

TENDER PAPER

for

Providing of Canteen Services

For

ORMAS CANTEEN

ORMAS, BHUBANESWAR

SIRD CAMPUS, UNIT – 8, Pin – 751012

Tender paper can be downloaded from the following websites- www.ormas.org

DETAILS OF TENDER PAPER FOR PROVIDING OF CANTEEN SERVICE FOR ORMAS Canteen
2017 -18

Bidder Name and Address:

M/s

.....

Signature of the bidder

A. E.M.D (Refundable) : Rs.10,000/- (Rupees Ten thousand only) in shape of Demand Draft /Pay order in favour of "ORMAS, Bhubaneswar" payable at Bhubaneswar.

Demand Draft/Pay Order No..... Dated/...../2017

B. Period of downloading of tender paper: 5th to 12th May, 2017.

C. Last Date & Time for Receipt of Tender: 12th May, 2017 latest by 1.30 PM.

D. Date & Time of Opening of submission of Quotation Paper: 12th May, 2017 at 3:00 PM at Conference Hall of ORMAS, Bhubaneswar.

E. Address For Submission Of Tender Paper:

**ORMAS, SIRD Campus, Unit – 8
Near Stewart School
Bhubaneswar - 751012**



PROFILE

(To be filled in & returned with the documents)

1.	Full Name of the Firm (In Capital letters)	
2.	Firm Address	
3.	Telephone No	Office:- Residence:- Mobile :- Fax No :-
4.	Name / Names of Proprietors Partners / Directors.	
5.	Service Tax / Sales Tax / VAT Regd. No. (Last Sales Tax/ Vat Clearance Certificate must be furnished)	
6.	Income Tax account number / PAN Number (Last Income Tax Clearance certificate to be attached)	
7.	Details of similar past work and experience of similar nature. (Certificate from the past employer should be enclosed)	

I do hereby certify that the above mentioned particulars are true and correct.

Signature of the bidder



Canteen Services: 2017-18

TERMS AND CONDITIONS OF CANTEEN SERVICE OF ORMAS

1. Scope of work

The Agency shall provide regular canteen services to the Guests / Participants/Officials in the ORMAS Canteen.

2. Experience

The Agency should have at least 03 years service tax paid certificate and the similar kind of experiences for running of office/school/college canteen.

3. Terms and Conditions.

- a) The necessary arrangement of all raw materials required for preparation of snacks, beverages, sweets, lunch, preparation of items mentioned in the menu, and serving the prepared articles to customers, including provision of all materials, equipment for preparation and serving of articles. This will also include transportation, cost of materials and labour. The contractor shall make his own arrangement for safe storage of materials and accommodation for his staff etc. No employees of the contractor shall be allowed to reside in canteen premises.
- b) The contractor shall maintain the quality of preparation of articles, constant supply of cold drinking water & fresh availability of items, as per the canteen management committee requirement. Quality oil (Sunflower or Branded Mustard Oil) is to be used in preparation of meals.
- c) The contractor shall maintain the working hours of Canteen as lay down by the Canteen Committee.
- d) The Firm shall maintain **FULL HGIENIC CONDITIONS** in Canteen, in storage, preparation and servicing of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, such as to maintain the standards and aesthetic values in the Canteen. Contractor should make arrangements for storage/display the items in hygiene condition.
- e) The bearers for servicing in Canteen will have to be provided uniforms by the contractor during working hours and they will be required to wear the uniforms during working hours which is a must.
- f) The Firm shall carry out the work in accordance with this contract and with directives of Canteen Committee and to the satisfaction of the Principal through Canteen Committee. The Canteen Committee from time to time may issue the further instructions, detailed directions and explanations which are hereafter collectively referred to as Canteen Committee's instructions in regard to
- g) The Canteen should be run in the name of '**ORMAS Canteen**' and no other name should be used.
- h) The Canteen Committee or its members shall have every right to inspect the Canteen without any notice and can seal the canteen in case of violation of terms and conditions.
- i) The Canteen should be run during the timings from 9.00 A.M. to 8.00 P.M. ORMAS shall however, reserves the right to revise the timings.
- j) The canteen Committee has right to terminate the contact by giving one month's notice if it feels necessary to do so. In such case, the contact shall forego the contact amount.



- k) The decision of the Executive Director of ORMAS with regard to any matter pertaining to Canteen will be final.
- l) The Canteen Contractor shall handover charge of all furniture, fixtures, fittings etc., in good condition to ORMAS when the contract is terminated.
- m) The Canteen Contractor shall pay the cost of damage, if any, caused to the premises, fixture, fittings etc., during the period of contract.
- n) The Canteen Committee shall conduct inspection of canteen in all respects including installation, stores, Kitchen, preparation and supply of food items, hygienic conditions etc., at regular intervals.
- o) The Canteen Committee may also authorize any other person to inspect the central canteen.
- p) The contract will be in force from the date of leasing the Canteen and expire on completion of contract period and no notice by ORMAS is necessary and the Canteen Contractor shall leave the Canteen premises with his employees immediately after completion of the specified date and shall not re-enter. However, this condition does not apply if the lease period is terminated before the completion of the contract period.
- q) ORMAS permits the Contractor to utilize the electrical and sanitary fittings, kitchen equipment and furniture, for the purpose of carrying out their obligations under this Agreement.
- r) **Electric charges will be charged as per actual unit consumption through a meter to be installed in the canteen or actual consumption to be calculated as per the load (in case of non-installation or non-function of the meter) which will come approx 1500/- per month at the present rate)**
- s) Utensils and cooking gas required for cooking, and other crockery and cutlery shall have to be arranged by the contractor.
- t) The Canteen Committee itself shall fix the rates for each item that are to be served at the Canteen and the lessee shall have to serve those items only at the rates and the quantum fixed. A menu chart accordingly should be displayed at the Canteen. The rates approved will not be revised time to time prior permission of canteen committee.
- u) **The Firm is to submit FOOD LICENSE along with related documents.**
- v) 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 a Penal action in case of violation of these laws.
- w) The Quotation is to furnish the filled in format as per Annexure - I. Separate sheet may be annexed to this annexure if required.
- x) ORMAS Canteen cannot be used by the firm for any kind of Cooking / Supplies of Food beyond domain of ORMAS activities.


Executive Director

ANNEXURE – I**MENU**

Sl.	Item	Quantity	Rate
1.	Tea one cup	100 ml	
2.	Coffee one cup	100 ml	
3.	Idli (70 g each) with chutney & Samber	(2 Nos.)	
4.	Vada/Aloochoop (50 g each) with chutney & Samber	(2 Nos.)	
5.	Upma (100 g) with chutney		
6.	Masala Dosa with chutney	(91 x 100 cm)	
7.	Uttappam with chutney	(100 g)	
8.	Poori with curry/Ghuguni (3 Nos.)	(150 g)	
9.	Onion pakoda/Veg Pakoda	(100 g)	
10.	Potato Samosa	(50 g)	
11.	Sweet	(50 g)	
12.	Dahi Vada (2 Nos.)	(50 g each)	
13.	Plain dosa with chutney	(91 x 100 cm)	
14.	Rava Dosa with chutney	(100 g)	
15.	Veg/ Non veg Chowmin	(200 g)	
16.	Vegetable Biryani with curd chutney	(250 g)	
17.	Aloo/Veg paratha (1 No.)	(75 g)	
18.	Veg/Non veg soup	100 ml	
19.	Biriyani/Fried rice with Ryta	300 gm	
20.	Chilli chicken/ butter chicken/butter paneer/palak paneer/ veg mancurian	100 gm (piece wt)	
21.	Cool drinks (Any standard brand such as	Standard rates as per the company rate/market rate and to be approved by Committee	
22.	Coco-Cola, Pepsi, Maaza, Limca, Frooti,		
23.	Bisleri/standard mineral water.)		
24.			
25.	Ice-Cream: (any standard brand of different sizes		
26.	Veg and Non-veg meal for Seminar/Meeting/workshops Rice – 250 Gms / Roti – 6 Pcs. (200 Gms), Dal – 150 ml, Mixed Veg. Curry – 250 gms, Khata – 50 gms ,Veg Fry - 100 gms) Mixed Salad – 50 gms, Ice Cream – one Scoop/Cup/one sweet Plus Fish Curry – (2Pcs) 200 gms + 2 Pcs Potato/ Chicken Curry – (5 Pcs Chicken + 2 Pcs Potato) – 250 gms/ Mutton Curry – (4 Pcs Mutton + 2 Pcs Potato) – 250 gms/ Paneer Curry – (8 Pcs Paneer + 4 Pcs Potato) – 250 gms / Egg Curry – (2 Eggs + 2 Pcs Potato)	1. Veg Meal – Rs. 2. Veg Meal with Paneer Curry – Rs. 3. Egg Meal – Rs. 4. Fish Meal – Rs. 5. Chicken Meal – Rs. 6. Mutton Meal – Rs.	

Signature of the Contractor

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS & PR, PR Department. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder (with seal)

Place:

Date:



ORMAS
Bhubaneswar - 12
General Terms and Conditions
for the Tender Paper of different items for the year: 2017-18

1.	The firm should be registered under OST, ACT-1974 and having valid VAT Clearance Certificate etc.
2.	Attested copies of valid Service Tax / VAT Clearance Certificate TIN /SRIN No. should be furnished along with the tender paper.
3.	The tenderers are to deposit Rs. 500/- towards cost of tender documents in shape of cash with the Accounts Branch of ORMAS, Bhubaneswar on any working day between 11.00 A.M. to 5.00 P.M.. The tender documents must be accompanied with the original money receipt obtained from Accounts Branch of this office. Tender documents submitted without money receipt shall not be entertained at any state.
4.	Rs. 10,000/- (Rupees Ten thousand only) as EMD in shape of Bank Draft / Banker's Cheque favoring the Executive Director, ORMAS, Bhubaneswar should be submitted along with the tender paper. The EMD deposited along with the tender documents will be refunded to the unsuccessful tenderers soon after completion / finalization of the tendering process.
5.	The authorization letters if any to be enclosed in the tender with due attestation.
6.	The quoted rate will be inclusive of all Taxes. The percentage of VAT is to be mentioned clearly against each items. The rates to be quoted in tabular form.
7.	The rates quoted by the tenders should be valid upto 31.03.2018
8.	No conditional tender will be accepted by the authority from the tenderers.
9.	No advance payment will be made to the party after acceptance of tender or execution of order.
10.	Delivery of the items should be made in the office of the Executive Director, ORMAS, Unit-VIII, Bhubaneswar after getting proper requisition order within a day or two and minimum one day well in advance.
11.	Selection of items will be followed after screening by the purchase committee of the Office
12.	Original documents are to be produced for verification by the members of the committee.
13.	The tenders are to submit the current price list of the brand product & specification (i.e. Name of the brand and other details) along with the tender.
14.	If any information/document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
15.	It is the responsibility of the tenders for timely delivery of the articles to the ORMAS, Bhubaneswar at their own cost.
16.	The tenders should furnish in a sealed cover (to be sealed on sealing wax) duly superscribed as "TENDER FOR Catering Services for the YEAR: 2017-18 on the top to the sealed cover.
17.	The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
18.	The undersigned/committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
19.	In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
20.	All pages of the bids are to be signed & stamped by the tenderer.
21.	Selection of the items will be followed on finalization of samples whenever is necessary.
22.	The duly filled in Tender's Profile as enclosed is submitted along with tender.
23.	The Firm are to submit <u>FOOD LICENSE</u> along with related documents
24.	The Agency should have at least 03 years service tax paid certificate and the similar kind of experiences for running of office/school/college canteen.
25.	For any services / supply 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.
26.	The Executive Director reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples


Executive Director