

## Odisha Judicial Academy, Cuttack.

### TENDER DOCUMENT FOR CATERING SERVICES

Period of contract	<b>One year</b>
Start date for submission of the Tender Form	<b>07/03/2020</b>
Last Date & time for submission of tender Form	<b>27/03/2020 05:00 PM.</b>
Date and time of opening of Technical Bids	<b>28/03/20 11:AM</b>
Date and time of opening of Financial Bids.	<b>28/03/20 03:00 P.M</b>

#### **(A) INVITATION OF BIDS: -**

- 1 Bids are invited from reputed Firm/Agencies, having valid registration from Competent Authority to run the Catering Service, in the campus of Odisha Judicial Academy, Sector-1, C.D.A, Abhinav Bidanishi, Cuttack-753014.
- 2 Firms are advised to study the tender document carefully before submitting the Bid Form. It will be presumed that the Agencies/Firms have considered and accepted all the terms and conditions of this tender. No enquiry, whatsoever, verbal or written, shall be entertained in respect of acceptance/rejection of the tender. Bids must be unconditional.
- 3 Separate (duly filled) Bids should be prepared in accordance with the prescribed format **Annexure-I** (Technical Bid i.e. Details of the Agency) and **Annexure-II** (Financial Bid) of the tender document, and be submitted in physical form in the Office of the Additional Director, Odisha Judicial Academy, Sector-1, C.D.A, Abhinav Bidanishi, Cuttack-753014.
- 4 The Bid must be accompanied by an Earnest Money Deposit (EMD) / Bid Security of Rs. 1,50,000/- (**Rupees One Lakh Fifty Thousand only**) (Refundable), in the form of Bank Draft in favour of Director, Odisha Judicial Academy.
- 5 The bids must also be accompanied by a Draft of Rs.2000/- (Non-Refundable) towards Tender Document cost, in the form of a Bank Draft in Favour of The Director, Odisha Judicial Academy which is non-refundable.
- 6 Successful bidder has to deposit Performance Security amounting to 10% of total bid value. The Performance Security is to be valid for 14 Months and must be furnished in favour of Director, Odisha Judicial Academy confirming with the Guidelines for procurement of Goods issued by Government of Odisha, Finance Department Office Memorandum No 4939/F., Codes-27/2011 dated 13/02/12.
- 7 The tender form is non-transferable.
- 8 The prospective bidder shall furnish the following documents along with their technical bid (**Annexure-I & Annexure-III**): -
  - (i) Self-attested copy of PAN card of the firm/bidder, issued under Income Tax Act;
  - (ii) Self-attested copy of G.S.T Registration Number of the firm;
  - (iii) Self-attested copy of Valid Registration No. of the Agency/Firm;
  - (iv) Self-attested copy of valid Provident Fund Registration Number of the firm (If applicable);

- (v) Self-attested copy of valid ESI Registration Number of the firm (If applicable);
- (vi) Self-attested copy of valid License with Number to run catering services; obtained from competent authority under any Acts/Rules;
- (vii) Tender Document Cost Rs.2,000/- (**Rupees Two Thousand**) in form of bank draft.
- (viii) Bid Security of Rs. 1,50,000/- (**Rupees One Lakh Fifty Thousand only**) in form of bank draft.
- (viii) A duly signed undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm/agency/proprietor;
- (ix) Undertaking showing that Terms and conditions of the tender has been duly accepted, with stamp of the prospective bidder;
- (x) Proof to the effect that bidder has experience of providing similar service for at least last three consecutive years in government or reputed organizations (as per point 1 of the eligibility clause);
- (xi) Each page of the tender document be signed and stamped by the authorized signatory and submitted along with technical bid.

**(B) Schedule for inviting tender: -**

Name of the Client: **Odisha Judicial Academy.**

The Tender should be submitted physically in a sealed cover/envelope super-scribing thereon "Tender for Providing Catering Services" along with the requisite documents in the office of the Additional Director, Odisha Judicial Academy, Sector-1, C.D.A, Abhinav Bidanishi, Cuttack-753014., on or before 27/03/2020 up to **05: 00 PM.**

Technical Bid Opening date and time will be on **28/03/2020 at 11:00 AM**

Financial Bid Opening Date and time will be on **28/03/2020 at 03:00 PM.**

**(C) ELIGIBILITY: -**

- 1 The bidder must have the experience of providing similar work for at least last three consecutive years in any of the Departments / Autonomous Institutions / Universities /Public Sector Undertakings of the Government of India or Government of Odisha befitting to the status of the Odisha Judicial Academy. Proof to this effect to be attached with Technical Bid.
- 2 The bidder firm/agency/company should have valid documents such as Permanent Account Number (PAN) of the Income Tax Deptt; G.S.T Registration Number; Registration No. of the Agency/Firm; Provident Fund Registration Number (If applicable); ESI Registration Number (If Applicable); License Number to provide catering services under any law of the time being in force.
- 3 The bidder should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black-listed by any of the Departments/Organizations of the Government of India/Government of Odisha and that no criminal case is

pending against the said firm/ proprietor on the date of submission of this bid (Prescribed Performa as per Annexure III).

- 4 The bidder should have registered the firm in his/her name or in the name of firm/company and the company should have the capacity of providing required Catering Service at any point of time.
- 5 Resolution of Board/ controlling body authorizing the person to sign tender document (if applicable).
- 6 The bidder should submit an undertaking with the Technical Bid to the effect that terms and conditions of the Tender are duly accepted/signed with the stamp of the prospective bidder and each page of tender paper and the documents attached must be sealed and signed.
- 7 After finalization /acceptance of the tender, an agreement will be signed between successful bidder and the Odisha Judicial Academy's authorised person. The terms of the tender document as they appear, will prevail over any claim of the bidder and shall form part of the final agreement.
- 8 The **Odisha Judicial Academy** reserves the right to cancel or reject all or any of the tender without assigning any reason.

**(D) PROCEDURE OF SUBMISSION OF BIDS: -**

1. Separate Bank Drafts of Rs.1,50,000/- (One Lakh Fifty Thousand only), on account of Earnest Money Deposit (EMD) and of Rs. 2000/- on account of Tender Document Cost **in favour of Director, Odisha Judicial Academy**, should be deposited physically in the Office of the Director, Odisha Judicial Academy, along with the duly filled in Tender Documents.
2. Financial Bids will be opened only of those firms which qualify technical bid.
3. The Bids will be rejected if any information given therein is found false or detected to be incorrect or incomplete in any manner what so ever, at any stage prescribed in the tender or if any ineligibility is detected, and no correspondence thereof shall be entertained, whatsoever.
4. The Bid Security will be forfeited in the following conditions: -
  - (a) If at any stage, any of the information/declaration given by the bidder is found false.
  - (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - (c) In case of any lapse/default in honoring of the terms and conditions at any stage after submission of tender.
  - (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

## **Specification & Scope of proposed work**

### **1. Area of Operation**

1.1 The Odisha Judicial Academy requires a competent agency for providing catering services on rate contract basis for a minimum period of one year from the date of commencement of the job and to run the kitchen activities and room services at different places of the Academy on and off its campus. The Catering Services will include providing services to deliver tea / coffee, breakfast, lunch, evening snacks, dinner, working tea, high tea, special lunch / dinner as per requirement of the programme to such Hon'ble Judges, guests and High-level dignitaries as would be intimated by the Academy.

The campus of the Academy includes following;

- i. Kitchen and Dining Room.
- ii. VIP Suites: - 3 in number.
- iii. Hostel Rooms- 56 Rooms.
- iv. Auditorium, 300 seat capacity
- v. Lawn
- vi. Open Air Amphitheatre.
- vii. Lounges on each of its floors
- viii. Conference hall.
- ix. Administrative Block having Several training Class rooms

1.2 Academy has its training calendar. According to said calendar, training activities run on an average of 20 to 25 days in a month. During training session about 50% of hostel rooms and about 1 to 3 VIP Suites are likely to be occupied. Catering services are normally required during training sessions. Approximately about 1000 Meals each at Breakfasts, Lunch, Tea and 800 evening snacks & dinner time are to be served in a Month in addition to arrangements for any special programme, which may be held at the Academy. The requirement of food may decrease or increase depending on the number of trainees at a given point of time.

1.3 During Non-training period, the Agency may submit its offer for running the canteen services at the designated place for Academy's working staff and other staff working on regular basis at a subsidised rate.

### **2. Scope of Work**

2.1 The catering agency shall maintain equipment, cutlery and crockery in complete hygienic conditions and prepare food using good quality cereals, ground nut oil, mustard oil, Sunflower oil, spices, vegetable, fruits etc with good nutritional value. The edible oil, other additives to be used for preparation of food shall be of standard brand (preferably approved by the FPO, Agmark etc) and has to be approved beforehand by the Academy official, authorized in this behalf.

2.2 Normally except the bed tea, the Breakfast, Lunch and the Dinner are to be served in dining hall but if required, the Agency has to serve it in rooms for guests as per demand.

2.3 Catering services are to be provided on and off the premises of the Academy as per the instruction of the Academy.

2.4 Caterer is to abide by the dining rules of the Academy.

### **3. Kitchen Equipment Available with the Academy at Kitchen:**

3.1 Academy possesses Modern Kitchen equipments. These equipments shall be issued to the Agency for carrying out the catering services. List of equipments is annexed at appendix I

3.2 Equipments mentioned above will be made available by Academy to the agency for the tendered work. Other equipments / machines required to execute the catering service shall be arranged by the Agency.

3.3 The Agency will consider while quoting the prices that the kitchen equipment available with the Academy will be issued without any charges. The agency shall ensure that the kitchen equipments are properly utilized and due and reasonable care thereof is taken.

3.4 The Agency shall return the equipments in intact and working condition after completion of agreement period.

3.5 The maintenance required for the machines supplied by the Academy will be done by the agency.

3.6 If it is found that any break down / damage has occurred to any equipment, furniture or infrastructure of the Academy due to the action or omission of the Agency/ worker of the Agency, the Agency shall be liable for it and the Caterer will pay the cost there of as determined by OJA.

### **4. Catering Equipment to be arranged by the Agency**

4.1 All equipment (except mentioned in clause 3), cutlery crockery, utensils, raw material for cooking, LPG gas Commercial only/ fuel (Blue Gel), packaging material, signage's, staff etc required for running catering services shall be arranged by the Agency. Crockery and cutlery should essentially be of good branded quality, of standard size and they should be white in colour and light in weight. The crockery and cutlery must be kept in clean and hygienic condition.

4.2 The machines/equipment/utensil etc. deployed as agreed under the contract shall be kept inside the Academy premises and maintenance, repair and upkeep of the machine shall be the responsibility of the Agency.

### **5. Uniform**

5.1 The Contractor has to provide a distinct uniform to its workmen different from the employees of Academy. The uniform shall be kept in neat, tidy and wearable condition. For steward, waist coat, name plate, proper shoes and bow will be the integral part of uniform. For Chef, Chef Cap, Chef Coat, Apron, proper shoes and name plate will be the integral part of uniform.

5.2 All the personnel engaged by the agency shall be provided with photo identity cards and due verification of their credential shall be done by the Agency.

5.3 The employees should be supplied with adequate number (at least two sets) proper uniforms with logo of the company inscribed on it, name plate by the agency at its cost. The workers/ supervisors/ personnel should use these uniforms in clean and properly pressed condition. They should wear apron and hand gloves while serving.

5.4 Hand sanitizer must be used apart from use of proper hand gloves & cap around food preparatory area.

## **6. Commencement & Completion of Work**

6.1 The Agency will start its work within 3 days from the date of issuance of work order. The initial contract shall be for one year. The contract period may be extended for further period on mutual agreement.

## **7. Penalty**

7.1 If the Academy is not satisfied with the quality of eatables served, services provided or behaviour of the agency or his/her employees, the agency will be served with 24 hour notice to improve or rectify the defect(s), failing which the OJA will be at liberty to take necessary steps as deemed fit in addition to penalty as specified under clause 'Penalty'.

7.2 The Academy reserves the right to impose penalty (to be decided by the OJA authorities) on the agency for any serious lapse in maintaining the quality of the services wilfully or otherwise.

## **8. Service**

8.1 The agency will get the menu from the Academy for all the training sessions before two days of commencement of training programme.

8.2 It will be the responsibility of the agency to maintain high standard of cleanliness of the kitchen, dining hall and pantries and to ensure that cleanliness and hygiene is maintained to the satisfaction of the employer.

8.3 The failure to employ adequate number of persons resulting in sub-standard services will be considered as breach of the terms and conditions under the agreement.

8.4 The staff employed by the Agency to run its catering operation must be free from communicable diseases and must otherwise be medically fit. If the Academy, on the basis of medical examination, forms an opinion that any employee of the agency is medically unsuitable for work in the food industry, it may demand the agency to replace that individual from work place immediately and the latter shall abide by that decision.

8.5 All personnel employed by the agency must be medically fit for handling food and certificate of fitness of each employee shall be submitted by the service provider before

employment and every six months thereafter by a registered Medical practitioner. Medical fee, if any, will be borne by the agency.

### **9. Water / Electricity**

9.1 The Academy will provide the agency the following facilities free of cost for the execution of work;

(a) Water (b) Electricity (c) Kitchen equipment (List enclosed).

However, the agency shall be under obligation to provide potable water, in quantities to be specified by the Academy, in packed dispenser confirming to required standards for breakfast, working tea/coffee, lunch and dinner, at without any extra cost for the same.

9.2 The agency should keep the usage of the water and electricity to a reasonable level. If Academy finds that water and electricity are wasted or not used properly then the Academy reserves the right/option to levy penalty on the agency up to Rs. 1000/- for each notice.

### **10. Safety Measures**

10.1 The Agency shall abide by the governing laws and safety measures for carrying out catering services and shall ensure that his own workmen and other people are not put to any risk due to its activities.

### **11. Terms of Payment**

The payment shall be on monthly basis made on submission of the bills (In triplicate) after the satisfactory completion of the work assigned, at approved rates after deducting penalties & Statutory Dues if any. No advance payment will be made. Income Tax will be deducted at source under Section 194-C of Income Tax Act against the gross payments made to the service provider on the basis of income comprised therein. Any other deduction at source shall be made as and when directed as per the Government instructions. the agency will submit copy of its annual income tax return to the Academy for purpose of Audit.

### **12. Manpower**

12.1 The Agency has to employ sufficient number of manpower for efficient performance of contractual obligations. The manpower will invariably include at least one qualified and well experienced supervisor for management of services and a minimum of five trained waiters as lay over staff for room services, one well experienced Chef in addition to other required staff and Chefs.

12.2 That the caterer has to provide sufficient number of cooks, waiters and other support staff in the kitchen and serving area and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are disciplined, polite, sober and honest in their dealings with the Academy's staff, visitors and guests. Agency shall also employ only

those workers whose antecedents have been verified by the police and are medically fit in all respects.

12.3 If any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the Academy due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Academy as final and abide by such decision. In such an event, the Academy shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Academy's authorities indemnified. As such it will be the duty of the Agency to provide suitable replacement for any such staff removed from duty.

### **13. General Conditions**

13.1 The agency will be required to offer catering services in the space allotted for the purpose in the premises of the Academy apart from off campus duties. The agency will use the space so provided for catering services only and will have no tenancy right over the space so provided.

13.2 The Agency shall serve Tea/Coffee/Biscuits/Snacks etc. to the guests as required and shall provide various services at official meetings, training programs, conferences, special get-togethers and at various functions, on or off campus, as may be required.

13.3 The Academy, reserves the right to terminate the said contract at any time on the ground of poor quality of food served and ineffective services rendered by the agency. The Academy will be the sole judge to determine these facts.

13.4 The agency shall be responsible for maintaining the provided area (Kitchen, Store, Office, Dining Hall, Service area etc.) spotlessly clean at all times. The crockery, cutlery, furniture and utensils used in the preparation and service of food shall always be in clean and in a hygienic condition. The kitchen shall be open at all times for inspection by the duly authorized official of the Academy. The agency will arrange for periodical disinfectant treatment of kitchen, dining and store. The agency has to maintain a logbook for the above cleaning activities and the log book shall be made available at all times in the Kitchen premises for inspection of OJA authorities.

13.5 Agency shall ensure that good quality food is served to guests either in rooms or in the dining hall as per directions and the dining tables are properly cleaned and food must be provided in time.

13.6 Agency shall ensure that all the utensils, crockery, kitchen equipment are cleaned and are in working order.

13.7 Agency shall ensure that the kitchen and dining halls are kept clean and in hygienic condition.

13.8 The site of work shall be cleaned and waste shall be removed from the premises of the OJA daily by the agency. the cleaning area and its surrounding must be kept tidy.



13.9 It will be the responsibility of the agency to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by the Academy. The security of such material will be the sole responsibility of the agency.

13.10 The authorized representative of the Academy shall check the quality and quantity of the items supplied and served and in case of any discrepancy, the decision of Academy will be final.

13.11 Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Academy and the Caterers or their authorized representatives. Director of OJA will be the final authority in resolving such disputes.

#### **14. Contractor's Responsibility**

14.1 The quality of work at all stage should be as per the standards laid down and explained to the agency. The agency shall ensure that it fully complies with and observes all the provisions of the Contract Labour Act (Regulation and Abolition) 1970, Minimum Wage Act 1948, Payment of Wages Act 1935, Employees Provident Fund and Miscellaneous Provisions Act 1952, Gratuity Act 1972, Registration under Prevention of Food Adulteration Act 1954, the E.S.I. Act, and such other statutory enactments / rules and regulations laid down by the Govt. or local body in force/ coming into force which may apply to catering services and any liability on account of non-compliance or violation thereof shall be the agency's responsibility.

14.2 The employees employed by the agency shall be its employees and the Academy shall in no way be responsible or liable for their wages, salaries, bonus, gratuity or any compensation etc.

14.3 The Agency shall regularly make payment to the Provident Fund, Family Pension, Employee State Insurance Contribution, Deposit Linked Insurance Scheme, Gratuity and all other statutory dues, if applicable, that may become due or payable by the agency for the staff employed by it and maintain all such records as may be statutorily required and present the same to the officers of the Academy as and when required.

14.4 All the workmen in the employment of the agency working in the Academy shall abide by the disciplinary procedures/rules and regulations laid down by the Academy from time to time.

14.5 In the event the agency is provided with any material or equipment belonging to the Academy, the agency undertakes to return the same in good condition, failing which the agency shall be responsible for the cost of the same, apart from any other liability.

14.6 The Academy may allow a few employees of the agency to stay in the kitchen premises for early / late hour duties such as fetching milk, serving of bed tea/coffee, etc. Their presence, however, should not cause any nuisance to normal functioning of the Academy.

14.7 The Academy shall accept no claim in the event of any of the agency's employees sustaining any injury, damage or loss to either person or property either inside or outside the Academy premises. The agency should provide insurance cover as per Workmen's Compensation Act for all its workers.

14.8 A complete list of workers/supervisor/ personnel together with detailed bio-data, photographs etc. should be submitted to the Academy before they are employed.

14.9 OJA reserves the right to accept/reject any particular worker/supervisor/personnel placed on duty in the Academy premises

14.10 The workers/ staff / personnel of the agency will have nothing to do with the OJA and shall have no presumptive right of absorption in the services of the Academy.

14.11 In case the workers engaged by the agency have any grievance, they will take it up with the agency without any disturbance on the campus. If the agency's workers resort to agitation resulting in damage to OJA property or hindrance to its work, the agency will be liable to pay damages to the Academy. Further; such action by the agency's workforce will result in termination of the contract.

14.12 The agency shall at all times indemnify the Academy against all claims for compensation under the provisions of any law for the time being in force/brought into force, by or in respect of any workmen employed by the agency in carrying out the contract and against all costs and expenditures incurred by the Academy in connection therewith, the Academy shall be entitled to deduct any amount due, from the agency, from all the money paid or payable by way of compensation as aforesaid and costs or expenses in connection with any claim thereto.

14.13 If in the course of execution of this contract by the agency any minor or major damage is caused by the agency or his workmen to the persons or property of the Academy, after joint investigation by the 'Academy' and the 'Agency' any claims arising there from shall be recovered, settled and dealt with as the case may be from the agency. The agency shall render all assistance and cooperation to the Academy if any enquiry is held thereon.

14.14 The agency shall at all times keep the Academy effectually indemnified against all sections, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or reason of anything done or omitted to be done by the agency.

14.15 If any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the Academy due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Academy as final and abide by such decision. In such an event, the Academy shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Academy's authorities indemnified.

14.16 The caterer shall be responsible for the upkeep of equipment provided by the Academy. In case of any damage to the furniture and equipment (list attached) by any person employed by the caterer, he will immediately inform in writing the concerned authorities of the Academy

for recovery of such losses/damages, failing which the caterer shall himself be liable to pay the cost as decided by the Academy.

**15. Type and style of services**

15.1 The agency shall be solely and wholly responsible for the procurement at its expenses of all articles of food and provisions. The agency shall bear complete financial responsibility for all purchase it effects & financial commitments it may enter into for fulfilling the contract.

15.2 The quality of food and provisions made there for should be acceptable and of high standard. The Academy or its authorized representative will have authority to inspect such articles of food and provision and will have full powers to order discontinuance of use of certain articles of food and provision which are found to be of unsatisfactory standard and on grounds of hygiene.

15.3 The agency shall provide, high quality, tasty, nutritious and hygienic and healthy food and catering services to the satisfaction of the OJA.

15.4 A menu for all the services to be offered every day will be prepared for each programme and will be submitted to OJA sufficiently in advance. OJA will have free right to change / amend any of these menus.

15.5 In case of sickness of any guest, caterer shall supply suitable food to the sick person, up to the cost of normal menu. In similar manner, the caterer will also provide suitable food to any special food habits, if instructed by OJA up to the cost of normal menu.

15.6 Proper disposal of leftover food and other garbage will be done by the agency, in very hygienic manner. Leftover food will not be served again in any manner, whatsoever in any circumstance.

15.7 OJA reserves the right to indicate the best available brands at times and same will be binding on the agency. The bidder has to maintain consistency in quality of ingredients to be used for preparation of food items for entire contract period.

**16. Rates:**

16.1 The amounts specified herein shall be inclusive of all costs, expenses, wages, all taxes and other expenses including ex-gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from the Academy during the term of this contract.

**17. Transportation**

17.1 The Contractor shall make his own arrangements for transportation of the prepared foodstuff from the Kitchen to the various service points. The Contractor shall ensure adequate protection against seasonal weather conditions while transporting the food items by his own

motorized conveyance as may be necessary at his cost and for ensuring satisfactory as well as timely service.

17.2 For transporting the food items from Kitchen to various service points, the Contractor shall press into service a vehicle (fully covered with weather proof panels) in good condition, round the clock basis to the satisfaction of OJA.

17.3 OJA will not provide any facility for transporting the food items to various service points on and off the Academy campus.

17.4 The rate quoted shall be inclusive of above provisions.

**18 Payment to workers:**

18.1 Monthly salary in accordance with provisions of Minimum wage Act/Payment of wage Act shall be made.

18.2 Report shall be provided to OJA by 9th day of every succeeding month confirming such payment of wages without fail.

**19. Quality of raw materials & brand to be used**

19.1 Only packed and sealed spices / sauces/ condiments/ pickles, etc. with Agmark / FPO/ FSSAI certification shall be used.

19.2 Only those branded items carrying AGMARK/FPO/BIS Certification should be used, where such certification is available in any class of branded items.

19.3 Vegetables/Fruits should be tendered fresh from market on day-to-day basis preferably from reputed suppliers. Fresh Vegetables of good quality on day- to-day basis should be procured from reputed suppliers or stalls. The source of supply should be disclosed by agency to OJA.

19.4 The Service Provider shall not be entitled to serve pre-cooked food items purchased from an outside vendor excepting items like Mineral Water, Sweets, Ice-creams, Cold drinks (Bottled & Tetra Packets), unless specific prior permission is obtained from OJA, in this regard.

19.5 No compensation shall be payable for items rejected for whatever reason. Further, the agency should ensure that there is no dislocation to the Kitchen services on this account.

19.6 The Service Provider shall maintain quality and quantity in respect of the menu served in. In the event of any dispute over quantity and quality of the menu, proportionate deduction shall be made from the bills payable to the agency in addition to penalty and the decision of OJA shall be final and binding.

19.7 The Service Provider shall use the best practices legally mandated in food industry in the matters of providing catering services at O.J.A.

19.8 The Service Provider shall exercise all reasonable imagination, creativity and good taste in the planning, preparation and serving of the meals and shall conscientiously strive to prepare and serve food in accordance with the diners' desires regarding quality, taste, appearance, nutritional value and variety.

19.9 Agency shall disclose all the sources of procurement to the employer.

19.10 Notwithstanding the same, the provisions of this clause shall always be subject to the right of OJA to fix the menu and no new item shall be introduced in the menu without the express prior permission of OJA.

19.11 Plastic, polythene, Styrofoam etc, the use of which are prohibited, shall not be used by the agency. If occasion any so arise as to use any disposable cutlery or crockery, biodegradable and recyclable item shall be used conforming to legal norms.

19.12 Consumption or sale / possession of liquor or tobacco product is strictly prohibited for the Agency or its staff. In the event of any violation of this directive, this agreement may be terminated by the Academy and no prejudice shall be claimed by the other side.

#### **APPROXIMATE ANNUAL QUANTITY OF WORK**

Particular	Estimated volume of work per Month
1st -Working tea (forenoon)	1000
2nd -Working tea (afternoon)	1000
Breakfast	1000
Lunch	1000
Evening Snacks	800
Dinner	800

**Note:** - The work shown is only estimated quantity and there will be no guarantee on minimum quantity of work.

**Annexure - I**  
**TECHNICAL BID**  
**(DETAILS OF THE AGENCY)**

Name of the Firm/agency:	
Address	
Address and Tele. No. of the Bidder	
Registration No of the Firm:	
Name, Designation, Address & Tel No. of the Authorized person to deal with:	
Constitution of the Firm (Attach proof):	
Goods & Services Tax Registration Number	
Provident Fund Registration Number:	
ESI Registration Number:	
Any other Certificate:	
Experience details of Last three consecutive years for providing similar work.	
Whether the Agency has been blacklisted by any of the Departments/Organizations of the Government of India/ Government of Odisha and any criminal case is pending against the said firm/agency:	
Whether Terms and conditions of Tender duly accepted	
Details of Bid Security	
Any other Document relevant to tender	
List of References:	

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Bidder  
Place:  
Date: \_\_ / \_\_ /2020

Signature of the

Name of the Signatory  
Name of the Firm/agency  
Seal of the Firm/Agency

**Annexure – II**  
**Financial Bid**

Bid No.: OJA.....

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

**Execution and Facilitating the Catering Services in the Academy Premises**

Item No	Specification	Unit	Rate (In Figure) Rs.	Rate (In Words) Rs.
1.	Working TEA / COFFEE/SOUP			
1.2	1st -Working tea (forenoon) – 1.Tea / coffee (With and Without Sugar)/ Veg Soup 2. Assorted biscuits or Cookies of good quality	Cup		
1.3	2nd Working tea (afternoon) – 1.Tea / coffee (With and Without Sugar) 2. Assorted biscuits, or Cookies of good quality.	Cup		
2	BREAK FAST			
2.1	1. Tea / Coffee (With and Without Sugar) 2. Porridge with milk /Cereals with milk 3. Bread/ with Butter & Jam 4. One South Indian dish 5. One North Indian dish 6. One Egg preparation (Omelettes, Boiled etc.)	Plate		
3	LUNCH / DINNER			
3.1	Lunch Menu - 1. Rice preparations, 2. Assorted Breads, 3. Dal, 4. Two vegetable Dishes (One Vegetable & One Paneer or Mushroom Dish) (with one less spicy dish), 5. One Non-Veg dish, (Mutton once a week), 6. Dessert (Sweet Dish/ ice Cream etc), 7. Salad, 8. Papad & Pickles etc	Plate		
3.2	Dinner Menu- 1. Soup with bread loaf or stick 2. Salad. Rice, 3. Chapatti / Paratha, 4. One vegetable dish (Less spicy with gravy) 5. One Non-Veg Item 6. Dal, 7. Thick creamy Curd or Raita 8. Dessert/sweet-Ice cream 9. Salad	Plate		
4.	Packaged Drinking Water			
4.1	Aquafina, Kinley or Bisleri 1 Litter Bottle			
4.2	Aquafina, Kinley or Bisleri 500 ml Bottle			

..... % of Taxes on the Monthly Bill.

Item No	Specification	Unit	Rate (In Figure) Rs.	Rate (In Words) Rs.
5.	Evening Snacks			
1.2	1. Tea / Coffee (With and Without Sugar) Two Snacks (One preferably non-fried item) The menu is to be specified by the Bidder and to be approved by OJA.	Plate	Rs.50/- (Inclusive of all taxes)	Rupees Fifty only (Inclusive of all Taxes)



**UNDERTAKING**

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against my firm/agency as on \_\_\_\_\_.

Place:  
Date: \_\_\_\_2020

Signature of the Bidder  
Name of the Signatory  
Name of the Firm/agency  
Seal of the Firm/Agency

<b>LIST OF EQUIPMENTS</b>		
<b>Sl No</b>	<b>Item Description</b>	<b>Quantity</b>
<b>1</b>	<b>Dish Landing Table</b> <b>Size: -54" X 24" X 34 + 6" (Inch)</b> SWG 304 Grade SS Sheet. Garbage Chute: 150mm X 150 mm HEAVY DUTY: 304 grade SS Sheet Structure: Top underneath MS angle. Legs by round SS heavy duty 304 Grade SS Square Pipe with nylon adjustable bullets Cross bracing by SS round 304 Grade SS Square Pipe.	<b>01 Nos</b>
<b>2</b>	<b>Waste Collection Trolley</b> <b>Size-24" X 24" X 36 (Inch)</b> Stainless Steel Body with heavy Duty Soundless castor wheel with locking arrangements.	<b>01 Nos</b>
<b>3</b>	<b>3-Sink Unit</b> <b>Size: -64" X 24" X 34" + 6" (Inch)</b> Three sink Unit (3 No. die pressed sink for 16 swg. SS top with splash back, SS Waste line & outlet CI ball value, 1.5" dia SS 304 Grade SS Square Pipe legs and bracing etc.	<b>01 Nos</b>
<b>4</b>	<b>Wet Grinder</b> <b>5 Ltr. Capacity</b> Body: Made of 16 swg SS: 304 Sheet food gr. Complete with revolving drum, grindstone & Wooden Scraper. Motor 1 hp Electric Motor & gear box.	<b>01 Nos</b>
<b>5</b>	<b>Potato Peeler</b> <b>Capacity 10 Kg.</b> Peeling drum in 16swg s.s. Sheet fine mesh carborundum lining top opening for gravity feed swing out door for draw off water inlet socket and drain valve motor and drum enclosure in 18 swg Sheet.	<b>01 Nos</b>
<b>6</b>	<b>Dish Glass Rack</b> <b>Size: - 36" X 24" X 60" (Inch)</b> 4 Shelves 18 SWG SS with 3 sides turned up & 1 side front turned down with perforated shelves 4 Nos. 14 SWG. SS angle Verticals with nylon bullet adjustable legs.	<b>01 Nos</b>
<b>7</b>	<b>Dough Kneader</b> <b>Capacity 7 Kg.</b> Cast iron body painted in off, white painted finish 16 s.s. bowl with hand operated lifting mechanism s.s. dough hook 2 hp 3 phase Crompton Make motor gear drive.	<b>01 Nos</b>
<b>8</b>	<b>Pantry Table With 2 B.S.</b> <b>Size: -60" X 24" X 34" + 6" (Inch)</b> Top in 16 swg thick S.S. Sheet top sound dampened by an approved method upright in 38 X 38 X 16 swg 304 grade S.S. Square tube 18 swg s.s. sheet bolted to the uprights.	<b>01 Nos</b>
<b>9</b>	<b>Pot Rack</b> <b>Size: -48" X 24" X 60" (Inch)</b> 4 shelves in 18 swg thick s.s. Sheet 38 X 38 X 2.5 mm thick s.s. upright S.S hardware shelves to have 20 mm dia holes	<b>01 Nos</b>
<b>10</b>	<b>Chapatti Plate with Puffer</b> <b>Size: - 39" X 26" X 34" (Inch)</b> Structure made of mild steel angle frame duly rust proof painted. Top of 12 mm mild steel, front panel and under shelf 18 swg ss Sheet, vertical legs of ss round pipe of 16 swg, 1.5" diameter with nylon adjustable feet. Complete with CI perforated grill for puffing of chapattis, heavy-duty high-pressure RV burners pilot, individual control valves Indian oil corporation approved.	<b>01 Nos</b>
<b>11</b>	<b>Dosa Plate</b> <b>Size: - 48" X 24" X 34" (Inch)</b>	<b>01 Nos</b>

	$\frac{3}{4}$ "MS top plate with four side MS angle bracing. 20 SWG panel and 1.5" dia SS Pipe with nylon adjustable legs. Burner- Four high pressure RV –burner fitted with internal fittings and individual control and pilot ignition.	
12	<b>Table with Sink</b> <b>Size: - 54" X 24" X 34" + 6" (Inch)</b> Top in 16 SWG thick s.s. Sheet top sound dampened by an approved method upright in 38 X 38 X 16 swg 304 grade s.s. square tube 18 swg, s.s. sheet bolted to the uprights Sink in 16 swg thick s.s. sheet with 12 mm collar on all sides.	01 Nos
13	<b>Spice Table With 6 Round Container</b> <b>Size: - 24" X 24 "X 34 "(Inch)</b> The unit should be like a table trolley designed with SWG 16 (304) SS top, double beaded on all sides, secured to SS angle frame, with cut out to fit in inserts of 6 round containers to hold spices. Containers should of SS 304, removable of size 100 mm dia and 100 mm deep with individual lids. Fitted with heavy duty noise free castors of 75 mm dia with two castors having locking facility. The trolley with 25 mm dia SWG 16 SSS 304 Pipe handless on both sides. One under shelf of swg 22 SS 304 at the bottom at 100 mm from FFL	02 Nos
14	<b>2-Burner Indian Range</b> <b>Size: - 48" X 24" X 34" (Inch)</b> Top: 16 swg 304 Grade SS Sheet. Side & Back 20 Swg 304 Grade SS Sheet. Legs 40 mm Dia SS 304 Grade SS Square Pipe B S 20 SWG 304 Grade SS Sheet MS Angle Frame Deep Trey 304 Grade SS Sheet HP-C-35. Burner, NC Valve, Copper Pigtail & Pilot Burner Nylon Adjustable Bullet Feet.	01 Nos
15	<b>Stock Pot Stove</b> <b>Size: - 24" X 24 "X 24" (Inch)</b> Top:- 16 swg SS, body Panel: 18 swg SS, Drip Tray: 20 swg SS, Internal: MS/SS angle structure, 38 mm X 38 mm X 16 swg SS square pipe verticals with hard nylon adjustable bullet fits, Bottom Cross Bracing: 25 mm/ 25 mm/ 16 swg ss., Cast iron grid, gas burner with pilot ignition and control valves.	01 Nos
16	<b>Deep Fat Fryer (Single Tank)</b> <b>Single container deep fat fryer (Table Top)</b> Oil Tank: 16 SWG AISI 304 SS Sheet. Panels: 18 SWG AISI 304 SS Sheet. Frying Basket: SS, rod with wire mesh base, fabricated and Bakelite heat proof handle	01 Nos
17	<b>2- Burner Chinese Range</b> <b>Size: - 48" X 24" X 34" + 12" (Inch)</b> Top: 16 SWG SS, body Panel: 18 SWG SS, Internal: MS/SS angle structure, 38 mm X 38 mm X 16swg SS Square pipe verticals with hard nylon adjustable bullet fits, Bottom Cross Bracing: 25 mm X 25 mm 16 swg SS., cast iron grid, gas burner with pilot ignition and control valves.	01 Nos
18	<b>Pick UP Table</b> <b>Size: - 54" X 24" X 34" (Inch)</b> Top: 16 swg 304 Grade SS Sheet with underneath MS angle structure. Bottom shelf 18 SWG 304 Grade SS Sheet. Legs: 1.5 dia SS 304 Grade SS Square Pipe vertical with nylon adjustable bullet	02 Nos
19	<b>S.S. Storage Pallet</b> <b>Size: - 48" X 40" X 06" (Inch)</b> Construction of top in 1.5 "Pipe having 2" gaps between pipes with legs (6 nos) fitted with plastic bullet feet	02 Nos
20	<b>Table with Sink</b> <b>Size: - 48" X 24" X 34" (Inch)</b> Size in 16 SWG thick S.S. Sheet top sound dampened by an approved method upright in 38 X 38 X 16 swg 304 grade S.S. square tube 18 SWG S.S. Sheet bolted to the uprights Sink in 16 swg thick S.S. Sheet with 12 mm collar on all sides.	01 Nos
21	<b>Work Table With U/S</b>	01 Nos

	<p><b>Size: - 48" X 24" X 34" (Inch)</b>  Top: 16 swg 304 Grade SS Sheet with underneath MS angle structure. Bottom shelf 18 swg 304 Grade SS Sheet Legs.: 1.5" dia SS 304 Grade SS Square Pipe vertical with nylon adjustable bullet.</p>	
22	<p><b>Weight Scale</b>  <b>Capacity 100 kg.</b>  Supplying &amp; Fixing of a Weighing Scale of Capacity-100 Kg. at Kitchen etc.</p>	01 Nos
23	<p><b>2 Door Vertical Refrigerator</b>  <b>Size: - 54" X 28" X 34" + 6" (Inch) 600 Ltr Capacity</b>  Exterior in 20 SWG 304 grade S.S. Sheet interior in 22 SWG 304 S.S. Sheet 2 doors self-closing type dark coloured magnetic gaskets high density puff insulation hermetically sealed Kirloskar compressor Indfoss thermostat fan cooled condenser easy to remove louvres for cleaning of Condenser</p>	01 Nos
24	<p><b>Under Counter Deep Freezer</b>  <b>Size: - 60" X 24" X 34" + 6" (Inch)</b>  Top in 16 SWG thick S.S. Sheet bent 50 mm and 12 mm on all sides excepting on sides with splash back top sound dampened by an approved method rear splash raised 150 mm above the working height of 850 mm bent 25 mm at 90 deg. and down 12 mm exterior in 20 swg 304 grade s.s. Sheet interior in 22 swg 304 grade s.s. sheet doors self-closing type.</p>	01 Nos
25	<p><b>Storage rack</b>  <b>Size: - 36" X 16" X 66" (Inch)</b>  4 shelves 18 swg SS with 3 sides turned up &amp; 1 side front turned down with perforated shelves 4 Nos. 14 SWG SS angle verticals with nylon bullet adjustable legs.</p>	02 Nos
26	<p><b>Service Table</b>  <b>Size: - 60" x 24" X 34" (Inch)</b>  Specification: Top: 16 SWG 304 Grade SS Sheet with underneath MS angle structure. Bottom shelf 18 swg 304 Grade SS Sheet. Legs 1.5" dia SS 304 Square Pipe vertical with nylon adjustable bullet</p>	01 Nos
27	<p><b>S.S. Hot Bain Marie with 4+2=6 No. G.N. Container</b>  <b>Size: - 84" X 26" + 10" X 34" (Inch)</b>  Structure made of mild steel angle duly rust proof painted, top made of 18 swg food grade SS Sheet 304. Inner tank made of 18 swg ss 304 Sheets, outer body 20 swg ss Sheet, with 3 kw. Immersion type heating element with auto temp. Controller &amp; indicating lamp also provided. Insulation puf type glass wool with 4 Nos. Big GN Pans and 2 Nos Small GN Pans</p>	01 Nos
28	<p><b>Utility trolley with 3 tiers</b>  <b>Size: - 36" X 24" X 36" (Inch)</b>  Top: Tier made of 16 swg SS Sheet with all 4 sides 4" turned up and bottom dia, SS pipe vertical with 4" dia. Castor wheels 1" X 1" sq. SS pipe push handle fitted with top tires.</p>	01 Nos
29	<p><b>Vegetable Cutting Machine</b>  <b>Capacity 80 Kg. Per Hrs.</b>  SS Body with 5 spare blades Motor Power 1HP single phase 5 blades for cubes (Small and big), chips and salad making, grating and slicing, Capacity 80 kg/hr</p>	01 Nos
30	<p><b>Water Cooler</b>  <b>Capacity 80 Ltr</b>  SS made with puff insulated body having 3 Nos water tap. Water inlet in back side and water outlet with fontal valve. Compressor make of kirloskar. Elect. Load-350W, 220V, AC 150 Ltr SS Storage with 150 Ltr/hour cooling capacity</p>	01 Nos
31	<p><b>Veg. Crate Trolley</b>  <b>Size: - 30" X 18" X 16" + 20" (Inch)</b></p>	01 Nos

	<b>Trey Size: - 24" X 16" X 7" (Inch)</b> Frame will be made with 25 X 25 mm sq. pipe with heavy duty castor wheel	
<b>32</b>	<b>Potato/Onion Bin</b> <b>Size: - 42" X 30" X 24" (Inch)</b> Supplying & Fixing of Potato/Onion Bin Size: - 42" X 30" x 34" (Inches) etc.	<b>01 Nos</b>
<b>33</b>	<b>Atta/Rice Bin Standard Size</b> <b>Atta/Rice Bin of Standard Size</b> The entire bin made of 18 swg ss Sheet on tin caster wheels & with top opening lid.	<b>01 Nos</b>
<b>34</b>	<b>Insect Killer</b> CM 39.5 L X 9.5. B. X 31.2 H Two Tubes 20 Watt	<b>06 Nos</b>
<b>35</b>	<b>Forced Air Ventilation with Kitchen Hoods and Hot &amp; Fresh Air with Ducting</b> <b>24-gauge g.i. ducting including</b> offsets, elbows Cowls, felts hangers, bird Screen, anchor fasteners with g.i. nut and bolts Hood-Exhaust Hoods inside kitchen Complete Stainless-Steel Fabrication. 22-gauge S.S. centre hoods (I land type) including S.S. baffle type washable grease filters (2" thick with 22-gauge frame and 24-gauge louvers) nuts, bolts, felts, anchor fasteners, hangers, etc. as per sizes given below. FAN: - Heavy Duty Exhaust Fan 1400 RPM 18" Duct Mount (Almonard Make) Heavy Duty Exhaust Fan 1400 RPM 15" Duct Mount (Almonard Make)	<b>01 Set</b>