



TENDERER'S PROFILE
PROFORMA FOR TECHNICAL BID
(To be filled in & returned with the documents)

Table with 12 rows and 2 columns. Row 1: Name of Proprietor/Partner/Director. (In Capital letters). Row 2: Name of the Catering Agency. Row 3: Constitution of Catering Agency (individual/Sole Proprietor Firm/Partnership Firm/Ltd. Company). Row 4: Details of address (Registered Office and Operating Branch) with sub-fields for Office, Residence, Mobile, and E mail ID. Row 5: Details of amount towards paper cost. Row 6: Details of amount of Earnest Money Deposit. Row 7: GST Registration No. (Photo copy must be attached). Row 8: Income Tax acknowledgement receipt should be furnished for last 3 years. (2021-22, 2022-23 & 2023-24). Row 9: Income Tax Account No. / PAN/GIR No. (Last I.T. Clearance certificate to be attached). Row 10: Documentary evidence in respect of Food License (Photo copy must be attached). Row 11: Details of credentials of similar nature of work at least for three years in 3 Government offices. (Photo copy to be attached). Row 10: EPF and ESI Registration Certificate. Row 11: Labour License. Row 12: A notarial declaration that there is no criminal cases pending or continuing with Police or any court of law.

DECLARATION

1. I _____ Son/Daughter/Wife of Shri _____ Proprietor/Partner/Director/authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.

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 & authentic and to the best of my knowledge and belief. I/ we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:

Date:

Seal :

Signature of Authorized person

Full Name:

**TENDERER'S PROFILE
PROFORMA FOR FINANCIAL BID
(Prescribed items required to be served)**



LUNCH

Menu

1. Plain Rice
2. Dal
3. Veg. Curry (seasonal veg) (Monday, Tuesday, Thursday and Saturday)
Non-Veg curry (Fish/Egg/Chicken) (Wednesday, Friday and Sunday)
Paneer/Mushroom for vegetarian people (Wednesday, Friday and Sunday)
4. Salad/Papad/Bhaji/Achar

Rate per plate (inclusive of all taxes) Rs. _____

DINNER

Menu

1. Plain Rice
2. Roti
3. Dal
4. Veg. Curry (seasonal veg) (All days of the week)
5. Salad/Papad/Bhaji/Achar

Rate per plate (inclusive of all taxes) Rs. _____

Place:

Date:

Signature of the bidder with seal
Full Name:



TERMS & CONDITIONS FOR PROVIDING OF CATERING SERVICES,

The firm should be registered under CGST/SGST Act.

2. The tenderers are to deposit Rs. 1,000/- towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Utkal University of Culture, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.

3. The tenderers are to deposit Rs. 5,000/- as EMD in shape of Bank Draft / Banker's Cheque favouring the Utkal University of Culture, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after Completion/finalization of the tendering process.

4. The successful tenderer will have to deposit a Performance Security Deposit of Rs.10,000/- (Rupees ten thousand) only in the form of Bank Guarantee from any Nationalised Bank drawn in favour of Registrar, Utkal University of Culture, Bhubaneswar 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.

5. The authorization letters if any to be enclosed in the tender with due attestation.

6. The quoted amount must be inclusive of GST.

7. The agencies / Tenderers should ensure regarding payment of the minimum wages with all statutory dues to the workers engaged for the purpose observing the guide lines / executive instructions of the Government.

8. The contract of the successful bidder may be extendable, up-to two years subject to satisfactory performance review at the end of 1 year of contract.

9. No conditional/ incomplete tender will be accepted by the authority from the tenderers.

10. No advance payment will be made to the party after acceptance of tender or execution of order

11. Original documents are to be produced for verification by the members of the committee.

12. If any information / document furnished by the tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof

13. The tenders received beyond the scheduled date & time will not be entertained / considered at any cost.

14. The Utkal University of Culture is not bound to accept the lowest rates and reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.

15. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.

16. All pages of the bids are to be signed & stamped by the tenderer.

17. Details of information are to be submitted following Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly super scribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly super scribed.



18. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope super scribed as "PROVIDING OF CATERING SERVICES" on the top to the sealed cover within the date & time specified above by Registered / Speed Post/ Courier Service. No tender will be received by hand. The authority shall not be responsible for any postal delay. The Tender received after due date and time shall not be considered.

19. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Registrar, Utkal University of Culture, Bhubaneswar in presence of the tenderers or their any authorized representative. The financial bid of only those tenderers will be opened whose technical bid are found in order.

20. The tenderers qualified in the technical bids shall be eligible for the financial bid.

21. The firm/organization should not be blacklisted by any Government organization If found later on, the action deemed to fit will be initiated against the firm as per the law.

22. The Interested tenderers may contact Sri Ajaya Kumar Samanta, Jr. Assistant of Utkal University of Culture, Bhubaneswar (Mobile No. 8658271429) for detailing of work & any clarification thereof.

23. Utkal University of Culture reserves the rights to terminate the contract at any time without notice if the supplier/firm fails to provide the services within the time line according to the menu finalized in the terms and conditions.

1. SCOPE OF WORK

The agencies shall provide Lunch and Dinner to the students/staff of the University in the Dining Hall of the Boys' Hostel/Girls' Hostel. The agency must have sufficient manpower and utensils for managing catering service for 50 to 300 persons per day.

2: TERMS & CONDITIONS

(a) The agency shall have its own adequate utensils, crockery, cutlery, mats etc. of good quality in the kitchen & dining halls. The agency shall deploy adequate catering staff, trained and well experienced to ensure timely efficient and prompt service in the dining hall.

(b) The agency shall provide varieties in menu in consultation with the Hostel Superintendent and shall get the weekly menu approved from both the Hostel Superintendents of the University.

(c) 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.

(d) The Canteen will remain open from 11.00 A.M. to 9.00 P.M. on all the days of the week.

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

(f) The boarders shall pay the charges towards lunch and dinner on 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 bills by the staff of the University and day scholars.



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(g) 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 & arrange their regular health check-up. The staff should trim their nails regularly, wear caps & gloves at the work place. Smoking, eating or chewing tobacco/ zarda/gutkha etc., spitting is strictly prohibited.

4. QUALITY MAINTENANCE:

(a) The agency shall be equipped to undertake hygiene audit on daily basis. Utkal University of Culture will also undertake independent hygiene and quality audits as & when deemed necessary by the Canteen Committee.

(b) The eatables served by the Agency 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 & good quality mutton, chicken or fish; and shall be purchased from standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed & maintained properly before cooking.

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

(e) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene & safety. All the items being used shall be stored properly & used before the expiry.

5. OPERATION

(a) Normally, the timings of providing catering services as per Menu is given below:

Lunch	1.00 P.M. to 2.00 P.M. (at the respective hostel dining hall)
Dinner	8.00 P.M. to 9.00 P.M. -do-

(b) The agency however shall be required to adjust / change the above timings as and when required.

6. INSPECTION:

(a) Utkal University of Culture will check the quality of grains , edible oil, Atta (flour), fruits, vegetables & provisions used or stored in the store room for cooking. Any deficiency relating to quality expiry pointed out during inspection will lead to imposing penalty / blacklisting of the agency taking the gravity of the inspection report.

(b) In case of dispute regarding the services/quality/the quantity of the food stuff, expire point out through inspection will lead to imposition of penalty/black listing, the decision of Vice Chancellor in this regard is final and binding.

7. PROVISION OF CANTEEN SERVICES:

(a) The agency shall provide regular canteen service (Lunch /Dinner) on mutually agreed rates to the students and employees of the University at their work place as per requirement in the University campus.

(b) The agency shall provide consumables like Biscuits / Snacks / Cold Drinks / Juice / Tea / Coffee etc. to guests on payment basis as approved by Utkal University of Culture whenever requested.



(c) Utkal University of Culture shall not be responsible for any amount due of the agency arising out of supply of service or material including food stuff by him to any body.

8. TERMS & CONDITIONS OF COMMON CATERING:

(a) The agency shall be responsible for proper maintenance and safety of all furniture, fixture, materials, goods, electronic items, stocks lying in the University dinning & kitchen premises etc.

(b) The agency shall maintain its gadgets and equipment etc. in good working conditions with all safety measures at its own costs and expenses.

(c) The agency shall devote his full attention to the work of housekeeping and catering most diligently and honestly.

(d) The agency shall clean and sweep all the wash basins, dining hall, kitchen and other floor areas pre and during the provision of any services within the hostel under their usages.

9. The firm shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Govt. as applicable to this contract from time to time and will be liable to any penal action including blacklisting in case of violation of these laws.

10. Dining Hall of this University cannot be used by the firm for any kind of Cooking / Supplies of Food beyond domain of Utkal University of Culture.

11. 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 bidders.

MENU

LUNCH/DINNER

1. Plain Rice, Dal, Mixed Veg. Curry/Non Veg curry(Fish/Egg/Chicken), (Paneer/Mushroom) Thrice in a week, Bhaji/Khata, Salad/Papad/Achar.

N.B.:

1. While stating the menu against the respective break-up for the above, the details of items to be served against the package are to be mentioned clearly.

Signature of the bidder with office seal