



Utkal University of Culture
Sanskriti Vihar, Madanpur, Bhubaneswar-
752054

Phone - (0674) 2972312, E-mail: mailboxuuc@gmail.com Website :
www.uuc.ac.in

TENDER CALL NOTICE FOR PROVIDING
CATERING SERVICES

No - 951/unc
Dt. 27.8.2021

Scaled quotations /tenders are invited from intending bonafide agencies who are executing works of providing catering services. Details of catering services along with terms and conditions are available in the official website of Utkal University of Culture, www.uuc.ac.in (**Tenders and Quotations**). Interested agencies are requested to visit the University Website to download details of terms and conditions, Tender forms and other information. Tender papers in prescribed format , complete in all respect and self attested copy of the supporting documents shall be sent to the **Registrar, Utkal University of Culture, Sanskriti Vihar, Madanpur, Bhubaneswar - 752054** either by speed post or registered post. Tender papers can also be dropped in Tender Box kept in the administrative block of the University. The last date for receipt of tender paper is **13.9.2021 (05.00 P.M)**. The tender forms will be opened on **17.9.2021 at 03.00 P.M** in the office chamber of the undersigned in presence of the bidders or their authorized representatives.

27.8.2021

R E G I S T R A R

**Tender Document for
providing catering services On outsourcing basis**

Through Service

Provider

**Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar -
752054**



Model Bidding/Tender Documents

Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar - 752054

Date :-

Tender Notice for providing of Catering services in Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar - 752054 for a period of one year

Sealed tenders are invited from reputed agencies/service providers to provide the catering services at Utkal University of Culture, Madanpur Bhubaneswar

The detailed information for outsourcing the services of providing the meals has been given in the Tender Document which may either be downloaded from the website <http://www.uuc.ac.in> (Tenders and quotations) or obtained in person from **the Registrar, Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar - 752054** on any working day between **11 A.M. to 4 P.M. from 31.8.2021 to 12.9.2021 (Except Holidays)**. The last date and time for submission of Tender document is **dt.13.9.2021** by 5.00P.M.

REGISTRAR





CATERING SERVICE

TERMS AND CONDITIONS OF CATERING SERVICE OF UTKAL UNIVERSITY OF CULTURE, MADANPUR BHUBANESWAR

1. SCOPE OF WORK

The Agency shall provide regular catering services to the Students/Staff in the Canteen of University. Breakfast/Lunch/Dinner shall be provided by the agency.

The items required to be served in the Lunch, Dinner, Breakfast and Tea & Snacks have been noted in Bid Document. The Caterer/Hotel selected through Tender is required to supply the items noted in the Menu of Bid Document.

2. Terms and Conditions

(a) The initial period of contract will be for one financial year and may be extended further depending on performance of the Agency and at the discretion of Hon'ble Vice Chancellor of the University.

(b) The Agency shall provide varieties in Menu in consultation with the Hostel Superintendents and shall get the weekly menu approved from the authorized Officer of the University.

(c) The Agency shall provide adequate approved crockery and cutlery in the kitchen and dining halls.

(d) The Agency shall deploy adequate catering staff, trained and well experienced to ensure timely efficient and prompt service in the dining hall.

(e) The University shall provide only the building, water connection and electricity for running the canteen. Use of Electric Heater/Geaser/Induction Cooker is not permissible for cooking purpose under any circumstances.

(f) The University shall not provide furnitures or utencils for the canteen.

(g) The Canteen shall remain open from 08.00A.M to 08.00 P.M on all the days of the week.

(h) The Caterer shall provide Non-Veg meal thrice in a week (either in lunch or in dinner) preferably on Wednesday, Friday and Sunday.

(i) The boarders shall pay the charges towards lunch and dinner on a monthly basis. The authorized officials of the University shall collect the monthly dues from the boarders and shall make payment to the caterers. The caterer shall collect the dues from the staff of the University as well as the day scholars upon providing food and other eatables. Such collection shall be the sole responsibility of the caterer and under no circumstances the University Authorities shall be responsible for any deviations regarding payment of the bills by the staff of the University and day scholars.

(j) The successful caterer has to enter into a comprehensive agreement wherein the details regarding operation of the canteen shall be spelt out.



3. **Personal Hygiene :-**

The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health checkups. Drinking of alcohol, smoking, eating or chewing tobacco/Zarda/gutka etc, spitting is strictly prohibited. Any kind of situation, if arises, due to food consumed by the students, the agency shall be liable for such and the University reserves the right to initiate necessary action as per prevailing law and the agency will borne all expenses related to such incidence.

4. **Quality Maintenance :-**

(a) The University shall undertake the hygiene inspection on daily basis. University shall inspect the hygienic condition as and when deemed necessary.

(b) The eatables served by the Agency to the Students/Staff shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.

(c) Non-vegetarian dishes shall be made from fresh and good quality chicken or fish and shall be purchased from standard authorized shop. The non-vegetarian items shall be washed and marinated properly before cooking.

(d) Vegetarian and Non-vegetarian dishes shall be prepared and served separately.

(e) All vegetables used shall be fresh and shall be fresh and shall not be rotten or overripe. All the items being used shall be stored properly and used before the expiry

5. **Inspection :-**

(a) University shall check the quality of grains, oil, atta, fruits vegetables.

(b) The agency shall allow the Hostel Superintendents to inspect the food items and services for their quality, as per prevailing rules and regulations. The Agency shall abide by all laws applicable.

(c) In case dispute regarding the services, quality of the quantity of the food, the decision of the University will be final and binding.

6. **Maintenance of Dining Hall :-**

The Agency shall prepare and serve the breakfast/lunch/dinner, as per the Menu in a pleasing and presentable manner.

7. **Provision of Certain Services :-**

(a) The Agency shall provide regular canteen services on mutually agreed rates to the University Employees and the students in the University Campus.



(b) The University shall not be responsible for any amount due to the agency arising out of supply of any service or materials including food stuffs supplied by him to anybody.

(c) The staff of the canteen shall be the sole staff of the Contractor and no relationship of master and servant shall exist between University and such staff.

8. Terms and Conditions common to Catering :-

(a) .The Agency shall be responsible for proper maintenance and safety of all furnitures, materials, goods electronics items, stocks lying in the University dining premises etc.

(b) The Agency shall devote his full attention to the work of House keeping and catering and shall discharge its obligations under the agreement most diligently and honestly.

(c) The agency shall clean and sweep all the wash basins, dining hall, kitchen and other floor areas under their usages.

(d) The garbage, peel-offs etc should be disposed off as per Bhubaneswar Municipal Corporation norms.

(e) The firm shall at his own cost comply with the provision of labour laws, rules and Orders and notification of State Govt, as applicable to this contract from time to time and shall be liable to any penal action in case of violation of these laws.

(f) The tenders are to submit food license along with related documents.

(g) University Dining Hall cannot be issued by the firm for any kind of cooking/supplies of food beyond domain of University activities.

(h) In case more than one bidder found successful in Technical bid, the Tender Committee shall call for a fair competition among the participants for providing quality food. In such circumstances the Committee will evaluate the quality of sample food served by different bidders by inviting such other experts from outside for selection of the successful bidder.

9. The interested agencies may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.5,000/-** and other requisite documents by **13.9.2021** upto **05.00 P.M.** at Utkal University of Culture, Madanpur Bhubaneswar-752054.

10. 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 superscribing "**Technical Bid for Providing Catering services to Utkal University of Culture, Madanpur Bhubaneswar - 752054**" and "**Financial Bid for Providing Catering Services to Utkal University of Culture, Bhubaneswar - 752054**". Both sealed envelopes should be kept in a third sealed envelope superscribing "**Tender for Providing Catering Services to the Utkal University of Culture, Bhubaneswar - 752054**".



11. The Tender Processing fee amounting to **Rs.1,000/- (Rupees One Thousand)** only, Non-refundable should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/Pay Order drawn in favour of Registrar, **Utkal University of Culture, Bhubaneswar – 752054 failing which the tender shall be rejected summarily.**
12. The Earnest Money Deposit (EMD) of **Rs.5,000/- (Rupees Five Thousand)** only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/Pay Order drawn in favour of Registrar, **Utkal University of Culture, Bhubaneswar – 752054 failing which the tender shall be rejected summarily.**
13. The successful tender will have to deposit a Performance Security Deposit of **Rs.10000/- (Rupees Ten Thousand)** only in the form of Bank Guarantee from any Nationalized Bank drawn in favor of **Registrar, Utkal University of Culture, Bhubaneswar – 752054** covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
14. The tendering catering Service Providers are required to enclose photocopies of the following documents (duly self attested) along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further:**
- a) Food, Catering licence.
 - b) Copy of Aadhar/PAN.
 - c) Copy of the IT return filed for the last three financial years;
 - d) Copies of EPF and ESI certificates;
 - e) Copy of the Labour Licence.
 - f) Partnership Deed
 - g) GST Registration Certificate.
 - h) Work Orders from other Organisations.
15. 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 in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
16. The Technical bids shall be opened on the scheduled date and time at **03.00P.M. on 17.9.2021** in the office of Registrar, Utkal University of Culture, Bhubaneswar - 752054, in the presence of the representatives of the agencies, if any, who wish to be present on the spot at that time.

17. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 04.00 P.M. on **dt.18.9.2021** in the office of the Registrar, Utkal University of Culture, Bhubaneswar - 752054, in the presence of the representatives of the agencies, if any, who wish to be present on the spot at that time.

18. The Vice Chancellor of the University has the right to annul all bids without assigning any reason.

REGISTRAR





Proforma for the Technical Bid

(In Separate sealed cover -1 superscribed as "Technical Bid")

(A) Name of the Party : _____

1. Name of the Catering Agency :
2. Constitution of Catering Agency : Individual/Sole Proprietor firm/Partnership Firm/Ltd Company
3. Contact Person with designation : (i.e Sole Proprietor/Partner/Director)
4. Tender Fee Demand Draft No. _____ Rs _____
5. Bank _____ Branch _____
6. EMD (DD/BG) _____ No. _____ - Date _____
7. Bank _____ Branch _____
8. Contact _____
9. Address _____
10. (a) Land Line Contact Phone No : _____

11. Copy of Licence for food Processing/Catering from the appropriate authority, GST Registration.

12. Major establishment in/around Odisha. Where catering services are provided :

13. A notarial declaration that the firm has not been black listed by any Organisation.

14. A notarial declaration that there is no criminal cases pending or continuing with Police or any court of law.

15. A declaration standing any details of arbitration pending or concluded.

Signature of the Proprietor or Authorised Representative

Place :-

Date



FINANCIAL BID

Prescribed items required to be served

Breakfast

Menu

(a) Idli/Puri/Dosa/Veg Paratha/Bada/Upama with Curry or Samber

(b) Tea/Coffee Rate (inclusive of all taxes) – Rs _____

Lunch

Menu

(a) Plain Rice

(b) Roti

(c) Dal

(d) Veg Curry (Seasonal Veg)

(e) Non- Vegetarian Curry (Fish/Egg/Chicken)

(f) Salad/Papad/Curd

Rate (inclusive of all taxes) – Rs _____

Dinner

Menu

(g) Plain Rice

(h) Roti

(i) Dal

(j) Veg Curry (Seasonal Veg)

(k) Non- Vegetarian Curry (Fish/Egg/Chicken)

(l) Salad/Papad/Curd

Rate (inclusive of all taxes) – Rs _____