

**GOVERNMENT OF ODISHA  
HOME DEPARTMENT**

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**Tender Call Notice**

HOME-BE-APMT1-0003-2019/ 26703 , Bhubaneswar, Dated 30.7.2021,

Sealed Tenders are invited under two-bid system from reputed and experienced Registered Restaurant Owner/ Professional Caterer for operation of canteen services of **Odisha Bhawan, Plot No.-5, Sector-30/A, Vashi, Navi Mumbai-400703 under Home Department, Government of Odisha** for a period of **three years** with effect from the date of signing of the agreement on contract basis.

The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	03.08.2021
2	Bid Due Date and Time	23.08.2021
3	Opening of Technical Bid	26.08.2021
4	Opening and Financial Bid	27.08.2021

The interested bidders are advised to submit two separate sealed envelopes superscribing "Technical Bid for operation of Canteen Services of Odisha Bhawan, Navi Mumbai" and "Financial Bid for operation of Canteen Services of Odisha Bhawan, Navi Mumbai". Both the sealed envelopes should be kept in a third sealed envelope superscribing "**Tender Papers for operation of Canteen Services of Odisha Bhawan, Navi Mumbai**". The third envelope containing the above two covers shall be addressed to the ARC-cum-Manager, Odisha Bhawan, Plot No.-5, Sector-30/A, Vashi, Navi Mumbai-400703.

The detailed information of the aforesaid work has been given in the tender document which may either be downloaded from the website [www.homeodisha.gov.in](http://www.homeodisha.gov.in) or may be obtained by person from the Office of the Assistant Resident Commissioner-cum-Manager, Odisha Bhawan, Plot No.5, Sector 30/A, Vashi, Navi Mumbai-400703 on any working day from 03.08.2021 to 23.08.2021 between 11AM to 4 PM. (Telephone No.022-20873372 /20873374)

The tender document will be received only through speed post/registered post during office hour. The last date and time for submission of Tender Documents is 23.08.2021 by 5 PM. The office shall not be responsible for any kind of postal delay.

  
30.07.2021  
Joint Secretary to Government



## PART A

### 1. BACKGROUND

Odisha Bhawan is a State Guest House of the Government of Odisha at Vashi, Navi Mumbai. It has 28 double bedded rooms & 3 Six bedded dormitories with an average occupancy rate of around 80 to 90 percent throughout the year. The canteen services in Odisha Bhawan, Navi Mumbai are proposed to be outsourced to a private bidder through a two-part bidding process as specified in the paragraphs below.

### 2. TERMS & CONDITIONS

- a. The detailed terms and conditions of the canteen operation shall be as per the Agreement, which is to be signed by the bidder. A copy of the same is given at PART-B of this tender schedule. The existing rates for breakfast, lunch, **dinner, snacks and beverages including Thali for the in-house guests of the Bhawan** is given at ANNEXURE-I \*. The bidder must go through the same before submitting the bid.

\* It is only indicative one and rates may be revised from time to time by the Government of Odisha.

- b. As mentioned above, the contractor should prepare separate menu for providing food items to in-house guest/s at the rate as prescribed by the Government of Odisha. The Contractor is free to fix the tariff for the food items to be served to the outside guests.
- c. The license for the canteen operation shall be valid for **three years** from the date of granting offer/license. However, the **Additional Chief Secretary to Government, Home Department, Government of Odisha** reserves the right to extend the period on yearly basis, subject to the satisfactory performance by the licensee maximum **up to 5 years on mutual consent**.
- d. The service provider shall itself perform its obligations and shall not assign or transfer or sub-contract any of its rights and obligations to any third party.
- e. The bidder should possess at least **Three years** of experience in running a canteen or restaurant or professional catering service in Odia cuisine in the state of Odisha or in any other city of India.
- f. The bidder must give an undertaking for not being blacklisted by any entity and should not have any judicial proceedings for any criminal proceedings against it.
- g. The bidder should have had a minimum annual turnover of **Rs.50,00,000/-** (Rupees Fifty Lakh) in any three years out of the last five years starting from 2016-17. He or she is to submit an attested copy of the statement of accounts of the canteen/ restaurant duly audited and certified by a practicing Chartered Accountant. If the bidder runs more than one such canteen/restaurant, the combined annual turnover of those during the said three years should not have been less than Rs.1,50,00,000/- which may duly certified by a chartered accountant.
- h. The bidder must submit documentary evidences like IT returns, PAN, copies of GST Registration Certificate, EPF and ESI Registration Nos. and related documents.

- i. The Canteen in Odisha Bhawan, Navi Mumbai shall serve essentially Odia cuisine. Serving of other cuisine will be optional and subject to approval of the **Additional Chief Secretary to Government, Home Department, Government of Odisha** on the recommendation of the ARC-cum-Manager, Odisha Bhawan, Navi Mumbai.
- j. The bidder shall engage cooks and other staff trained in preparation and service of Odisha cuisine. If the Cooks and other staff are not already trained in Odisha Cuisine, then the bidder shall give an undertaking that he/she will get his/her staff trained in preparation and service of Odia cuisine within a period of one month from the date of engagement at his own cost.
- k. The minimum license fee is kept at Rs.10,000/- (Rupees Ten Thousand) per month. The bidder should quote over and above the reserve license fee.
- l. The monthly license fee as quoted in the financial bid shall be paid in-advance every month i.e., before the 30<sup>th</sup> / 31<sup>st</sup> of preceding month.
- m. The monthly electricity and water charges as per actual shall be paid by the Licensee without fail within 15 days of raising/issue of the bill every month by the Licensor.
- n. Relevant provisions of the Minimum Wages Act and other payments to employees as well as any other statutory provisions of the Central, State or the local Government enactments and rules and regulations made there under shall be adhered to in both letter and spirit, and all expenses relating to the compliance of those provisions shall be borne by the successful bidder, hereinafter referred to as the Licensee. Further, in the event of any contravention in that regard, the Licensee alone shall be responsible for it and shall be liable for penal action or taking remedial measures or both as the case may be.
- o. The bidder is required to furnish the required documentary evidence regarding timely payment of wages to the employees through online bank transfer along with other statutory dues like EPF and ESI from time to time.
- p. The ARC-cum-Manager or any person authorized by the Additional Chief Secretary to Government, Home Department, Government of Odisha shall oversee the working of the restaurant, which would include maintenance of hygiene, maintenance of quality of food and maintenance of good conduct of staff. The FSSAI norms should be adhered for maintenance of hygiene, maintenance of quality of food without fail.
- q. The tenderer will provide additional back-up support service as and when required at the Bhawan for which payment will be made accordingly. Staff engaged by the Licensee should be verified by local police before deployment. The Licensee will be held responsible for any theft, burglary, breach of security by staff engaged by him/her. Police verification of all employees shall be arranged by the Licensee to the Licensor in every 6 months.
- r. The **Additional Chief Secretary to Government, Home Department, Government of Odisha** or the officer authorized by him may impose additional conditions or delete any of the terms/ conditions as may be necessary in the overall interest of the Odisha Bhawan, Vashi, Navi Mumbai.

### **3. SECURITY DEPOSIT AND ITS FORFEITURE FOR RECOVERY OF DUES:**

- i. The Licensee shall furnish a Fixed Deposit Receipt of Rs.1,00,000/- (Rupees One Lakhs) only for the duration of the license from any Scheduled Commercial Bank in favour of

**D.D.O-cum-Deputy Secretary to Government to Government, Home Department, Government of Odisha** as security deposit before the execution of the agreement by the successful Tenderer towards the building, furniture, fixtures and equipment, provided to him/ her under this agreement and towards regular payment of monthly license fee and other legal liabilities such as license fee arrears, (water and electricity dues), damages to premises, furniture, fixtures, crockery, cutlery and equipment as the case may be.

- ii. The validity period of security deposit will be 3(three) months beyond the license period from the date of signing of the agreement.
- iii. The **Additional Chief Secretary to Government, Home Department, Government of Odisha** may forfeit the security deposit of the Licensee if he/ she fails to give the three months notice before terminating the license as specified at clause 1 (above).
- iv. Immediately after expiry or termination of license, the Licensee shall have no right to use the premises and handover all the furniture, fixtures and equipment taken over in his charge to the Licensor, failing which he/ she shall be liable to pay penal License fees @ three times the normal license fees as given in the agreement for the period of wrongful use of the premises after expiry/ termination of the license. The Additional Chief Secretary to Government, Home Dept., Government of Odisha may forfeit the security deposit given by the Licensee in case of failure on the part of the Licensee to pay the penalties as mentioned above. This action shall be without prejudice to any other action that can be taken by the Licensor under any prevailing laws in addition to forfeiture of security deposit.

#### **4. PREMISES, FURNITURE, FITTINGS, CROCKERY, CUTLERY AND EQUIPMENT:**

- i. The Licensor shall permit the Licensee to use the dining hall and kitchen premises, and handover to him the furniture, fixtures, and equipment as per the inventory list. The Licensee shall use the said furniture, fixtures and other equipment with utmost care and caution. At the time of termination of the license or after the expiry of the license period, whichever is earlier, the Licensee shall deliver the same in good condition to the Licensor.
- ii. The Licensee shall be liable to reimburse to the Licensor the actual cost of damages, if any (apart from the normal wear and tear) to the premises, furniture, fixtures and equipment including crockeries / utensils for VIP use. If the Licensee fails to reimburse the cost of damages, the Licensor may recover the same from the security deposit and to the extent of shortfall, if any through appropriate legal action.
- iii. Cost of repair and maintenance to the furniture, fixtures and equipment, if any, during the license period shall be met by the Licensee at his/ her own cost.
- iv. Besides the furniture, fixtures, equipment etc. provided by the Licensor, the Licensee shall be responsible for providing at his/ her cost any additional furniture, fixtures, equipment, crockery, cutlery, utensils, storage bins etc. as may be required for proper functioning of the canteen.
- v. The Licensee shall only have the right to use the premises or equipment or furniture or fittings or fixtures etc for the purpose for which provided under the terms and conditions of this License Agreement. The Licensee shall not assign or otherwise use or dispose of the said premises or the articles to any other person in any manner.

- vi. Notwithstanding anything contained in this License Agreement the licensed premises shall, for all purpose, continue to be under the possession and control of the Licensor. The Licensee shall have the right to use it during the period of validity of the license and in accordance with the terms and conditions of the Licence Agreement.

#### **5. REPAIR & MAINTENANCE:**

- i. The Licensee shall undertake all repairs, including replacement of hinges, locks, tower bolts, doorknobs etc. during the period of the license. Major repairs, if any, to the premises, not resulting from the act of negligence, mishandling etc. attributable to the Licensee or his/ her employees/ staff, will be carried out by the Licensor. The Licensee shall not be allowed to make any structural or other modifications, changes in the interior design of the canteen premises without expressed written consent of the Licensor.
- ii. The Licensee shall be responsible for the replacement at his cost of the fused/ nonworking of electrical bulbs, tube lights and LED lamps and other electrical appliances, parts etc. and he/ she shall also maintain them.

#### **6. HYGIENE:**

- i. The Licensee shall be responsible for proper upkeep of the dinning premises and for maintenance of proper hygiene, including in the kitchen, bathrooms, washing places and other adjoining areas used for canteen purpose.
- ii. The Licensee shall be fully responsible for proper disposal of waste and garbage generated in and incidental to the operations of the canteen. He/ she shall also ensure that gratings are fixed in washing areas/ sinks to avoid blockages. Any blockage to the sewer lines has to be got rectified by the Licensee at his/ her own cost.

#### **7. CATERING:**

- i. General public may be permitted entry to the Odisha Bhawan, Navi Mumbai Canteen during the business hours as referred below, provided it does not affect the services given to the guests/inmates. However, the ARC-cum-Manager, Odisha Bhawan, Navi Mumbai reserves the right to impose reasonable restrictions on the entry of outsiders/reservation of seats and also reserves the right to such entry.  
  
Business Hours: a) Breakfast- 07.00 AM to 10.00 AM  
b) Lunch- 2.00 PM to 03.00 PM  
c) Diner- 07.30 PM to 10.00PM
- ii. The catering and restaurant service shall be extended to the inmates of the Bhawan on priority basis.
- iii. Every day the licensee shall provide all the items as specified in Annexure-I at the prescribed rates (to be decided after discussion on the menu to be provided by the successful bidder) and it should be displayed prominently. However the present rates at which food is provided for inmates and outside guest are given at column (4) of Annexure-I.
- iv. GST extra on every food item. These prices are base prices exclusive of taxes like GST, etc. that can be collected by the contractor over and above this wherever applicable. 10% extra will be charged for room service.

- v. At the request of the Licensee and on furnishing the necessary justification, the **Additional Chief Secretary to Government, Home Department, Government of Odisha** may revise the rates fixed for various items at the beginning of each year in consultation with the in-charge of the Bhawan. The decision of the **Additional Chief Secretary to Government, Home Department, Government of Odisha** in this regard shall be final.
- vi. The Licensee shall provide the additional crockery, cutlery and the equipment as required for smooth functioning of the canteen. While procuring the crockery and cutlery the Licensee would also take into consideration the choice of the Licensor.
- vii. The Licensee may supply additional items of food not specified in the List at Annexure-I to the guest of the Bhawan as per rates decided by him, subject to approval of the **Additional Chief Secretary to Government, Home Dept., Government of Odisha** and these should be displayed prominently.

In addition to this, the bidder **will have option** to prepare special odia delicious foods/dishes during the special festive occasions such as Raja, Prathamastami, Nuakhai, Bada Osha, etc. The Licensee shall ensure that the food items served to the guests are tasty and of good quality.

- viii. The Licensee shall not sell or serve alcoholic drinks either in the restaurant or in the rooms or at any place within the premises of the Bhawan. He shall also not allow the consumption of alcoholic drinks in the premises and restaurant licensed to him. The licensee is allowed to serve only non-alcoholic beverages and mineral water to the guests/visitors.
- ix. The **Additional Chief Secretary to Government, Home Department, Government of Odisha** or his authorized representative reserves the right to inspect and supervise the day-to-day operations of the Licensee, including the inspection of the use of canteen premises, to ensure maintenance of high quality standards.
- x. The Licensee shall prominently exhibit the schedule of prices of food items in the canteen premises in English and Odia and shall also make available in the guest rooms and the dining hall laminated menu cards giving particulars of the food items served and their rates. The licensee shall also keep a Visitors book for recording of complaints, suggestions, and remarks, if any.
- xi. The Licensee shall make his own arrangements for supply of water for his/ her operations in case of shortage of the water supply to the Bhawan.
- xii. The Licensee alone shall be responsible for the collection of the dues from the guests/visitors served with food. If necessary, he/ she may coordinate with the reception desk for getting details of check-in, check-out timings, or contact details of such guests. The collection of dues from his customers shall be the sole responsibility of the Licensee. The Licensor may not be able to assist the Licensee in any way in recovering the dues.
- xiii. The Licensee shall not use banned items such as food colour, Mono Sodium Glutamate (MSG), etc to enhance the taste, colour, etc which is restricted as per FSSAI Norms.
- xiv. The staff associated with preparation and distribution of food will be required to undergo periodical medical checkups / Food Handlers tests to rule out the possibilities

of communicable disease/infection diseases and anybody found suffering from such has to be kept out of engagement till he is fully recovered.

- xv. The Licensee shall not employ any minor person below 18 years of age for the canteen work. All persons engaged/employed should be insured under Workmen's Compensation Act.
- xvi. The Licensee shall be primarily responsible for all payments to be made under and for the observance of labour regulations under various labour legislations and any breach shall be deemed to be breach of the licensee agreement. This includes responsibility in respect of Workman Compensation Act, EPF Act, ESI Act, Contract Labour (Regulation & Abolition) Act, Minimum Wages Act, and Payment of Wages Act etc.
- xvii. The Licensee shall indemnify and make harmless Licensor, its Officers, employees against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him or the Licensor by reason of any act or omission of the Licensee, its agents or its employees in the execution of the work of running the canteen.

#### **8.PENALTY PROVISION:**

The Licensee shall be liable for penalty up to Rs.1000/- per instance in cases such as the following:-

- Inappropriate behaviors of the licensee/ staff.
- Any compromise on the quality or quantity of food items.
- Improper use of the premises.
- Inadequate service standards.
- Non-maintenance of hygiene, cleanliness.

#### **9.GENERAL**

- i. The Licensee shall obtain necessary permissions from the authorities such as Municipal Corporation, Commercial Tax Authority, Income Tax Authority, Labour Authorities, etc. and shall be responsible to pay all applicable taxes in respect of services offered under the contract and also to maintain prescribed registers under the relevant laws. The Licensee shall comply with all requirements under the Central, State and local legislations and shall be responsible for payment of all applicable taxes, fees and other statutory payments to the respective authorities.
- ii. The Licensee shall before commencing any activity, procure the necessary licenses/ clearances/ permissions under the local laws, for running the canteen and catering services and shall abide by all the laws relating to the services offered and shall also produce the documentary proof showing compliance to the relevant laws whenever called upon to do so by the Licensor.
- iii. If the Licensee commits breach of any of the above conditions or becomes insolvent or is found guilty of any offence punishable under the law of the Land or fails to perform the work entrusted to him/ her satisfactorily, the Additional Chief Secretary to Government, Home Dept., Government of Odisha shall be at liberty to terminate the contract. This



action would be without prejudice to any other action that may be taken against him/ her under the law in force at that time.

- iv. After the expiry of the license period or after termination of the license or after withdrawal of the license by either party as contained in this agreement, as the case may be, the Licensee shall clear all the dues payable towards the license fee, taxes, wages to the employees, etc, and shall produce legally valid documentary proof to that effect in order to enable the Additional Chief Secretary, Home Dept., Government of Odisha shall have the authority to adjust dues, if any, before releasing the security deposit.
- v. Either party to this deed may terminate this license by giving at least 3 months of prior notice in writing to the other party of its intention to so terminate this License Agreement.
- vi. At the beginning of the period of license, the inventory of furniture, fixtures, fittings and equipment in the kitchen and dining hall will be prepared for handing over to the Licensee, which on expiry or termination of license would serve as the basis for verification at the time of handing over the same to the ARC-cum-Manager, Odisha bhawan, Navi Mumbai.
- vii. In case of any dispute arising out of this contract between the o/o the licensor and the licensee, the matter shall be referred to the sole arbitration of a person to be appointed by the Addl. Chief Secretary to Government, Home Department. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act,1996 or any statutory modifications or reenactment thereof and of the rules made there under for the time being in force.
- viii. As the parking facility is limited in the Bhawan, such facility will not be allowed for the outsiders in the Bhawan premises. The bidder would adequately provide the manpower proportionate to the visitors so there will not be dislocation in the services and also unnecessary lineup of visitors. The details of manpower in appropriate category is to be mentioned by the bidder in the bid documents.
- ix. The Canteen premises shall not be used for any other activities other than Canteen services.

#### **10.SUBMISSION OF TENDER**

- a. Tender documents can be downloaded from the website-[www.homeodisha.gov.in](http://www.homeodisha.gov.in) or obtained from the office of the A.R.C-cum-Manager, Odisha Bhawan, Navi Mumbai on working day from 03.08.2021 to 23.08.2021 between 11.00 A.M to 4.00 P.M.
- b. The Tender documents shall be submitted to the ARC-cum-Manager, Odisha Bhawan, Navi Mumbai only through Speed post/Registered post so as to reach the office of the A.R.C-cum-Manager, Odisha Bhawan, Navi Mumbai by 5.00 P.M of dated 23.08.2021.
- c. Demand Draft of Rs.1,000/-(One thousand only) drawn in any scheduled commercial bank payable to the D.D.O-cum-Deputy Secretary to Government, Home Department, Government of Odisha, Bhubaneswar shall be submitted as Bid Processing Fee along with the tender document.
- d. The bidders must sign and furnish the Bid Security Declaration in the enclosed proforma at Annexure-II along with the tender document. This will be treated as EMD for the tender process. Failure to submit the same, the tender shall be rejected

e. The last dates for sale, deposit and opening of the tender schedule are given below.

Period of issue of Tender Documents	<b>03.08.2021 to 23.08.2021 up to 4PM</b>
Last date & time for receipt of tender Documents.	<b>23.08.2021 by 5 P.M.</b>
Place of submission of Tender Documents completed in all respect.	Office of the Assistant Resident Commissioner-cum-Manager, Odisha Bhawan, Plot No.5, Sector, 30/A, Vashi, Navi Mumbai- 400703 ( Contact No-022-20873372/20873374)
Place, date & time for opening of Technical Bids	Office of the Joint/Deputy Secretary to Government, Home (Bhawan Establishment) Department, Government of Odisha, Odisha Secretariat, Bhubaneswar-751001.  <b>26.08.2021 at 11A.M</b>
Place, date & time for opening of Financial Bids of eligible Bidders	Office of the Special/Addl. Secretary to Government, Home (Bhawan Establishment) Department, Government of Odisha, Odisha Secretariat, Bhubaneswar-751001.  <b>27.08.2021 at 11 A.M.</b>
Likely date of commencement of required Services	<b>01.09.2021</b>

- e. The offer of the Tender must be made in two parts, viz., Technical Bid and Financial Bid, which must be submitted in two separate sealed covers on or before the prescribed date/time.
- f. The Technical Bid shall be in the form prescribed at **PART-C**. The cover must be marked with the words "**Technical Bid/ Cover No. I**" on it. The financial offer must not be included in the technical bid or else the bid shall become liable for rejection.
- g. The **Financial Bid** shall be in the form prescribed at **PART-D**. The bid must contain the financial offer in rupees and should be enclosed in a separate sealed cover marked with words "**Financial Bid/ Cover No. II**".
- h. Both the technical bid and financial bid in two separate covers must be kept in single cover marked with the words, "**Tender Papers for operation of Canteen Services of Odisha Bhawan, Navi Mumbai**". The name, full address, telephone and fax numbers, and e-mail address, if any, of the bidder must be clearly indicated on this cover. The main cover containing the above two covers shall be addressed to the ARC-cum-Manager, Odisha Bhawan, Plot No.-5, Sector-30/A, Vashi, Navi Mumbai-400703.
- i. Failure to furnish any information that is required as per the tender procedure or submission of an incomplete bid in any respect shall result in rejection of the bid.
- j. The Additional Chief Secretary to Government of Odisha, Home Department, Bhubaneswar reserves the right to relax any term and condition of the bid, accept or reject any bid or to annul the entire process at any time prior to award of the contract,

without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action.

- k. **The bid shall be valid upto a period 120 days from the last date for submission of tender documents.**
- l. For any clarification or supplementary information before submission of the bid, the intending Bidder may contact Office of the A.R.C-cum-Manager, Odisha Bhawan, Plot No.-5, Sector-30/A, Vashi Navi Mumbai-400703( Contact No.022-20873372/20873374)

#### **11. EVALUATION OF BIDS**

- a. The technical bids shall be opened first and shall be evaluated. The Tender committee shall prepare a list of the names of the bidders satisfying the criteria in the technical bid.
- b. All bidders who prima facie meet the requirement of the technical bid may be subjected to on-site inspection, if required, to verify the claims made in the technical bid document. This inspection may be carried out by the officers deputed for this purpose by the Additional Chief Secretary to Government, Home Department, Government of Odisha without giving any prior intimation to the bidder. It is therefore necessary that the bidder clearly mention the working hours as well as the working days in the technical bid.
- c. The technical bids will be evaluated through point scores on each of the following items.

<b>Criteria</b>	<b>Maximum Weightage</b>	<b>Marks</b>	
Average annual turnover	<b>30</b>	Rs. 50 Lakh to 1.5 cr-	20 Marks
		Rs 1.5 cr to 3 cr-	25 marks
		More than Rs.3 cr-	30 marks
Period of experience in similar field.	<b>30</b>	3 years-	20marks
		3 to 5 years-	25 marks
		More than 5 years-	30 marks
On site Visit	<b>40</b>	Quality of food served –	20 Marks
		Hygiene of staff and Cleanliness of the restaurant-	20 Marks
<b>Total</b>	<b>100</b>		

- d. **Minimum qualifying marks for opening of Financial Bids will be 50 Marks during technical evaluation.** The financial bids of only such Qualified/short listed bidders shall be opened.

- e. **The financial bids would be evaluated on the basis of the amount of licence fee per month as quoted in the financial bid. It is mentioned that highest bidder will be awarded the contract.**
- f. **Only experience certificates containing period & value of contract shall be considered towards period of experience.**
- g. **Bidders may submit relevant documents towards annual turnover in order to score more points in technical evaluation and should be authenticated.**

**5. CONTRACT AGREEMENT**

- a. The Licensee shall enter into a contract agreement, on stamp papers of adequate denomination, with the Government of Odisha, hereinafter referred to as the licensor.
- b. Refusal to enter into contract after being selected may result in forfeiture of EMD/blacklisting the agency.

**PART-B**

**LICENCE AGREEMENT**

This license made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2021 between the Government of Odisha represented by the ARC-cum-Manager, Odisha Bhawan, Plot No.-5, Sector-30/A, Vashi Navi Mumbai-400703 (hereinafter referred to as the Licensor)

AND

M/s \_\_\_\_\_ represented by  
Sri \_\_\_\_\_ Son of \_\_\_\_\_ aged \_\_\_\_\_ years  
resident of \_\_\_\_\_ (hereinafter referred to as  
the Licensee)

WHERE AS the Licensor has decided to invite bids from registered restaurant owners/professional caterers for Outsourcing of the Canteen in the Odisha Bhawan, Government Guest House at Vashi, Plot No.-5 ,Sector-30/A, Navi Mumbai

AND WHEREAS the Licensee, who is the most acceptable bidder, has offered to run the Canteen of Odisha Bhawan,Plot No.-5 ,Sector-30/A,Vashi Navi Mumbai-400703

AND WHEREAS Licensor has decided to grant the said licence to the Licensee as aforesaid subject to the following terms and conditions to which both the parties have agreed.

NOW it is hereby agreed between the parties hereto as under:-

**1. Duration of Licence:**

- i. The Licence covers a period of three years from the date **signing of the agreement**. However, the Additional Chief Secretary to Government, Home Department, Government of Odisha reserves the right to extend the contract period with mutual consent on yearly basis maximum upto 5 years, subject to the satisfactory performance by the licensee.
- ii. The Additional Chief Secretary to Government, Home Department, Government of Odisha can revoke the licence at any time if the Licensee violates any of the terms and conditions of the agreement or acts in a manner prejudicial to the interest of Government of Odisha or public interest. Before revoking the licence, the Additional Chief Secretary to Government, Home Department, Government of Odisha shall give the Licensee reasonable opportunity of being heard. Thereafter the decision of the Additional Chief Secretary to Government, Home Department, Government of Odisha shall be final and binding on the Licensee.
- iii. The licence can be terminated by either party viz. the Licensor or the Licensee after giving 3 months notice.

**2. Security Deposit and its Forfeiture for recovery of dues:**

- i. The Licensee shall furnish a Fixed Deposit Receipt of Rs.1,00,000/- (Rupees One Lakhs) only for the duration of the license from any Scheduled Commercial Bank in favour of **D.D.O-cum-Deputy Secretary to Government to Government, Home Department,**

**Government of Odisha** as security deposit before the execution of the agreement by the successful Tenderer towards the building, furniture, fixtures and equipment, provided to him/her under this agreement and towards regular payment of monthly license fee and other legal liabilities such as license fee arrears, (water and electricity dues), damages to premises, furniture, fixtures, crockery, cutlery and equipment as the case may be.

The validity period of security deposit will be 3(three) months beyond the license period from the date of signing of the agreement.

ii. The Additional Chief Secretary to Government, Home Dept. Govt. of Odisha may forfeit the security deposit of the Licensee if he/ she fails to give the three months notice before terminating the license as specified at clause 1 (above).

iii. Immediately after expiry or termination of license, the Licensee shall have no right to use the premises and handover all the furniture, fixtures and equipment taken over in his charge to the Licensor, failing which he/ she shall be liable to pay penal License fees @ three times the normal license fees as given in the agreement for the period of wrongful use of the premises after expiry/ termination of the license. The Additional Chief Secretary to Government, Home Dept., Government of Odisha may forfeit the security deposit given by the Licensee in case of failure on the part of the Licensee to pay the penalties as mentioned above. This action shall be without prejudice to any other action that can be taken by the Licensor under any prevailing laws in addition to forfeiture of security deposit.

### 3. **License Fee:**

- i) The Licensee shall pay minimum monthly licence fee of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) only (excluding Water and Electricity charges ) payable as per the agreement by A/C payee Banker's cheque drawn in favour of D.D.O-cum-Deputy Secretary to Government ,Home Department, Government of Odisha before **30th/31st** of previous calendar month in advance for the next month and shall obtain the valid receipt from the Licensor.
- ii) If the Licensee fails to pay the amount of licence fee or any other amount due under this licence/ agreement, for a period exceeding **two months**, the licence may be terminated at the risk and responsibilities of the Licensee without giving any notice. However, this will be without prejudice to any other action that the Additional Chief Secretary to Government Home Department, Government of Odisha may take for recovering balance or other dues, if any. The Licensor is entitled to recover the penal interest @ 24% per annum on the outstanding amount.
- iii) That the licensee has to bear the electricity and water charges over and above the payment of licence fee. The monthly electricity and water charges as per actual consumption shall be paid by the Licensee without fail every month within 15 days of the raising/issue of the bill by the Licensor.

### 4. **Premises, Furniture, Fittings, Crockery, Cutlery and Equipment:**

- i. The Licensor shall permit the Licensee to use the dining hall and kitchen premises, and handover to him the furniture, fixtures, and equipment as per the inventory list to be handed over by the ARC-cum-Manager,, Odisha Bhawan, Navi Mumbai during agreement. The Licensee shall use the said furniture, fixtures and other equipment with utmost care and caution. At the time of termination of the licence or after the expiry of

the licence period, whichever is earlier, the Licensee shall deliver the same in good condition to the Licensor. The Licensee shall be liable to reimburse to the Licensor the actual cost of damages, if any (apart from the normal wear and tear) to the premises, furniture, fixtures and equipment including crockery/utensils. If the Licensee fails to reimburse the cost of damages, the Licensor may recover the same from the security deposit and to the extent of shortfall, if any through appropriate legal action.

- ii. In addition to the items mentioned in the inventory list to be annexed in the agreement, the licensor may provide crockeries, utensils, furniture, fixtures and equipment and any other items for use by VIP guests in Odisha Bhawan, Navi Mumbai. The list of crockeries/utensils and other items supplied if any will be maintained separately.
- iii. Cost of repairs and maintenance to the furniture, fixtures and equipment, if any, during the licence period shall be met by the Licensee at his/ her own cost.
- iv. Besides the furniture, fixtures, equipment etc. provided by the Licensor, the Licensee shall be responsible for providing at his/ her cost any additional furniture, fixtures, equipment, crockery, cutlery, utensils, storage bins etc. as may be required for proper functioning of the canteen.
- v. The Licensee shall only have the right to use the premises or equipment or furniture or fittings or fixtures etc for the purpose for which provided under the terms and conditions of this Licence Agreement. The Licensee shall not assign or otherwise use or dispose of the said premises or the articles to any other person in any manner.
- vi. Notwithstanding anything contained in this Licence Agreement the licensed premises shall, for all purpose, continue to be under the possession and control of the Licensor. The Licensee shall have the right to use it during the period of validity of the licence and in accordance with the terms and conditions of the Licence Agreement.

#### **5. Repair & Maintenance:**

- i. The Licensee shall undertake all repairs, including replacement of hinges, locks, tower bolts, doorknobs etc. during the period of the licence. Major repairs, if any, to the premises, not resulting from the act of negligence, mishandling etc. attributable to the Licensee or his/ her employees/ staff, will be carried out by the Licensor. The Licensee shall not be allowed to make any structural or other modifications, changes in the interior design of the canteen premises without expressed written consent of the Licensor.
- ii. The Licensee shall be responsible for the replacement at his cost of the fused/ defective electrical bulbs, tube lights and CFL lamps and other electrical appliances, parts etc. and he/ she shall also maintain them.

#### **6. Staff:**

- i. The Licensee shall engage his/ her own staff for the work in the kitchen, for cooking and serving the food in the dining hall, for official catering in the premises, for cleaning, for security, and for providing room service to the guests/ visitors.
- ii. Only essential kitchen staffs shall be allowed to stay at night in the premises (a list of such person has to be submitted to the ARC-cum-Manager, Odisha Bhawan, Vashi, Navi Mumbai

- iii. The Licensee shall be personally responsible for supervision of the entire work and shall also assign the general supervision duty to a responsible employee, who shall be designated as the Manager. Complaints of guests relating to any of the services provided by the Licensee shall be properly attended by the Manager/ Licensee.
- iv. A list of the names and addresses of all the employees/ staff appointed by the Licensee shall be given to the Licensor. They shall follow the instructions given by the Additional Chief Secretary to Government Home, Department, Government of Odisha or any other officer duly authorized by him for the purpose of enforcing the terms and conditions of this License Agreement.
- v. The Licensee shall provide suitable uniforms to the canteen staff at his/ her own cost. They all shall turn out smart and clean.
- vi. The cooks appointed/ engaged by the Licensee must be proficient in preparing Odisha cuisine and running the canteen.
- vii. The Licensor shall have no responsibility or obligation, legal or otherwise in respect of the affairs of such employees, including their appointment, conduct, termination, wages, terms and conditions of work etc. which are the sole obligations of the Licensee. He/ she shall be responsible for all liabilities in relation to the payment of the minimum wages, ESI, EPF, Bonus and other benefits like wage revision, etc as may be notified by the Government of Maharashtra or Odisha from time to time. No child labour shall be employed.
- viii. The Licensee shall follow all statutes, rules and regulations that are applicable for such employment and employees. He/ she alone shall be solely liable for any action under those rules and regulations in case of any lapses/ violation. He/ she shall expressly indemnify the Government of Odisha and the Additional Chief Secretary, Home, Department, Government of Odisha against any legal action in this regard.
- ix. The Licensee shall ensure that the staff employed by him/ her is neatly dressed in proper uniform and is polite to the guests/ visitors at all times.
- x. The Licensee shall get the antecedents of all his/ her staff verified through the police authorities before engaging them in the canteen.
- xi. Any lost and found belongings of the guests/ visitors shall be promptly handed over by the staff to ARC-cum-Manager, Odisha Bhawan, Vashi, Navi Mumbai
- xii. The Licensee shall arrange to supply proper identity cards and badges for the staff employed by him/ her.
- xiii. Smoking in the kitchen and dining premises of Odisha Bhawan, Vashi, Navi Mumbai is strictly prohibited and staff of the Licensee shall follow the prohibition order and also enforce it.
- xiv. In case of any complaint of misbehaviour or improper conduct on the part of any employee/ staff of the Licensee, the Licensee shall immediately take action against such employee's suo moto or at the instance of the ARC-cum-Manager, Odisha Bhawan, Vashi, Navi Mumbai.

**7. Hygiene:**



- i. The Licensee shall be responsible for proper upkeep of the dining premises and for maintenance of proper hygiene, including in the kitchen, bathrooms, washing places and other adjoining areas used for canteen purpose.
- ii. The Licensee shall be fully responsible for proper disposal of waste and garbage generated in and incidental to the operations of the canteen. He/ she shall also ensure that gratings are fixed in washing areas/ sinks to avoid blockages. Any blockages to the sewer lines has to be got rectified by the Licensee at his/ her own cost.

#### 8. Catering:

- i. General public may be permitted entry to the Odisha Bhawan, Navi Mumbai Canteen during the business hours as referred below, provided it does not affect the services given to the guests/inmates. However, the ARC-cum-Manager, Odisha Bhawan, Navi Mumbai reserves the right to impose reasonable restrictions on the entry of outsiders/reservation of seats and also reserves the right to such entry.

Business Hours: a) Breakfast- 07.00 AM to 10.00 AM

b) Lunch- 2.30 PM to 03.00 PM

c) Diner- 07.30 PM to 10.00PM

- ii. The Licensee shall keep the Canteen open during fixed hours as the ARC-cum-Manager, Odisha Bhawan, Navi Mumbai may specify.
- iii. The catering and restaurant service shall be extended to the inmates of the Bhawan on priority basis.
- iv. Every day the licensee shall provide the food items to the inmates/guests at the fixed price.
- v. These prices are base prices exclusive of taxes like sales tax etc. that can be collected by the contractor over and above this wherever applicable. **10% extra** will be charged for room service.
- vi. At the request of the Licensee and on furnishing the necessary justification, the Additional Chief Secretary to Government, Home Department, Government of Odisha may **revise the rates fixed** for various items at the beginning of each year. The decision of the Additional Chief Secretary to Government, Home Department, Government of Odisha in this regard shall be final.
- vii. The Licensee shall provide the additional crockery, cutlery and the equipments as required for smooth functioning of the canteen. While procuring crockery and cutlery, the licensee also take into consideration the choice of the licensor.
- viii. The Licensee may supply additional items of food not specified in the List at **PART-D** to the guest of Odisha Bhawan and also to outsiders as per the rates decided by him, subject to approval of the Additional Chief Secretary to Government, Home Department, Govt. of Odisha. The food rate should be displayed prominently inside the dining/canteen place.
- ix. The Licensee shall ensure that the food items served to the guests are tasty and of good quality, hygienically prepared using good quality of raw materials and having good

nutritional value. Any discomfort/ illness/ indisposition caused by the consumption of food item/s shall be viewed seriously and the Additional Chief Secretary to Government Home Department, Government of Odisha may terminate the contract without giving any notice to the licensee. The licensee alone shall be held responsible for any such discomfort/ illness/ indisposition caused to the guests/ visitors.

- x. The Licensee shall not sell or serve alcoholic drinks either in the restaurant or in the rooms or at any place within the premises of Odisha Bhawan. He shall also not allow the consumption of alcoholic drinks in the premises and restaurant licenced to him. The licensee is allowed to serve only non-alcoholic beverages and mineral water to the guests/ visitors.
- xi. The Additional Chief Secretary to Government, Home Department, Government of Odisha or his authorized representative reserves the right to inspect and supervise the day-to-day operations of the Licensee, including the inspection of the use of canteen premises, to ensure maintenance of high quality standards.
- xii. The Licensee shall prominently exhibit the schedule of prices of food items in the canteen premises in English and Odia and shall also make available in the guest rooms and the dining hall laminated menu cards giving particulars of the food items served and their rates. The licensee shall also keep a Visitors book for recording of complaints, suggestions, and remarks, if any.
- xii. The Licensee shall make his own arrangements for supply of water for his/ her operations in case of shortage of the water supply to Odisha Bhawan, Vashi, Navi Mumbai.
- xiii. The Licensee alone shall be responsible for the collection of the dues from the guests/ visitors served with food. If necessary, he/ she may coordinate with the reception desk for getting details of check-in, check-out timings, or contact details of such guests. The collection of above dues from the customers shall be the sole responsibility of the Licensee. The Licensor may not be able to assist the Licensee in any way in recovering the dues.
- xiv. The Licensee shall follow Kitchen Order Token system for supply of materials and prepare bill for the inmates. He will follow Kitchen Order Token signed by the inmates.
- xv. The Licensee shall provide to the Catering Supervisor or his representative, free of cost, the samples of cooked food items for checking the quality of food served to the inmates.
- xvi. The Catering Supervisor or his representative must be present during breakfast, lunch and dinner to check the quality and quantity of food served.

#### **9. Penalty Provision:**

The Licensee shall be liable for penalty upto Rs.1000/- per instance in cases such as the following:-

- Inappropriate behaviors of the licensee/ staff.
- Any compromise on the quality or quantity of food items.
- Improper use of the premises.
- Inadequate service standards.

- Non-maintenance of hygiene, cleanliness.

The ARC-cum-Manager, Odisha Bhawan, Navi Mumbai will impose the penalty on behalf of the Government.

#### 10. General:

- i. The Licensee shall obtain necessary permissions from the authorities such as Municipal Corporation of Mumbai, Commercial Tax Authority, Income Tax Authority, Labour Authorities, etc. and shall be responsible to pay all applicable taxes in respect of services offered under the contract as also to maintain prescribed registers under the relevant laws. The Licensee shall comply with all requirements under the Central, State and local legislation and shall be responsible for payment of all applicable taxes, fees and other statutory payments to the respective authorities.
- ii. The Licensee shall before commencing any activity, procure the necessary licences/ clearances/ permissions under the local laws, for running the canteen and catering services and shall abide by all the laws relating to the services offered and shall also produce the documentary proof showing compliance to the relevant laws whenever called upon to do so by the licensor.
- iii. If the Licensee commits breach of any of the above conditions or becomes insolvent or is found guilty of any offence punishable under the law of the Land or fails to perform the work entrusted to him/ her satisfactorily, the Additional Chief Secretary to Government, Home Department, Government of Odisha shall be at liberty to terminate the contract. This action would be without prejudice to any other action that may be taken against him/ her under the law in force at that time.
- iv. After the expiry of the licence period or after termination of the licence or after withdrawal of the licence by either party as contained in this agreement, as the case may be, the Licensee shall clear all the dues payable towards the licence fee, taxes, wages to the employees, etc, and shall produce to the Additional Chief Secretary to Government, Home Department, Government of Odisha legally valid documentary proof to that effect in order to enable the Additional Chief Secretary to Government, Home Department, Government of Odisha to adjust dues, if any, before releasing the security deposit.
- v. The Additional Chief Secretary to Government, Home Department, Government of Odisha may at his discretion, impose any additional condition as may be necessary and may call for any relevant information, give necessary directions to the Licensee in public interest.
- vi. Either party to this deed may terminate this licence by giving at least 3 months of prior notice in writing to the other party of its intention to so terminate this Licence Agreement.
- vii. At the beginning of the period of licence, the inventory of furniture, fixtures, fittings and equipments in the kitchen and dining hall will be prepared & handed over to the Licensee, by the ARC-cum-Manager, Odisha Bhawan, Vashi, Navi Mumbai at the time of possession which on expiry or termination of licence would serve as the basis for verification at the time of handing over the same to the ARC-cum-Manager, Odisha Bhawan, Navi Mumbai.

- viii. The Licensee shall not assign this rights or responsibilities under this licence to any other party.
- ix. The Licensee shall abide by all the terms and conditions of the Licence Agreement.
- x. All the disputes and differences between the parties shall be referred to a single arbitrator to be appointed by the ACS, Home Department, Government of Odisha, Bhubaneswar whose decision shall be final and binding for both the parties. The courts in Bhubaneswar shall have exclusive jurisdiction to adjudicate all disputes arising out of and/or in connection with this agreement.
- xi. **IN WITNESS WHERE OF** the parties hereto the Licensor and the Licensee have hereby signed on the date, month, year hear in above-mentioned.

**SCHEDULE**

**In presence of –**

Signed by the Officer acting in the premises  
for and on behalf of the Governor of Odisha.

**WITNESS:**

1. Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

2) Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Signed by Shri \_\_\_\_\_

Licensee

**WITNESS:**

1. Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

2. Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**PART-C**

**TECHNICAL BID FOR**

**OPERATING CANTEEN IN ODISHA BHAWAN, NAVI MUMBAI**

- 01) Name of the Agency:  
*(in block letters)*
- 02) a) Permanent Postal Address (full) :  
b) Address for Correspondence (full) :
- 03) Telephone Number :  
a) Office :  
b) Residence :  
c) Fax (if any) :  
d) E-mail / Web site :  
e) Pager / Mobile :
- 04) Type of agency (Proprietorship :  
or Partnership/Ltd. Co./any other  
*(relevant documents to be attached)*
- 05) In case of Partnership full details :  
of each partners are to be given
- 06) Experience in years in running a  
Restaurant/Catering service (business  
done by the Agency in last three years  
in food/catering services including  
number of persons served etc.  
*(attach supporting documents)*
- i) Mention details of catering :  
Business done with Govt. / Semi-

Photograph of the  
chief functionary

Govt. / Public Undertaking /

Autonomous Bodies

ii) Reputed Company/Pvt. Sectors :

07) Current catering assignments,  
with place, working hours and days :

*(attach a copy of agreement/  
documents, name, clients, address etc.*

*Contact person with telephone no.*

08) Registration No. of Restaurant (s)/catering service

09) Sales Registration / Income Tax : i) GST No.

Certificate details *(copy of Regis-*

*tration/ Certificate to be attached)* ii) PAN No.

10) NMMC Hygiene and Health

Clearance Certificate:

*(Clearance Certificate from concerned civic authority to be attached.)*

11) Details Catering Business :

Year	No of persons engaged	No of persons served
2016-17		
2017-18		
2018-19		
2019-20		
2020-21		

12) Annual turnover year wise :

from 2016-17 to 2020-21

*(attach copies of any 3 yeas audited*

*balance sheet/income expenditure/*

*profit loss account)*

13) Copies of latest Income Tax Return

for 2016-17 to 2020-21

*(copy to be attached)*

14) DD as Bid Processing Fee : DD No.

Date

**UNDERTAKING**

I / We hereby confirm that the information furnished above are true and correct to the best of my/our knowledge. I / We also declare that the decision of Additional Chief Secretary to Government, Home Department, Government of Odisha regarding shortlist of Agencies for issue of tender paper shall be final and binding on me / us.

I/ We have read, understood and accept all the terms and conditions applicable for operating Odisha Bhawan Canteen as laid down in the Agreement (PART-B) of the tender document.

I/We accept the rates in the rate chart for compulsory food items in Odisha Bhawan, Navi Mumbai canteen at Annexure-I of the Agreement. I also undertake to provide the food items in authentic Odisha style of preparation.

I/ We undertake to pay monthly licence fee quoted by me in financial bidding. I /we also agree to pay electricity and water charges fixed by the authorities as per the said agreement and also agree to pay as Security Deposit amounting to **Rs.1.00 lakh (Rupees one lakh) only** in favour of D.D.O-cum-Deputy Secretary to Government, Home Department, Government of Odisha before commencement of my operation.

Place :

Date :

**(Signature with Seal of the Bidder)**

**NB:- 1.** All the documents should be photocopied and duly attested by the bidder himself.

**2.** Self attested Passport size photograph of the Proprietor/ Chief Functionary of the agency should be pasted on the space indicated at the right hand top corner of this bid form. The signature should be partly on the photographs and partly outside the photograph.

## PART-D

Annexure-IFINANCIAL BID

## RATE CHART FOR COMPULSORY FOOD ITEMS IN ODISHA BHAWAN, NAVI MUMBAI CANTEEN

Sl. No	Items	Qty	Rates
1.	<b><u>THALI (Breakfast)</u></b> Idli (4 nos), Sambar, Chutney or Poori (5 nos), Dalma, or Chakuli pitha (4 nos), Dalma, or Paratha (3 nos), Santula or Upma (200gms), Sambar, Chutney or Uttapam(3Nos), Sambar, Chutney	Limited	Rs.60/-
	<b><u>EXTRA SERVED (on Request)</u></b> Idli(2pcs)/Poori(2pcs)/Chakuli Pitha(2pcs)/Paratha(2pcs)/Upma(100gms)/Uttapam(2pcs)		Rs.20/-
2.	Toast (4 pcs), Butter, Eggs (2 nos) to order/ Cornflakes(50 gms),Milk, Banana		Rs.60/-
	<b><u>EXTRA SERVED(on Request)</u></b> Toast( 2pcs) Eggs to Order (1No.)		Rs.20/- Rs.15/-
3.	<b><u>THALI (Lunch/ Dinner)</u></b> Basmati Rice, Chapati,Dal, Vegetable Curry, Vegetable Fry,Raita or Khatta or Kheer,Salad, Papad, Pickles	Rice & Dal (1st hoping is free)	Rs.110/-
	<b><u>EXTRA SERVED(on Request)</u></b> Vegetable Curry/ Fry (seasonal) Paneer Mottor Curry Plain Rice Dal Papad	150 gms 100gms 150gms 100gms 1pc	Rs.40/- Rs.70/- Rs.30/- Rs.30/- Rs.05/-



4	Fish Curry/ Fry	150 gms	Rs.100/-
5	Fish Curry/Fry( half Plate)	75 gms	Rs.60/-
6	Chicken Curry/Masala	200 gms	Rs.100/-
7	Chicken Curry/Masala ( Half Plate)	100 gms	Rs.60/-
8	Vegetable Pakoda	200 gms	Rs.40/-
9	Paneer Pakoda	200 gms	Rs.70/-
10	Veg. Sandwich	4 pcs.	Rs.40/-
11	Vada/ Samosa/ Alu Chop	2 pcs.	Rs.20/-
12	Salad	Full Plate	Rs.60/-
13	Tea/Tea Bags with Milk& Sugar	1 cup	Rs.10/-
14	Coffee/ Coffee Pouch with Milk &Sugar	1 cup	Rs.15/-
15	Pot Tea	2 cups	Rs.24/-
16	Pot Coffee	2 cups	Rs.30/-
	<b>License Fee per month</b>		

**The rate chart for outsiders (persons other than the inhouse) shall be decided by the service provider agency.**

**Signature of Bidder with Seal**

**BID SECURITY DECLARATION**

*[To be furnished on the Bidder's Letter Head]*

I, Sri \_\_\_\_\_, S/o \_\_\_\_\_, At-  
\_\_\_\_\_, on behalf of \_\_\_\_\_ (name of the  
agency) \_\_\_\_\_ do hereby declare

that we will not withdraw or modify the tender documents during the period of validity period i.e within 120 days from the last date of submission of tenders in pursuance of Tender Notice No. \_\_\_\_\_ of Home Department, Government of Odisha

that if we are awarded the license for operation of canteen of Odisha Bhawan, Navi Mumbai we will sign the contract as per the terms and conditions of the tender documents

that we will submit the performance security as specified in the tender documents before execution of the licensee agreement.

In case we fail to undertake the above declaration, our agency M/s \_\_\_\_\_ will not be eligible to submit bids for the tenders/contracts of Government of Odisha for a period of 1 year from the date as decided by the Home Department, Government of Odisha.

Yours sincerely,

*Authorized Signature*

*[In full and initials]*

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

### BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
1	Bid Processing Fee		
2	Bid Security Declaration		
3	Copy of Incorporation / Registration Certificate of the Bidder		
4	Copy of PAN		
5	Copy of GSTIN		
6	Copies of Income Tax Return for the last five Assessment years		
7	Copy of Valid EPF Certificate		
8	Copy of Valid ESI Certificate		
9	TECHNICAL BID duly filled in		
10	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years		
11	List of completed / on-going assignments of similar nature (Past Experience Details) along with the experience certificates/copies of work orders for the respective assignments from the authorities		
12	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past		
13	Certificate from appropriate Govt. body to run catering service/ Health Clearance Certificate		

It is to be ensured that:

- *Each part of the tender documents to be separately bound with no loose sheets and each page must be numbered along with Index Page.*
- *All pages of the proposal needs to be sealed and signed by the authorized representative.*

