

No.10 - 63/17/RIEB/C & W./315 dt. 13.12.2017
Regional Institute of Education: Bhubaneswar
Sachivalaya Marg, Unit IX, Bhubaneswar -22

Tender Notice

Regional Institute of Education, Bhubaneswar invites Tender for providing Catering Services in this institute located at Sachivalaya Marg, Unit IX, Bhubaneswar - 22 from the eligible firms/caterers or their authorized dealers which would be valid for a period of 180 days from the date of opening.

CRITICAL DATES

Publication of Tender Documents	14.12.2017
Bid Documents of download/sale	14.12.2017
Pre-bid Meeting Date, if required	21.12.2017
Last Date of Submission of Bids	28.12.2017
Bid Opening Date	29.12.2017

Further details and complete reference for proposal can be accessed from the Institute Website www.riebbsr.ac.in and www.riebbs.ori.nic.in. Further any query relating to the bid can be contacted to the Section Officer, C &W in office hours.

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Administrative Officer

No. 10-63/17/RIEB/C&W.
Regional Institute of Education: Bhubaneswar
Sachivalaya Marg, Unit -IX, Bhubaneswar 22

Tender No:- 315

Dated :- 13.12.2017

TENDER NOTICE

Regional Institute of Education (RIE), Bhubaneswar, Sachivalaya Marg, Unit IX, Bhubaneswar - 22 invites Tender for running of RIE staff canteen located in Sachivalaya Marg, Bhubaneswar. The contractor is required to supply tea, coffee, lunch and snacks etc to Employees and students of the RIE including New Guest House and Sarojini Hostel. In addition to the above arrangement to supply tea, coffee, lunch and snacks etc for the participants of meeting, seminars, conference, workshop etc is also required as and when demanded.

2. The Catering contract will be initially valid for a period of 12 months beginning from the date of assignment of the job and extendable for a maximum period of three years subject to mutual consent on satisfactory performance on year to year basis.

3. The Tender shall be accepted under Two Bid Systems. The interested firms have to submit the Technical Bids and Financial Bids in the prescribed proforma only. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

4. All tender documents attached with this invitation to tender including the Specifications, are sacrosanct for considering any offer as complete offer. It is therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and conditions of the tender are understood and accepted should be signed and submitted with tender.

5. The Earnest money Deposit (EMD) of Rs.4,000/- (Rupees Four thousand only) shall be payable in the form of Demand draft drawn in favour of "General Fund Account" payable at Bhubaneswar. Earnest Money will be refunded to unsuccessful tenders/bidders after finalization of the contract. After award of contract the contractor has to deposit Rs.20,000.00 as Security Deposit/performance deposit. Performance Security should remain valid for 6 months beyond the date of completion of all contractual obligations.

6. The interested parties can inspect the premises between 11.00 A.M. to 4.00 P.M. on any working day from 10.00am to 4.30pm. They may contact Section Officer, C & W, RIE, Bhubaneswar on telephone No.9438918611, during office hours on any working day for ascertaining the job requirements and any other additional information/clarification required by them.

7. All entries in the tender form should be legible and filled clearly, if the space provided for furnishing is insufficient; a separate sheet duly signed by the authorized signatory may be attached. No correction either in the Technical Bids or Financial Bids is permitted.

8. Conditional bids shall not be considered and will be rejected summarily.

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9. The Technical Bid shall be opened on the scheduled date and time on 29.12.2017 at 3.30 p.m.

10. The Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the Committee constituted for the purpose which will be intimated later on.

11. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its EMD will be forfeited.

12. The Principal, RIE, Bhubaneswar reserves the right to reject any or all the tenders submitted by the bidders at any time or relax/withdraw/ add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.

13. The tender documents can be downloaded from the website www.riebbs.ac.in and www.riebbs.ori.nic.in.

14. Any subsequent Updates, Addendums, Corrigendum's etc., if any will be published only on the website www.riebbs.ac.in and www.riebbs.ori.nic.in.

. All bidders are required to regularly check the websites for any updates.


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Administrative Officer

General Information for the Bidders

1. Eligibility Conditions

S. No Eligibility Conditions:-

A bona fide caterer having at least 3 years of experience in running hotels, hostel mess/guest house/canteen or any Govt. Organization/Autonomous Bodies supported by the following documents:-

- (a) Shop land Establishment certificate showing the date of initial registration
- (b) Income Tax/Service Tax Assessment orders establishing three-year's existence of the firm
- (c) Any other documentary evidence issued by the Central Govt/State Govt.

Evidence of minimum infrastructure like LPG/Cylinders Stove, kitchen equipments, utensils, manpower etc.

Copies of Annual Accounts, namely Trading Account, Profit and Loss account and the balance sheet for the last two years duly authenticated by Chartered Accountant.

List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing Catering Services, Names, designations and telephone numbers of concerned officers in the respective institutions/organizations may also be indicated.

ITR for the last 3 years i.e 2013-2014, 2014-2015 & 2015-2016 along with copy of the PAN Card in the name of firm. However the PAN Card issued in name of proprietor can be considered subject to production of ITR acknowledgement and computation of taxable income duly certified by CA.

Supporting document showing Annual Turnover of Rs. 5,00,000/- (Rupees Five lakhs) for the last 2 years i.e. 2014-15 & 2015-16.

Valid food safety & standard authority of India (FSSAI) or Odisha license.

Undertaking as per Annexure-VIII on non-judicial stamp paper of Rs. 10/- .

2. Submission of Bids:

The Tender shall be accepted under Two Bid System. The interested firms have to submit the Technical Bids and Financial Bids.

(i) Technical Bid: As per Proforma for Technical Bid and should contain the following details:-

a) Vendor's eligibility Criterion (As per the format given at **Annexure-I**).

b) Compliance Statement as per proforma at **Annexure -X** in respect of each item under Instructions to Bidder and Scope of Work as per **Annexure-II** – para 1 to 39, Undertaking By Bidder, **Menu-I** under **Annexure-III** and duly signed and stamped by the bidder. Usage of vague terms like 'noted' shall lead to rejection of the bid. The

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compliance statement should be supported by authentic documentation as evidence for substantiation wherever applicable.

c) All pages of the Technical bid shall be numbered, indexed and the document shall be used as final for all purposes.

d) **Demand draft of Rs.6,000/- (Six Thousand only) submitted as EMD and tender fee of Rs.500/- (Five hundred only) non refundable.**

e) Tender Acceptance Letter signed by bidder with seal as per **Annexure-IV**.

(f) Financial Bid: Should contain Price Bid only. (As per Performa for Financial Bid) **(Annexure-V)**.

3. Opening of bids:

i. The Technical Bid shall be opened on the scheduled date and time at 3.30 p.m on 29.12.2017.

ii. The Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the Tender Opening Board.

4.Rates:

i) Rates are to be quoted as per Performa for Financial Bid in Rupee/s.

ii) The rate should be all inclusive and shall not be subject to any change/revision during the contract period. This will not apply to cold drinks/ juice. Change in menu (addition /deletion) and rates of new items introduced shall be by the mutual consent of RIE Authorities and the Contractor.

iii) No enhancement of rates will be allowed for the job contract during the currency of contract.

5. Validity of bid

i) The bid shall remain valid for 180 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by Institute as non- responsive.

ii) The Institute may, as its discretion, request the bidder for extension of period of bid validity. The request and responses thereto shall be made in writing. In such eventuality of extension of bid validity, the validity of bid security provided shall also be suitably extended. However, modification in Bid will not be allowed at any stage.

6. Earnest Money Deposit

i) EMD amount will be accepted in the form of Demand Draft drawn in favour of General Fund Account. The bid without EMD is liable to be summarily rejected.

ii) Without prejudice to any other right of RIE the Earnest Money Deposit may be forfeited by the RIE, Bhubaneswar:

(a) if the Bidder withdraws his bid during the period of bid validity; or

(b) in case the successful Bidder refuses to sign the Agreement; or

(c) if the bidder fails to furnish the Performance Security.

(iii) EMD will be refunded to the bidders within sixty days from the date of issue of award letter to the successful bidder and no interest would be paid thereon.

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7. Performance Security

The successful bidder shall be required to deposit an amount Rs. 20,000.00. Performance Security should remain valid for 6 months beyond the date of completion of all contractual obligations.

Performance Security shall be submitted in the form of Demand draft in favour of "General Fund Account "payable at Bhubaneswar or in the form of Bank Guarantee issued by a scheduled bank. Performance will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms & conditions of the contracting contractor or failure to provide any services under the contract or loss results from contractor's failure and breach of obligation under the contract.

8. Period of Contract

The contract shall initially be for a period of one year which can be extended further every year upto a maximum of 3 years on mutual consent on satisfactory performance, on year to year basis.

9. Acceptance/Termination of Bid

The Principal , RIE, Bhubaneswar reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of Institute's action.

10 Evaluation

1. Institute shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
2. If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, institute will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of bid document without material deviation. A bid determined as substantially non-responsive will be rejected by the Institute.
3. The evaluation will be based on financial offer made by the various bidders based on the total of all rates quoted and other merits of the offer.
4. Evaluation of the bidders will be based on the strength of the firm as per the documents submitted in the technical bid. Besides that quality and quality of foods to be supplied by the firm is the another aspect for determining the tender. However the rate has been fixed for each items required for the Institute. The firms are to submit the quantity of items and materials are to be used for this purpose.

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11 Award of Contract

- a).The issue of a work order shall construe the intention of the Institute to enter into contract with the successful bidder.
- b).The successful bidder shall within **03 days** of issue order, give his acceptance along with performance security and sign the contract with the Institute.

12. Signing of Contract


The signing of contract shall construe the award of contract to the bidder. Upon successful bidder signing the contract, the Institute shall discharge the bid security. Failure of the successful bidder to comply with the signing requirement shall constitute the sufficient ground for the annulment of the award and forfeiture of the bid security, in that situation the Institute may at its discretion award the work to other bidder or call for fresh bids.

13. Relaxation/modification in tender: Institute reserves the right to:

- Relax the tender conditions at any stage, if considered necessary for the purpose of finalizing the contract in overall interest of Institute.
- Re-tender or modify the terms & conditions of the tender. It also reserves the rights to negotiate the rates with the lowest bidder.

14. TERMINATION OF CONTRACT, VACANT POSSESSION ETC.

- i) The Institute reserves the right to terminate the contract at any time after giving one month's notice without assigning any reason, the decision of the Institute in this regard shall be final and binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than two months duration during the agreement period.
- ii) The contractor shall give two month's notice to the Licensor in case he/she intends to vacate the premises.
- iii) The contractor will on expiry of the period of the contract, peacefully and quietly hand over vacant possession of the premises to the Licensor without raising any dispute whatsoever.
- iv) The contractor shall not put up any permanent structure or make any alternations or additions in the premises without the prior consent in writing of the Licensor.
- v) The contractor will be at liberty to remove all the movable articles brought by the contractor in the premises during the continuance of the contract, before delivering possession of the premises.
- vi) In case of loss or damage caused to any of the furniture-fixtures etc. provided by the Licensor, the cost thereof shall be recovered from the contractor and the same shall be deducted from the Security Deposit.
- vii) If the contractor commits breach of any of the aforesaid terms and conditions, the contract will stand terminated forthwith and the contractor shall have to hand over vacant and peaceful possession of the premises to

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- Licensor without raising any dispute whatsoever.
- viii) In case of the contractor going in liquidation, the contract shall be treated as cancelled and legal heirs/representatives or successors of the licensee shall not be entitled to claim any right over the demised premises.
 - ix) The contractor shall pay all the dues towards license fee, electricity and water charges etc. before vacating the premises.

15. Downloading of Tender document:

The tender documents can be downloaded from the www.riebbs.ac.in and www.riebbs.ori.nic.in .

16. Non-participation of near relatives:

Bidder should furnish the undertaking (as per Annexure XI) of Non-Participation of near Relatives of RIE, Bhubaneswar Employees in the tender called for Engagement of Agency for providing catering facility in RIE, Bhubaneswar.

The near relatives for this purpose are defined as

- (a) Members of a Hindu undivided family
- (b) They are husband and wife
- (c) The one is related to the other in the manner as father, mother, son(s), & son's wife (daughter in law), daughter(s) & daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

17. Statutory Obligations

a) The successful bidder/contractor will meet all the statutory requirements obtain all necessary licenses or other approval if any required for running the Institute Canteen under the relevant acts and he will be responsible for all the consequences for not obtaining such licenses as required by the law from time to time and will have to submit the certified photocopy of the same to the Institute. And any other laws, rules, regulations, guidelines etc. that may be applicable from time to time or that may be introduced by the Central/State Government or Municipal/Local Self Government authorities subsequent to the date of this agreement.

b) The Contractor shall keep the Institute indemnified from all acts of omissions, defaults, breaches and/or any claim damages, loss or injury and expenses to which Institute may be put to or involved as a result of Contractor's failure to fulfill any of the obligations here under and/or under statues and/or any bye-laws or rules framed there under or any of them.

Institute shall be entitled to recover any such losses or expenses which may have to suffer or incur on account of such claims, demand loss or injury from the Security deposit / performance deposit of the contractor without prejudice to its any other rights under the law. That Institute will not be liable for any act or breach or omission by the contractor in regards to the statutory obligations whatsoever and shall in no case be responsible or liable in case of dispute, Prosecution or awards made by Court of Law or other Govt. agencies. In case of accident arising out of and in the course of this agreement, Institute will not be responsible for payment of any compensation or under

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any other law. It will be the sole responsibility of the contractor for payment towards loss or compensation whatsoever. The person engaged by Contractor shall be treated, as Contractor's own employees and can claim no privileges from Institute. The sole responsibility any legal or financial implication would rest with the contractor. The Contractor will be directly responsible for administration of his employees as regards their wages, uniforms, general discipline and courteous behaviour.

c) The Contractor will have to obtain general insurance against risk, fire accident for his belonging etc., for the catering services including that of kitchen etc. and provide a copy of the same to Institute d) All the taxes/levies/fee charges payable to Govt. Deptt./Local bodies shall be paid by the contractor & no claim whatsoever shall be paid by the Institute except service tax/VAT which will be paid by the Council on receipt of the challan/slip from the vender issued by the concerned authority.

18 Resolutions of Disputes

- 18.01 The Institute and the Caterer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 18.02 If, after thirty (30) days from the commencement of such informal negotiations, the Institute and the Caterer have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism.
- 18.03 The Indian Conciliation and Arbitration Act, 1996, the rules there under and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.
- 18.04 The venue of arbitration shall be the place from where the contract is issued.

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Administrative Officer

SPECIFICATIONS, TERMS AND CONDITIONS

1. The bidder shall quote rates to provide catering service at Institute Canteen in specified Financial Bid proforma.
 - (a) The bidder shall quote rates on Per unit basis in Financial Bid separately for menu as shown in **Annexure – V**. The rates should include cost of all raw material including fuel i.e. Gas, Washing of Table Cloths and provision of paper napkins and all connected works and items for proper servicing. The service utensils used for eating cooking shall be provided by the Contractor. All the taxes as applicable from time to time shall be borne by the bidder.
 - (b) The contractor shall be under obligation to serve special lunch/ dinner/ breakfast in accordance demand received from different departments/units/cells/sections etc. of Institute as per charges as agreeable with authority.
2. The contractor shall follow the Menu as per Annexure - V and shall seek instructions from the Institute or any Officer/committee of the Institute appointed for this purpose.
3. A compliant register will be kept in the Canteen cash counter for registering complaints of the staff/guests/participants etc. with regard to all/ any aspect of the food including service provided by the Contractor.
4. The contractor shall pay **License fee @ Rs.200/-per month, Electricity charges @ Rs.300/- per month and Water charge @ Rs.100/- per month** as decided by the Institute Authority. This is payable in advance on or before 10th of the day of the succeeding month. The Institute authority shall also be free to get a sub-meter of electricity/water charges installed and accordingly the charges shall be charged. Till such time, the caterer has to pay the electricity/water charges as stated.
5. (a) The Crockery, Cutlery, Table Cloth, Utensils and Kitchen Equipments such as Masala Grinder, Electric hot Plate, Toaster, Dosa Plate, Chapati Plate, Refrigerator, Freezer, Tea/Coffee Machine and Service Counter and various Cooking range shall be arranged by the Contractor himself. Institute shall not provide any item for this purpose. The licensee/contractor shall use LPG arranged by him.
 - (b) The Contractor will bring all the Kitchen Equipments in working order and thereafter he has been responsible for the maintenance upkeep and repairs of the equipments.
 - (c) The Contractor shall arrange for proper cleaning and upkeep of Dining Hall and furniture in his charge.
6. The Contractor shall use proper utensils of good quality during serving of lunch, dinner and breakfast.
7. The Contractor shall arrange washing of table cloths, towels and cloth napkins at his own cost.
8. The Contractor shall not let out this work on sub contract or otherwise to anybody else. The Contractor will be fully responsible for breakage or damages done by them or their staff to the fixture and fittings providing or installed in the space provided to them in the Institute any loss/damage to the same will have to be made by the Contractor, at his own cost.
9. The Contractor shall attend the weekly meetings arranged by the Committee/ authorities/representatives and implement accepted suggestions if any.
10. The contractor shall arrange serving of Tea/coffee, Snacks, Lunch, as per Menu.

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11. Contractor shall buy at his own cost good quality of Atta, Rice, Grocery, Dal items, Edible Oils, Vegetables and Non-Veg. items, and other essentials. Contractor shall use standard FSSAI certified items of reputed brands only. These items are subject to verification at any time without notice by Institute or by its authorized committee, whose recommendations are final and are to be acceptable by the Contractor for any action that may be considered deemed fit and will be binding upon the Contractor.
12. Catering Staff found to be not satisfactory by the administration of Institute or its representatives will be replaced immediately by the Contractor on intimation to the administration.
13. The waiters will put on proper uniform as prescribed by the Administration. Aprons, caps, hand gloves, shoes will also be necessary to be put on by cooks while cooking food.
14. All waiters and cooks will have photo identify cards so that entry is restricted to only legitimate persons to the hostel. A notice board will be provided by the Contractor in the dining hall indicating special dish for the day. In addition he has to display daily menu of Breakfast/Morning tea/Evening tea/ Lunch in the Notice Board.
15. Cleanliness and hygiene of the staff employed for cooking/ serving should be of extra ordinary level. Staff with any contaminating disease should be immediately withdrawn from service by the Contractor.
16. The contractor shall use only LPG gas for cooking. The electronic equipment for the purpose of heating, cooling prepared items as well as drinking items can be run on power. Under no circumstances, the contractor will be permitted to use kerosene oil, wood or any other fuel which emits smoke & bad odour. The contractor shall have to use Fly Catcher or U.V. Light for the houseflies/insects.
17. The Bidder shall not sublet the space provided to it by Institute. The Bidder shall not use the space provided for storage or keeping any other goods or articles other than those required for the use in the NIE Canteen nor shall do any structural addition/alteration in the premises.
18. The premises provided for running canteen will be exclusively used by the persons having the valid / authorized photo pass issued by Institute and no outsiders will be allowed at any stage. Any temporary authorization for entry to person(s) will be given by the Institute Authorities in writing.
19. A flat fine of Rs.200/- per occasion will be imposed by Institute Authority/ its authorized committee for breach of contract with respect to not maintaining the quality/quantity/service/misused premises non conforming to rules as per agreement.
20. Payment will be made by the Guest/Participants /employees as per contracted rates.
21. About ten Test Samples will be provided free of cost in a month by the Contractor to Institute authorities/administrations for ensuring quality as and when required.
22. The Contractor shall comply with all statutory provisions of Central/State Government and is fully responsible to observe labour laws as amended from time to time in regard to his employees (in respect of minimum wages, PF, ESI deduction) and compensation and other benefits/risks in relation to employees to be engaged by him. The Contractor shall maintain all the statutory registers, required under labour laws. The Contractor shall also produce these records on demand by Institute authority. The Contractor should submit Labour Clearance report and if he fails to submit the same, any action to be taken by the labour department, then the contractor shall have the sole responsibility to face any consequences.

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23. Floors, Walls, Ceilings, Ceiling fans in Dining Hall, Kitchen and hand-wash areas shall be maintained spotlessly clean by the Contractor. Failure to keep these in spotless condition shall be dealt with by imposition of penalty of Rs.500/- per occasion.
24. Principal of the Institute reserve the right to terminate the contract with one week's notice without assigning any reasons thereof. He will have the right to extend the contract on the same rate, terms and conditions for one year after justifying the performance of the contractor. If the services of the Contractor are satisfactory and there is no complaint of quality & quantity of food items supplied by the Contractor, the contract can be extended for the third year and fourth year also. The enhancement of rates for third year and fourth year, if any, are to be recommended by a committee and approved by the Principal. Principal also have the right to extend the contract further for a period of six months/ till an alternative arrangement is made.
25. The Contractor for Catering Services shall broadly cover the following jobs.
- Cooking and Serving
 - Cleanliness of Mess area and surroundings.
 - Proper cleaning of utensils, maintenance
 - Storing the food stuff under hygienic conditions.
 - Replacement of tablecloths, napkins, towels etc. daily as per events (Breakfast, Lunch,) as per instruction of Institute authorities.
26. Cleanliness/ House Keeping:
- Cleanliness of the area which includes Kitchen, Dining Hall, Washing area, wash-basin, Water-Coolers, Pantry and surrounding areas shall have to be arranged by the Contractor employing his own staff at his own cost.
 - Cleaning material of good quality shall be used by the Contractor at his own cost
 - Utensils shall have to be cleaned using hot water and proper detergents and finally washed in antiseptic liquid containing potassium Permanganate.
 - Floors, Walls and Ceilings will have to be maintained spotlessly clean. Furniture shall have to be kept perfectly clean.
27. The Food stuff shall have to be prepared & kept under hygienic conditions by the Contractor. The contractor shall not keep, store, deal with or allow the sale /deal with of any item which is prohibited by law and which is injurious to health viz. cigarettes, bidi, gutkha and liquor etc. The contractor shall not entertain any order/ supply eatable outside Institute.
28. In case of breach of any conditions of the contract and for all types of losses caused by the Contractor, Institute shall make deductions as deemed suitable from the bills preferred by the Contractor or can recover the amount from Security Deposit.
29. A team nominated by the Institute Authority will make a surprise check as & when needed. In the event of any lowering of quality/ quantity, the bidder will be liable for termination of the contract and then performance security deposit amount will be forfeited.
30. In case the Contractor fails to execute/ perform the assigned works or a part thereof, Institute shall be authorized to make suitable deductions as deemed fit by Institute from the bills of the Contractor and damages will be charged to extent of loss.
31. Contractor shall be responsible for the safety and upkeep of the items make over to him and will return the items as per inventory on the expiry of the contract. Any loss etc. on this account shall be recoverable from the Contractor.
32. Food stuff prepared for serving to the Employees/Guests/participants shall be subject to the approval of Institute authorities and their decision in this regard shall be final and

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- binding on the Contractor. Losses and inconvenience faced on this account by Institute shall be punishable and suitable recoveries may be made by Institute.
33. The Staff employed including mess manager by the Contractor should be courteous civil and polite in behaviour towards all the Guest/Participants and the Institute establishment.
 34. The Contractor shall have to deploy sufficient number of cooks, waiters, cleaning staff, dish washers, head waiters, safaiwalas and supervisors to ensure complaint free servicing of food.
 35. Principal of the Institute is not bound to accept the lowest offer and reserves the right to award the work to more than one bidder depending upon urgency and requirement. Further, the Contractor would not have any claim on the number of persons boarding for whom services are rendered in the Institute.
 36. The Vendor will clearly mention in Technical Bid minimum number of staff that will be engaged by him and will always be available.
 37. The contractor has a bare permission to run RIE, Canteen in the Institute, Office premises during the contract period and nothing contained in this document/agreement shall be construed as demise in law of the said Institute premise or any part thereof and shall not give any legal title or interest to the contractor.
 38. In case any proceedings are initiated against the contractor by any Court/Municipal/or Govt. Authority under the provisions or Prevention of Food Adulteration Act 1952 or any other law/rule or regulation applicable in such matter, the contractor shall be solely and directly liable and responsible for that.
 39. The expenses for execution, registration charges, stamp duty etc. relating to the agreement shall be borne by the contractor.

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Annexure-I1. Eligibility conditions/Check List of Technical Bid Documents

S.No	Particulars	Attached supporting documentary evidence.	
		YES	No
1.	Required Tender Fee (In the form of DD) Rs. 500/- (Non refundable)		
2.	Required Earnest Money Deposit (EMD) (In the form of DD) for Rs. 6,000/-		
3.	Copy of Firm's Registration		
4.	Copy of the PAN No of the firm		
5.	Copy of Firm's Registration for VAT/CST/LST/OST		
6.	Copy of Tin No. of the Firm		
7.	Copy of Service Tax Registration No. of the Firm		
8.	Name & Address of tenderer's Bank and his current Account No		
9.	Name and Address of the Contract persons to whom all references shall be made by the Institute.		
10.	Signature of the Bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document		
11.	A bona fide caterer having at least 3 years of experience in running hotels, hostel mess/guest house/canteen or any Govt. Organization/ Autonomous bodies supported by the following documents:-		
	a. Shop land Establishment certificate showing the date of initial registration		
	b. Income Tax/Service Tax Assessment orders establishing three-years existence of the firm		
	c. Any other documentary evidence issued by the Central Govt/State Govt.		
12.	Evidence of minimum infrastructure like		



	LPG/Cylinders Stove, kitchen equipments, utensils, manpower etc		
13.	Copies of Annual Accounts, namely Trading Account, Profit and Loss Account and the Balance Sheet for the last two years duly authenticated by Chartered Accountant		
13.	List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing Catering Services, Names, designations and telephone numbers of concerned officers in the respective institutions/organizations may also be indicated.		
14.	ITR for the last 3 years i.e 2014-2015, 2015-2016, 2016-17.		
15.	Supporting document showing Annual Turnover for the last 2 years i.e. 2015-16 and 2016-17		
16.	Bank's Solvency Certificate of Rs.2,00,000/- on the financial soundness of the firm.		
17.	An affidavit on a non-judicial stamp paper of Rs. 10/- as per Annexure-VIII.		
18.	Valid food safety & standard authority of India (FSSI) license issue of Central Govt/State Govt.		
19.	Valid registration of service tax for outdoor catering issued by Central Excise Office or any State Office authorized for the purpose.		
20.	Tender Acceptance Letter as per Annexure-IV		



Schedule of requirements and specifications (Menu)

S.No	Name of items & Specifications	Rate fixed by the Institute (Rs.) (Inclusive of All Taxes)	Firm to quote the quantity, Quality, variety of each item where is necessary .
1	One cup Milk Tea (Readymade) Served in good Quality disposable paper glass or chinaware/bone china cup)	5.00	
2	One cup Coffee (Readymade). To be Served in good quality disposable paper glass/Cup Plate .	10.00	
3	Cold Drinks (Branded Firms)	10.00	
4	Juice/ Frooti etc. (Tetra pack)	10.00	
5	Packaged Water Bottle/Mineral water (Any brand size/weight) (preferably on MRP Basis)	10.00	
	SNACKS/BISCUTS		
6	One Samosa / Singda	5.00	
7	One half-piece Bread Pakora	5.00	
8	Piaji (1Nos, 50gms)	5.00	
9	One Alloo Bonda/Alloo Chap (50 gms)	5.00	
10	One Biri Bada(50gms)	5.00	
11	Paneer Pakora	10.00	
12	Besan Pokoda (1plate)	10.00	
13	Nimik (1piece)	5.00	
14	Four piece Idili with one plate Dalma/Motor Curry	15.00	
15	Four Piece Puri with one plate Dalma /Motor Curry	15.00	
16	One Egg boiled	6.00	
17	One Egg omelette	10.00	
18	Two eggs omelette	15.00	

19	Biscuits (all good quality biscuits)	10.00	
20	Chips standard varieties	10.00	
21	Fruit cake standard size/weight Britannia or other make of good quality.	10.00	
22	Working lunch for programme	115.00	
23	Working Lunch for daily	40	
24	Egg Curry (2p)	20.00	
25	Fish Curry (1P)	20.00	
26	Chicken Curry	40.00	
27	Mutton Curry	100.00	
28	One plate Plain Rice (400gms)	10.00	
29	One Roti	5.00	
	SWEETS/ICE CREAM		
30	One Piece Gulab Jamun	10.00	
31	One piece Burfi (Khoya/Besan/Nariyal)	5.00	
32	One piece Ruskulla	10.00	
33	One Piece Jalebi	5.00	
34	Chenapoda	20.00	
35	One Laddoo (Besan/Motichoor)	5.00	
36	Chhena Gaja	5.00	
37	High Tea (Standard items):		
	(i) Green Tea with biscuits/wafers	15.00	
	(ii) Lamon Tea with biscuits/wafers	15.00	
	(iii) Kaju, Sweets and other namkeen with high tea	30.00	
	(iv) Coffee with sweets, Kaju, namkeen, wafers	40.00	

Note: - Rate has been fixed for each item. The firms are required to mention the quality, quantity and variety with brand name for each item. Wherever necessary separate paper to be annexed in their firm pad with signature.

Annexure-IV

To,

The Principal,
Regional Institute of Education
Sachivalaya Marg, Unit IX
Bhubaneswar -22

Sub: Tender Acceptance letter-reg.

Sir,

I hereby undertake that I have read and understood the entire tender document and accept & agree to comply with the same. I also accept and agree that any subsequent Addendums and Corrigendums if issued in this regard I shall comply accordingly.

Signature of the Authorized Signatory of the Bidder with seal of firm



Annexure-VPROFORMA FOR FINANCIAL BID

To,

The Principal,
Regional Institute of Education
Sachivalaya Marg, Unit IX
Bhubaneswar -22

Subject: Quotation for providing Catering Services in RIE, Canteen located in Sachivalaya Marg, Unit IX, Bhubaneswar 22 - reg.

Sir,

With reference to your Tender No. 10-63/17/RIEB/C & W dated on _____ the subject mentioned above, the undersigned have read the terms and conditions of the Tender and quote the rate us under:-

S.No	Name of items & Specifications	Rate fixed by the Institute (Rs.) (Inclusive of All Taxes)	Firm to quote the quantity, Quality, variety of each item where is necessary.
1	One cup Milk Tea (Readymade) Served in good Quality disposable paper glass or chinaware/bone china cup)	5.00	
2	One cup Coffee (Readymade). To be Served in good quality disposable paper glass/Cup Plate .	10.00	
3	Cold Drinks (Branded Firms)	10.00	
4	Juice/ Frooti etc. (Tetra pack)	10.00	
5	Packaged Water Bottle/Mineral water (Any brand size/weight) (preferably on MRP Basis)	10.00	
	SNACKS/BISCUTS		
6	One Samosa / Singda	5.00	
7	One half-piece Bread Pakora	5.00	
8	Piaji (1Nos, 50gms)	5.00	
9	One Alloo Bonda/Alloo Chap (50 gms)	5.00	
10	One Biri Bada(50gms)	5.00	
11	Paneer Pakora	10.00	
12	Besan Pokoda (1plate)	10.00	
13	Nimik (1piece)	5.00	
14	Four piece Idili with one plate Dalma/Motor Curry	15.00	
15	Four Piece Puri with one plate Dalma /Motor Curry	15.00	
16	One Egg boiled	6.00	



17	One Egg omelette	10.00	
18	Two eggs omelette	15.00	
19	Biscuits (all good quality biscuits)	10.00	
20	Chips standard varieties	10.00	
21	Fruit cake standard size/weight Britannia or other make of good quality.	10.00	
22	Working lunch for programme	115.00	
23	Working Lunch for daily	40	
24	Egg Curry (2p)	20.00	
25	Fish Curry (1P)	20.00	
26	Chicken Curry	40.00	
27	Mutton Curry	100.00	
28	One plate Plain Rice (400gms)	10.00	
29	One Roti	5.00	
	SWEETS/ICE CREAM		
30	One Piece Gulab Jamun	10.00	
31	One piece Burfi (Khoya/Besan/Nariyal)	5.00	
32	One piece Rusculla	10.00	
33	One Piece Jalebi	5.00	
34	Chenapoda	20.00	
35	One Laddoo (Besan/Motichoor)	5.00	
36	Chhena Gaja	5.00	
37	High Tea (Standard items):		
	(i) Green Tea with biscuits/wafers	15.00	
	(ii) Lamon Tea with biscuits/wafers	15.00	
	(iii) Kaju, Sweets and other namkeen with high tea	30.00	
	(iv) Coffee with sweets, Kaju, namkeen, wafers	40.00	

I/We undertake that if our bid is accepted we will provide Catering Services in accordance as specified in the Schedule of Requirements and Specifications.

I/We undertake that I/we shall furnish the Performance Security within fifteen days after issue of notification of award for an amount Rs.20, 000.00 in the form of demand draft or Fixed Deposit Receipt (in original) or Bank Guarantee in an acceptable form from any Nationalized/Commercial Bank in favour of General Fund



Account, payable at Bhubaneswar. Performance Security shall remain valid for a period of 6 months beyond the date of completion of all contractual obligations of the supplier. No interest will be paid on amount; the same will be refunded when the contract is over and after clearing all dues in respect of electricity, water charges and license fee etc.

I/We also agree to abide by this Bid validity period of 180 days from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We attach here with an affidavit confirming that the information furnished in the Bid is correct to the best of our knowledge and belief.

I/We clarify/confirm that we comply with the eligibility requirements of the bidding documents till our contract remains in operation/force.

Dated this _____ day of _____ 20

Signature of the Authorized Signatory of the Bidder with seal of firm



AGENCY DETAILS

(Including performance records, financial viability etc.)

1. Name of Agency (Copy to be enclosed):
2. Status of ownership of the firm (Proprietary/Partnership/Company) (Copy to be enclosed)
3. Registration No. for Catering Services (Municipal Corporation) (Copy to be enclosed):
4. VAT / Sales Tax Registration No. (Copy to be enclosed):
5. PAN Number (Copy to be enclosed) :
6. Income Tax A/C No. & Tax Paid during Last Three Financial Years (Copy to be enclosed):
7. Tin Number of the Agency (Copy to be enclosed) :
8. Service Tax Registration No. (Copy to be enclosed) :
9. No. of Manpower (Qualified, Skilled and Unskilled) Available with the firm as on date as per the Master Rolls. (Copy to be enclosed) :
10. Telephones Nos. :
11. Residential Address:
12. Banker's Name & Address (Copy of cancelled CTS 2010 cheque / NEFT details to be enclosed):
13. Experience (Years) :
14. Minimum annual turnover of Rs. Five Lakhs in a year of last two years (supporting document to be enclosed).
15. List of Major Clients (Enclose copy of Orders/Contractors: Alongwith Items Details, Performance Report)
16. Any Other Information/Documents which may help DCPW : In assessing Tender's Capabilities for award of contract

Signature of the Contractor
 Name/Firm _____
 Address _____



EXPERIENCE CERTIFICATE

Certified that M/s.....has run / is running the canteen/Guest House/Catering Services in this PSU/Government Department, satisfactorily for the period fromto.....

Authorized signatory with official Seal /Rubber Stamp

A handwritten signature in black ink, appearing to be 'D. D.' with a horizontal line underneath.

Annexure-VIII

An undertaking enclosed at Annexure of the tender/bid document on non-judicial stamp paper of Rs.10/-

UNDERTAKING

I/We have read and understood the contents of tender and agree to abide by the terms and conditions of this tender and undertake the following.

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as mentioned in the bid document.
2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government have banned/suspended business dealing. I/We further undertake to report to the Institute immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.
3. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Bhubaneswar.
4. I/we undertake that the firm/company etc has never been blacklisted by any of the Central/State Govt. organization and no criminal case is pending against the firm/Company.
5. That the information supplied by the firm/company/bidder in the bid are true and nothing has been concealed and in case at any stage any information is found false our EMD/ Performance Security can be forfeited and our tender can also be rejected by the Council.
6. An Inspection Team to be nominated by the Institute Authorities may make surprise inspection to ensure proper Quality and hygiene of the Food as laid down in the standard at any time.
7. In the event of any short-fall in respect of any of the item to be served to any of the guest/participants or deficiency of Service will make me liable for termination of the contract or / and the Institute Authorities can make suitable recovery from the performance Security Deposit for any breach of Contract.

Date:

Signature of the tenderer/bidder
Name: designation with seal of the firm/company



PROFORMA FOR TECHNICAL BID

To,

The Principal,
Regional Institute of Education
Sachivalaya Marg, Unit IX
Bhubaneswar -22

Subject: Quotation for providing Catering Services in RIE, Canteen located in Institute.

Sir,

With reference to your Tender No.10-63/17/RIEB/C & W dated _____ on the subject mentioned above, I am submitting the following information about my firm.

Sl. No.	Particulars	Page Number
1	Agency Details (as per Annexure-VI)	
2	Vendor's Qualification (As Per the format given at Annexure-I)	
3	Experience Certificate (as per Annexure-VII)]	
4	Minimum number of staff that will be engaged by contractor and will always be available at the Canteen as Cooks. Waiters, Cleaning Staff, Dish Washers. Head Waiter. Supervisor and Safai Walas as per point No.34 of terms and conditions of Annexure II.	
5	No Relation Certificate as per para 16 of general information to bidders (Annexure-XI)	
6	Tender Acceptance Letter as per Annexure-IV	
7	Undertaking as per Annexure-VIII	
8	Compliance Statement Certificate (Annexure-X)	
9	Any other Supporting Documents submitted by bidder	

2. It is to certify that above information are correct and duly certified copy of relevant documents in the proof of above is enclosed herewith. All pages of the Technical bid have been numbered, indexed and the document is final for all purposes.

3. All the above mentioned documents are to be annexed with bid documents.

Signature of the Authorized Signatory of the Bidder with seal of firm

COMPLIANCE STATEMENT CERTIFICATE

I/we do hereby state that each item under instructions to bidder and scope of work as per Annexure II has strictly been complied and nothing has been concealed or left as required in the tender document.

Authorized signatory with official Seal / Rubber Stamp

Dated:

Place:

A handwritten signature in black ink, enclosed within a circular border. The signature is stylized and appears to be a name or set of initials.

NO RELATION CERTIFICATE

I/We hereby certify that none of my relatives as defined in the bid document is/are employed in Institute. In case at any stage, it is found that the information given by me/us is false/incorrect, Institute shall have the absolute right to take any action as deemed fit without prior intimation to me/us.

Dated:

Authorized signatory with official Seal / Rubber Stamp

Place:

