) + Puri (03 pc) with Curry (100 g) &amp; Banana /sweet (01 pc) <b>(or)</b></li> <li>• Vada (03 pc) + Iddly (03 pc) with Curry (100 g) + sweet (01 pc) <b>(or)</b></li> <li>• Iddly (06 pc) +Sambar+Chatni + sweet/banana (01 pc) <b>(or)</b></li> <li>• Iddly (02 pc) + Upma (100 g) with Curry (100 g)+ sweet/banana (01 pc) <b>(or)</b></li> <li>• Bread (04 pc) with Butter &amp; jam + Milk (150 mL)+ corn flakes + sweet/banana (01 pc) <b>(or)</b></li> <li>• Bread (04 pc) with omelet (02 eggs) +sweets/banana (01 pc)</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared with good quality Sunflower oil</li> <li>• Butter (Gr.1 quality)</li> <li>• Jam (Gr.1 quality)</li> <li>• Corn flakes (Gr.1 quality)</li> </ul>
3	Tea/coffee and snacks	5.30 PM – 6.30 PM	100 mL Biscuits (04 pc)	<ul style="list-style-type: none"> <li>• Prepared with homogenized and pasteurized good quality Milk</li> <li>• Leaf Tea (<i>FSSAI</i> marked)</li> <li>• Biscuits (<i>FSSAI</i> marked)</li> </ul>



4	Lunch/Dinner	<ul style="list-style-type: none"> <li>• Lunch (1.00 PM to 2.00 PM)</li> <li>• Dinner (8.30 PM to 9.30 PM)</li> </ul>	<p><b>Main dish:</b></p> <ul style="list-style-type: none"> <li>• Jeera Rice (250 g)</li> <li>• Roti</li> <li>• Dal Fry (50 g raw Arhar dal)</li> </ul> <p><b>Two Vegetable items</b></p> <ul style="list-style-type: none"> <li>• Curry – 150 g</li> <li>• Fried Vegetables – 100 g</li> </ul> <p><b>Supporting items</b></p> <ul style="list-style-type: none"> <li>• Papad – 02 pc</li> <li>• Salad – 100 g</li> <li>• Khata – 50 g</li> <li>• Pickles – 01 spoon</li> </ul> <p><b>Non-Vegetarian items (as may be specified ):</b></p> <ul style="list-style-type: none"> <li>• Chicken curry/masala – 150 g (or)</li> <li>• Mutton curry/masala– 150 g (or)</li> <li>• Fish curry – 02 pc (200 g) (or)</li> <li>• Egg curry – (02 eggs)</li> </ul> <p><b>Special dish (vegetarian)</b></p> <ul style="list-style-type: none"> <li>• Mushroom item – 150 g (or)</li> <li>• Paneer item – 150 g</li> </ul> <p><b>Dessert:</b></p> <ul style="list-style-type: none"> <li>• Kheer – 50 g (or)</li> <li>• Sweet curd – 50 g (or)</li> <li>• Custard – 100 g (or)</li> <li>• Fruit salad – 50 g (or)</li> <li>• Sweets – 01 pc (or)</li> <li>• Ice cream – 50 g (or)</li> <li>• Cutlets of seasonal fruits – 150 g (or)</li> <li>• Fruit shake – 150 mL</li> </ul>	<ul style="list-style-type: none"> <li>• Good quality Jeera Raw Rice/Parboiled Rice (Super fine)</li> <li>• Good quality fresh vegetables</li> <li>• Good quality fresh Non-Veg items</li> <li>• Cooking medium-Excellent</li> <li>• AG mark Sunflower Oil only</li> <li>• Mustard Oil in specific occasions.</li> <li>• Palmoline oil is strictly prohibited</li> </ul>
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- The Menu is indicative and subject to change as per requirement.
- GST shall be charged extra.

**SCHEDULE-II**

**DETAILED INDICATIVE MENU (SPECIAL MENU)**

Item/Dish	Menu	Quantity
Tea/ Coffee	As per schedule - I	
BREAKFAST	As per schedule - I	
LUNCH/ DINNER Main Dish	Jeera rice (super fine grain)	As detailed in Schedule -I
	Roti (Tawa)	
	Dal (Arhar) Fry	
	<b>Any two as agreed upon by the indenter and the caterer</b> (Vegetable Curry <b>or</b> Green leaf - Mung dal curry <b>or</b> Chhole <b>or</b> Cauliflower curry <b>or</b> Potato-Potal curry <b>or</b> Mixed Veg Curry) and Paneer Curry or Paneer Mutter or Palak paneer or Mushroom Curry or Chilly Mushroom for special vegetarian dish	
	<b>Any one as agreed upon by the indenter and the caterer</b> (Vegetable Fry or Bhindi fry or Potal fry or Mixed Veg Fry or Bitter Gourd Fry or Beans Fry, potato-bitter gourd chips or green leaves fry)	
	<b>Any one as agreed upon by the indenter and the caterer</b> (Egg Curry or Chicken Curry or Mutton Curry or Chilly chicken or Fish Curry or Fish Fry or Prawn Curry or Prawn Fry)	
	Green Salad	
	Papad	
	Khata (Tomato or mango or ambula rai)	
	Pickles	
	Ice Cream <b>or</b> Yogurt(Curd) <b>or</b> Sweet Curd <b>or</b> Custard <b>or</b> Khiri Semiya <b>or</b> Sweets <b>or</b> Fruit salad <b>or</b> Cutlets of seasonal fruits (Mango/Pine apple etc.)	
Customized dish/special dish	To be specified by the indenter/Convener of conference/seminar/care taker etc.	

Rate of the items/dishes should not exceed the amounts detailed below

Item/Dish	Cost (Rs.)
<b>General Items as per schedule - I</b>	
Morning tea	5.00
coffee	10.00
Breakfast	40.00
Tea with snacks	10.00
Coffee with snacks	15.00
Vegetable lunch/dinner	80.00
Vegetable lunch/dinner with special dish like mushroom/Paneer	120.00
Vegetable lunch/dinner with egg	120.00
Vegetable lunch/dinner with fish	130.00
Vegetable lunch/dinner with chicken	150.00
Vegetable lunch/dinner with mutton/prawn	200.00
Dessert item	15.00

<b>SpecialMenu as per schedule –II</b>	
Special menu for delegates during Board of Management meetings / selection committees / conference / seminar / workshops / SLREC meetings (LUNCH/DINNER including special dish)	250.00

**Note:**

1. All items are indicative and subject to change according to requirement of the indenter.
2. Cooking oil medium should be of AG mark Sunflower oil only.
3. Mustard oil of AG mark quality may be used in specific cases with permission of the officer-in-charge/Convener.
4. Meals served should be in hot condition.
5. Tea/coffee should be hot & served in cups and saucers in the guest house/farmers hostel/international hostel
6. Tea/coffee should be hot & served in cups and saucers to the dignitaries on the dais and with disposable cups in the training halls/seminar rooms/meeting halls as may be decided by the officer-in-charge/Convener
7. Tea/coffee should be carried from the kitchen of the guesthouses in thermos and from the cafeteria in the campus to the training halls in thermo-containers.
8. Good quality aluminium cooking vessels should be used
9. The food items cooked should be decanted /placed in good quality clean stainless steel vessels or serving dishes with covers for service on tables.
10. Meals should be served in neatly washed and cleaned porcelain plates only
11. Side dishes should be served in separate bowls of porcelain only

**SCHEDULE- III****TECHNICAL BID**

Intending bidders should submit the BID in the following format  
TO BE SUBMITTED IN SEPARATE SEALED COVER

1	Name and style of the catering service	
2	Registered office/Administrative office	
3	Name of the proprietor(s) with address (s) Landline No., Mobile No., email ID	
4	If a partnership firm enclose copy of the partnership deed	
5	Name of the authorised signatory/Manager, if any	
6	a. Is the firm registered under Labour Act? If so, enclose copy of the Registration Certificate b. If not reasons for not registering under Labour Act	
7	Food licence No. (Enclose copy of the Food Licence)	
8	GST registration No. in the name of the firm/proprietor(s) (Enclose copy of the same with GST return receipts for last 06 months)	
9	PAN card No. in the name of the firm/proprietor(s) (Enclose copy of the same with IT return filed for last 03 years (2016-17, 2017 -18 & 2018-19)	
10	Tender fee deposit of Rs.1000/- Bank Draft No. & Date, Name and branch of the bank	
11	EMD of Rs.50,000/- Bank Draft No. & Date, Name and branch of the bank	
12	Bank statement against the A/c in the name of the firm/proprietor for last 02 years (2017-18 & 2018-19)	

13. Major assignments of catering services (similar type) undertaken preferably in Govt. Organisations during last three years

Sl. No.	Name of the organisation	Type of organisation (Whether school/College/Training Institute/PSU/Govt. office)	Duration of the contract/Service provided (give dates with month and year)	
			From	To

Enclose copies of work order/agreement/other documents in support of the experience.

Signature of the Authorised Signatory

## DECLARATION

1. I .....Son/Daughter / Wife of Shri.....  
Proprietor/Director/Authorized Signatory of the Catering Service Provider, mentioned above,  
am competent to sign this declaration and execute this tender document.
  
2. I have carefully read and understood all the terms and conditions of the tender and undertake to  
abide by them.
  
3. The information/documents furnished along with the above application 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 tender at any stage  
besides liabilities towards prosecution under appropriate law.

Date

Signature of Authorized Person with seal

Place

Name :

Seal :

**SCHEDULE – IV**

**RATES QUOTED FOR THE MENU (FINANCIAL BID)  
TO BE SUBMITTED IN SEPARATE SEALED COVER**

Sl. No.	Item	Menu	Quantity	Rate (Excluding GST)
1	Morning Tea	Tea	As detailed under <b>Schedule- I</b>	
		Coffee		
2	High Tea	Tea/coffee & Snacks		
3	<b>Breakfast</b>	Puri with curry +sweets/banana		
		Parrota with curry +sweets/banana		
		Vada + Puri with Curry & Banana /sweet		
		Vada + Iddly with Curry + sweet		
		Iddly +Sambar+Chatni + sweet/banana		
		Iddly + Upma with Curry + sweet/banana		
		Bread with Butter & jam + Milk + corn flakes + sweet/banana		
		Bread with omelet + Milk +sweets/banana		
4	<b>Vegetarian meal (Plain)</b>	Jira Rice + Roti (wheat flour)+ Dal fry+ Mixed vegetable curry + Plain curry +Vegetable fry + Salad + Papad +Khata+ pickles + dessert item)		
5	<b>Vegetarian meal (Special)</b>	<b>Plain vegetarian meal</b> + Special curry (Paneer / Mushroom)		
6	<b>Non-vegetarian meal</b>	<b>Plain vegetarian meal</b> + Fish (Rohu / Catla/Mrigal) / Egg curry		
		<b>Plain vegetarian meal</b> + Chicken curry/masala/chilly		
		<b>Plain vegetarian meal</b> + Mutton/Prawn curry/masala/chilly		
7	<b>Customized dish/Special Menu</b>	It includes both vegetarian (special) and non-vegetarian dishes including soup, dessert etc.		

**AGREEMENT**

Whereas the REGISTRAR, OUAT, Bhubaneswar-751003 (hereinafter referred to as the first party) have invited tenders for Catering Service in the guesthouses as per “Terms and Conditions outlined enclosed in this agreement, broad menu mentioned in Schedule-I and detailed menu given in Schedule-II of this agreement.

And whereas M/s ..... ( hereinafter referred to as the second party) has been awarded the tender as per Schedule of Rates mentioned for broad Menus as indicated in Schedule-IV.

And whereas both the party agree to abide by the conditions hereinafter mentioned.

The second party shall augment manpower and materials and provide Catering Service to the University as per the above mentioned **schedule I to IV** attached to this agreement, which shall form part of this agreement. .

The first party shall provide necessary facilities to the caterer as indicated in the “Terms and Conditions” and the second party shall abide by the said terms and conditions in all respects.

The first party shall provide the specification of Menu for each programme well in advance through the Officer-in-charge of Catering/ Convener/care taker as the case may be and the second party agree to provide the items as per specifications mutually agreed to within the cost approved and indicated in **Schedule-IV**.

The second party understands that the he is required to provide bed Tea/coffee, breakfast, lunch, high tea and dinner to the delegates/trainees/ guests of the University at the approved rates in accordance with the specifications for each training programme and also understands that the menu for each day will be different as may be decided by the University and agree to provide the same as per menu as may be approved for each programme. The second party also undertakes to execute any modifications, amendments, that may be made by the 1<sup>st</sup> party up to the above menu with the ambit of the approved rates and time schedules mentioned in the terms and conditions and Schedule - I.

The second party also understands that failure to prepare and supply the food items as per the menu approved for each programme will attract recovery of cost from the caterer to the extent that required for providing the tea, food items to the delegates/trainees/guests as may be approved for the programmes from time to time.

The second party also undertakes to supply the quantity of tea/coffee/lunch/dinner/high tea as per the approved menu in **Schedule – I** at prices approved and indicated in **Schedule-IV** during the currency of the contract.

The contract shall be for one year and may be extended for a period as may be decided by the University at the discretion of the REGISTRAR, OUAT or until fresh tenders are invited and work orders are issued.

The second party also understands that the service can be terminated on one month notice from either side.

The second party also understands and undertakes to vacate the premises of the university with manpower, materials and other items if any belonging to the caterer within five days of termination of the contract and that if he fails to do so, rent as may be decided by the REGISTRAR, OUAT shall be charged and deducted from the Security Deposit/pending bills.

Both the parties hereto put their hand and seal on this.....day of ..... and agree to abide by the agreement.

(Signature of Caterer)

2nd Party  
Address

REGISTRAR, OUAT  
Bhubaneswar-3,  
1<sup>st</sup> Party



**UNDERTAKING**

**Madam/Sir,**

1. After careful examination of the above scope, nature and volume of services with the general conditions referred therein, we hereby offer to provide the catering services covered therein complete in all respects at the rate quoted in attached schedule of prices of the tender.
2. Our offer shall be valid up to a period of 12 complete months inclusive of Sundays & holidays from the date of award of the tender.
3. We hereby undertake to have the certificates attached along with the requisite documents in the tender and to provide inclusive services at destinations to be prescribed by the tendering authority.
4. The information/document furnished along with the above application is 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 documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Thanking You.

Yours faithfully,

(Signature with seal)

**Note :** This form should be duly filled in by the tenderer and returned to the Registrar, OUAT, Bhubaneswar - 751 003 along with the tender.