

**Tender**  
**for**  
**CATERING SERVICES (Canteen)**  
**AT**  
**BHIMA BHOI MEDICAL COLLEGE, BALANGIR**  
**(For Students, Faculties, Staff & Guests)**



Tender No.	3222/ 02.12.2020
Issue Date	03.12.2020
Date, time of Pre-bid meeting	15.12.2020, 11.00 A.M. (Tuesday)
Closing date and time of Submission of Bid	11.01.2021, 5.00 P.M. (Monday)
Date and time of Opening of Technical Bid	13.01.2021, 11.00 A.M. (Wednesday)

**Bhima Bhoi Medical College, Balangir**  
**(Formerly Government Medical College, Balangir)**  
**At- Laltikra, Balangir, 767002**  
**e-mail : [gmcbalangir@gmail.com](mailto:gmcbalangir@gmail.com)**  
**Website: [www.bbmchbalangir.nic.in](http://www.bbmchbalangir.nic.in)**

  
2.12.2020

**BHIMA BHOI MEDICAL COLLEGE, BALANGIR**

Laltikra, Balangir-767002

BBMC&H Balangir, the Government Medical College established in Balangir is situated at Laltikra on the Balangir-Patnagarh road at 5 KM distance from the Balangir bus stand. The Dean & Principal, BBMC&H, Balangir would like to outsource following Services for the Institution's day-to-day activities by inviting offers / bids.

<b>Tender No.</b>	<b>Brief Description of Services</b>
<b>3222/ 02.12.2020</b>	One Canteen & Shop in the Cafeteria present in the College Building for Students, Faculties and Staff with services like tea, coffee, soft beverages, dry snacks, as well as prepared/cooked Tiffin and Snacks.

***Tender(s) should be Sealed and Superscribed with Tender Number and Addressed to:***

**The Dean & Principal,  
BBMC&H, Balangir,  
Laltikra, Balangir - 767002**

The sealed Tender(s) should reach the Institute, latest by dt. **11.01.2021 at 5.00 PM** and the Technical Bid will be opened on **13.01.2021 at 11 AM** in the Office of the Dean & Principal, BBMC&H, Balangir. The bidder(s) or their authorized representative(s) may remain present at the scheduled date and time. In case the appointed date is declared Holiday the next date of opening of the Office shall be applicable for Opening of Tender.

The tender is in two- bid system i.e. Technical Bid & Financial Bid .The Technical Bid will be opened on the designated date by the Canteen Committee. Technically qualified bidders will be intimated by e-mail to participate in the Financial bid opening. No paper publication shall, however, be made for this. **Any further change/corrigendum shall be displayed in our website ([www.bbmchbalangir.nic.in](http://www.bbmchbalangir.nic.in))**. The bidders are requested to watch the website from time to time.

**1. TENDER FOR CAFETERIA SERVICES (CANTEEN) AT BBMC&H, BALANGIR (For Students, Faculties & Staff)**

**1.1** Office of the Dean & Principal, BBMC&H, Balangir invites tender for selection of catering contractor to run **one canteen and shop, in the earmarked space for Cafeteria, inside the college building**. The same service provider shall manage both the canteen service as well as the shop for readymade eatables.

The Tender shall be in two-bid system. The duration of the contract shall be initially for a period of 1(ONE) year from the date of award of contract and extendable upto 3 (three years) on mutually agreeable terms & conditions. The first three months will be on trial period and on satisfactory completion of it, the contract will automatically be extended for one year. On satisfactory performance, extension will be made year to year for a maximum of 3 years. However, in case of any defaults or negligence under such contract the Canteen Committee may suggest to the BBMC&H Authority to impose fine or penalty against the contractor or termination of the contract finally.

**1.2** Service Providers having adequate same/similar experience in running Canteen/Cafeteria in Government Departments, Public Sector Undertakings, renowned Private and Educational Institutions or having experience in running eateries may apply along with sufficient proof of their experience and ability of running the canteens. In this connection, Canteen Committee constituted by the Dean & Principal, BBMC&H Balangir shall evaluate the technical bids specifically containing similar experiences of carrying out canteen services and declare the qualified bidders. The committee will formulate its criteria (12.1) for evaluation and their decision will be binding upon all bidders.

  
212-2020

1.3 Tenderers interested in the above mentioned contract are required to submit their Tender documents in the following manner.

- a. **Technical Bid:** Containing the tender document with seal and signature on each page
- b. **Financial Bid:** Containing the overall discount on fixed prices mentioned in Appendix-A & B.

The Tender fee being **Rs.1,000/- (Rupees One Thousand only)** (non-refundable) should be deposited in shape of Bank Draft of any Nationalized Bank drawn in favour of Dean & Principal, BBMC&H, Balangir.

1.4 EMD amounting to **Rs.20,000/- (Rupees Twenty Thousand only)** in the form of DD drawn in favor of the Dean & Principal, BBMC&H, Balangir (Refundable to unsuccessful bidders after award of the contract) should be furnished along with the Technical bid. **The period of acceptance of the bid shall remain valid for a period of 180 days from the date of opening of the Price bid.** The successful bidder has to submit an amount of **Rs.1,00,000/- (Rupees One Lakh only)** as **Performance Security** before signing of agreement with BB MC&H, Balangir. The Performance security shall be in form of **BG/ DD/FDR** in favor of Dean & Principal, BBMC&H, Balangir having validity of 60 days beyond the date of completion of the contract i.e. for a period of 38 months. The EMD of the successful bidder shall be returned after the submission of Performance security by the firm.

1.5 Documents relating to Technical bid and Financial bid should be submitted in two separate sealed envelopes superscribed as **"Technical bid"&"Financial bid"** and bidder should write name & address of the bidder on the top of each envelope. Both the envelopes should be placed in a third sealed envelopes superscribed as **"Tender for Catering Service (College Cafeteria) at BBMC&H, Balangir"** with the name & address of the bidder on the top of the envelope and must reach the office of the Dean & Principal, BBMC&H, Balangir **on or before 28.12.2020, 5 PM.**

1.6 The **Technical bid** should contain the entire Tender document except Price Bid Format with signature and seal on each page as a token of acceptance of BBMC&H, Balangir's terms & conditions. The **Financial bid** should contain the overall discount on fixed prices mentioned in Appendix-A and Appendix-B.

1.7 Submission of **Technical & Financial bid** in a single envelop will lead to disqualification.

1.8 The technical Bid will be opened on 22.12.2020 at 11 AM. Bidders or their authorized representative are requested to be present at the time of opening of the bids. Technical evaluation of the bids submitted will be on the basis of Pre-Qualification criteria and Physical Inspection by the Committee of BBMC&H, Balangir by visiting at least one Institute (Government Organizations, Private/ Public Sector Undertakings and renowned educational institutions) or the reputed private eatery where the bidder himself is providing same/similar nature of services/ works. Based on the above, the names of the bidders shortlisted for Financial bids will be published in the website of the institution. Bidders shortlisted for Financial bid may attend the opening of Financial bid on the Date, Time & Venue as may be displayed in the said website.

1.9 **Subletting of the contract is not allowed.** The committee reserves the right to terminate the contract.

## 2. PRE QUALIFICATION CRITERIA

Xerox copy of the following documents duly attested by the Proprietor must be submitted along with Technical Bid

1. PAN, TAN
2. TIN
3. Food/ Catering License Partnership Deed in case of partnership

  
21.12.2020

4. Labor License
5. Municipal License/ Trade License
6. Sales Tax/ Service Tax Certificate
7. A Notary Declaration stating that, In case of contamination of food due to any negligence and carelessness during the contract period with BBMC&H, Balangir, suitable action will be taken as per the decision of the competent authority
8. Last Income Tax Return (2 years)
9. Work Orders of same and similar nature of service from other Organizations (at least one)
10. The Bidder should have the turnover of minimum 3.00 Lakh and above per annum.

### **3. PHYSICAL INSPECTION**

The Committee of BBMC&H, Balangir shall pay a visit to atleast 1 (one) Institute or any private eatery under the direct control and management of the bidder, where the bidder himself is providing same/similar nature of services. The vendor participating in the tender has to arrange the visit by three members of the committee. The evaluation shall be made based on the following parameters.

- **Nature of Food:** Food quality and taste
- **Cleanliness & Hygienic Condition:** of the working place such as cooking area, service area, dining area, etc.
- **Staff:** Trained/ Experienced/ Uniform/ Behavior, etc.
- **Food Storage facility:** Cold Storage, Pastry Storage, Cooked food Storage, etc.
- **General:** Garbage disposal, Exhaust system, Records keeping, etc.

The decision of the committee regarding Physical Inspection of Institutes/ work sites (as suggested by bidders) shall be final and binding on all concerned. The committee will also inspect the quality and quantity of the food items mentioned in Appendix-A & B.

### **4. SCOPE OF WORK AND GENERAL TERMS & CONDITIONS**

**4.1** The College Cafeteria will include a Canteen (for fresh preparation of Tiffin and snacks) and a Shop (for readymade Snacks, Tea, Coffee, and Soft Beverages) near the College Auditorium in the ground floor of BBMCH Building.

Space earmarked as Pantry will be provided for cooking, annexed to the cafeteria, and a vending window will be provided for running the shop. The electric charges should be borne by the bidder as per the meter reading.

The Contractor shall bear all the expenses towards the purchase of brooms, phenyl, etc. for maintaining cleanliness of highest standard. Utensils and cooking gas required for cooking, and other crockery cutlery, glasses and other kitchen equipments shall have to be arranged by the contractor. Good quality paper made disposables should be used by the Contractor for serving tea/ coffee, etc. **instead of plastic materials.** The Contractor shall use the **commercial Cooking gas Cylinder** and **ISI marked Gas Stove** for the purpose of cooking.

**4.2** The contract may be terminated by the Contractor after giving a notice of three months whereas BBMC&H, Balangir can terminate the contract after giving one month notice period. However, BBMC&H, Balangir can terminate the contract after giving one week time during the initial period of three months. In case of termination of the contract due to poor performance of the contract as decided by the BBMC&H, Balangir or termination of the contract by the Contractor before the stipulated period of the contract, the performance security of the contractor will be forfeited.

**4.3** In case the L1 bidder [bidder who offered highest discount] wants to back out on his own desire, then he has to continue the service at his own cost till alternate arrangements are made by or a new BBMC&H, Balangir contract is signed.

**4.4** The tenderer should give his/ her full permanent as well as temporary addresses in the tender form.

**4.5** No compensation will be allowed due to fluctuation in the market rates of material and labor. There will be no escalation of rates of the different items as quoted. The rates quoted by the contractor shall remain unchanged during the contract period.

**4.6** The amount of penalty/fine imposed upon the contractor and any damage caused to the property of BBMC&H, Balangir will be deducted from the amount of Performance Security and the rest will be returned to the contractor after completion of the contract period. In case of any lapses in service delivery and quality, the contract shall be terminated by serving one months' notice and the entire amount of security deposit/ performance security deposited by the party shall be forfeited.

**4.7** The Contractor, whose tender is accepted, has to sign an agreement on non-judicial stamp paper worth Rs.100/- (Rupees One Hundred only) with the Dean & Principal, BBMC&H, Balangir within 10 days of issuance of Work Order, failing which the earnest money deposited by him will be liable to be forfeited and the work order will be treated as cancelled.

**4.8** The tenderer is not allowed, to make additions/ alterations in the tender paper, such additions and alterations shall be at the tenderers own risk and the tender is liable for rejection. Conditional tenders shall not be accepted.

**4.9** The contract comprises the necessary arrangement of all raw materials required for preparation of snacks, beverages, preparation of items mentioned in (Appendix A & B) and serving the prepared articles to customers, including provision of all materials, equipment for preparation and serving of items. This will also include transportation, cost of materials and labour charges. The contractor shall make his own arrangement for safe preservation (in refrigerator) of materials and accommodation for his staff, etc. No employees of the contractor shall be allowed to reside in cafeteria premises. No staff member is allowed to enter the cafeteria premises between 10 PM and 5.00 AM. In case of emergency, permission for the same should be taken from the Office of the Dean & Principal.

**4.10** The contractor shall maintain the quality of preparation of food, constant supply of cold drinking water & fresh availability of items, as per the canteen management committee requirement.

**4.11** The contractor shall maintain the working hours of Canteen as laid down by the College Cafeteria Committee. The contractor will keep the premises clean as per the Instructions of the College Cafeteria committee on its own cost. The garbage as generated will be suitably disposed off through mechanized manner and no garbage will be piled up for more than one day.

**4.12** The contractor shall maintain FULL HYGIENIC CONDITIONS in the Canteen, in the storage, preparation and serving of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, so as to maintain the standards and aesthetic values in the Canteen. Contractor should make arrangements for visible storage of prepared food in hygienic condition. The canteen and its premises shall be kept clean and tidy. The garbage, peel-offs, etc. should be disposed off as per norms of Balangir Municipality at the cost of the Contractor/ Caterer. Smoking, tobacco chewing and intake of liquor shall be strictly prohibited.

**4.13** The Staff and the Caterer will have to be provided aprons with ID cards by the Contractor during working hours and they will be required to wear the aprons and cap during working hours positively. Such persons should

  
2.12.2020

be free from contagious disease and maintain a desired degree of cleanliness. No staff member below 18 years of age should be appointed by the Contractor as it is prohibited under the Law.

4.14 The contractor shall carry out the work in accordance with this contract and with directives of College Cafeteria Committee and to the satisfaction of the administration. The College Cafeteria Committee from time to time may issue further instructions, detailed directions and explanations which are hereafter collectively referred to as Cafeteria Committee's instructions in regard to the Cafeteria management.

4.15 The Cafeteria should run in the name of 'BBMC&H College Cafeteria' and no other name should be used.

4.16 The Committee or its members shall have every right to inspect the Cafeteria without any notice and can seal the same in case of violation of terms and conditions. The staff of the canteen shall be the sole staff of the contractor and no relationship of master and servant shall exist between BBMC&H, Balangir and such staff.

4.17 The Cafeteria should run during the timings from 7 A.M. to 8.00 P.M. The Institution shall, however, reserve the right to revise the timings as per convenience.

4.18 The decision of the Committee of the Institute with regard to any matters pertaining to the Cafeteria shall be final.

4.19 The Canteen Contractor shall handover charge of all furniture, fixtures, fittings, etc., in good condition to the Institute when the contract is terminated.

4.20 The Canteen Contractor shall pay the cost of damage, if any, caused to the premises, fixture, and fittings etc., during the period of contract.

4.21 The Committee may also authorize any other person of BBMC&H, Balangir to inspect the College Cafeteria.

4.22 The contract will be in force from the date of leasing the Canteen and expire on completion of contract period and no notice by Institute is necessary and the Canteen Contractor shall leave the Canteen premises with his employee's immediately after completion of the specified date and shall not re-enter.

4.23 The BBMC&H, Balangir permits the Contractor to utilize the electrical and sanitary fittings, furniture, for the purpose of carrying out their obligations under this Agreement. However, extra requirement if any, is to be arranged by the Vendor/ Contractor.

4.24 BBMC&H, Balangir reserves the right to accept or reject any tender without assigning any reason thereof. The tenders which do not fulfill all or any of the above conditions or incomplete in any respect shall be liable to be rejected.

**5. GENERAL RULES PERTAINING TO THE DAILY FUNCTIONING OF THE CANTEEN:**

Canteen Timings: 7:00 AM – 8:00 PM

1	Breakfast	:	7:00 AM to 10:00 AM
2	Afternoon Snacks & Tea	:	1:00 PM to 8:00 PM

5.1 Menu as decided by the Canteen Committee will be strictly followed. Price of each item must be displayed on board in the cafeteria,



2.12.2020

5.2 Extra items e.g. extra bowls of curd, non veg. items and special vegetarian dishes, etc. over and above the decided canteen menu can be sold at extra prices, after approved by the Canteen committee in consultation with the caterer.

5.3 Sufficient counters should be made operational. This shall be decided by the Canteen Committee.

5.4 Coupons for guest meals and extra will be sold (given) to the customer either on the basis of requisition of a student in writing in the register maintained and against cash payment for the same to the caterers.

**6. BRANDS OF CONSUMABLES PERMISSIBLE IN CANTEEN MEANT FOR STUDENTS AND FACULTIES/STAFF.**

Item	Brand
Salt	Iodized salt
Oil (Sunflower)/Vegetable Oil	Fortified oil

The caterer may use any other FPO approved brands, only if permitted by the Canteen Committee, in writing.

**7. ASSIGNMENT & SUBLETTING**

7.1 The contractor shall not assign the contract or any part thereof or any benefit or interest therein or there under without written consent of the Institute. The whole of the charge included in the contract shall be executed by the Contractor. The Contractor shall be responsible for the acts, defaults and neglects of servants, or workmen. All the workers as engaged by the contractor will be solely his employees and the contractor will ensure compliance of all labor laws as applicable including payment of minimum wages. He will also have to comply with all other laws of the land as applicable. BBMC&H, Balangir will have no liabilities in this connection. The Contractor will take care of all fire safety measures without fail.

7.2 The Canteen premises (inside and outside) should not be used for any other purpose except for running the canteen and that the walls and surroundings of the canteen should not be used for display of wall posters, writings etc. The contractor is responsible for minor repair and replacement works with electrical fittings, sanitary items without any expenses to the Institute. The contractor should not be involved in transporting the cooked food from BBMC&H, Balangir premises to any other organizations/ places.

7.3 The Contractor should not transfer the management to any other individual or agency. The manager of the Canteen should be present at the premises and supervise the day-to-day affairs of the Canteen and shall not give scope for any complaints whatsoever. However, the canteen committee will regularly inspect the canteen premises and any deficiencies as detected by them should be addressed immediately, failing which penalty will be imposed upon the contractor.

***7.4 The Dean, BBMC&H, Balangir will have discretion to add or amend any conditions of this contract at any time and the contractor will bound to comply with the same. The same may be hoisted in the BBMC&H, Balangir website.***

7.5 The Contractor will use Electronic Billing Machine for Token system to be displayed and used on daily basis.

**8. CONTRACT DOCUMENTS**

  
2.12.2020

**8.1** The contract documents are to be taken as mutually explanatory of one another and in case of ambiguities or discrepancies, the same shall be explained and clarified by the Institute, who shall thereupon issue to the contractor their interpretation and direction in what manner the work is to be carried out.

**8.2** The contractor shall employ skilled and experienced persons in running the canteen. No child labor will be employed by the Contractor in the canteen and the Institute shall be at liberty to object to and require the Contractor to remove from canteen any person employed by contractor in running the canteen who in the opinion of the Institute is unbecoming of being employed in the canteen. Such persons shall not again be employed in the canteen without the specific permission of the Canteen Committee.

## **9. COMPLIANCE OF STATUTORY LIABILITIES**

**9.1** The contractor will be required to pay **Rs.4,500.00/- (Rupees Four Thousand Five Hundred only) per month towards License Fee. Monthly electricity and water charges** will be as per actual unit consumption through a meter to be installed in the canteen or the actual consumption to be calculated as per the load. The license fee along with the electricity and water charges has to be deposited positively on monthly basis without fail. Otherwise penalty shall be imposed as decided by the Canteen Committee, BBMC&H, and Balangir.

**9.2** However, the license fee may change at any time as per the discretion of the BBMC&H, Balangir. **Minimum Wages:** The contractor shall ensure that wages paid to his employees conform to the provisions of the Minimum Wages Act and other social security like EPF, ESIC etc. The Contractor shall also ensure adequate rest and working hours as per norms etc. to all his employees.

**9.3** The contractor shall be totally responsible for all statutory liabilities including those relating to Weights and Measures and Prevention of Food Adulteration.

**9.4** The prospective bidders may inspect the site at BBMC&H, Balangir **from 28.11.2020 to 08.12.2020 (excluding holidays)** and for these purposes prior intimation may please be given at the following mobile nos. Mobile (1): 7327980955, Mobile (2): 8249301431.

## **10. SETTLEMENT OF DISPUTE**

**10.1.** All disputes related to canteen lease, rent, electric bill, management, maintaining hygiene and abiding rules and regulation framed by canteen committee shall be settled amicably between the Canteen Committee and the Contractor. If required, an Arbitrator shall be appointed on mutual consent within the Institute by authorities of BBMC&H, Balangir. Any legal dispute if so arise shall be subject to Balangir jurisdiction.

## **11. PENALTY CLAUSE**


**In case of violation of the following rules, the penalty charges on the Caterer shall be followed.**

a. Non-availability of complaint register on the counter/discouraging students from registering complaints, a fine of Rs.500/- (Rupees Five hundred only) on every occasion.

b. For single complaints of insects and/or foreign object cooked or found in dish (any food items) would invite a fine of Rs.1, 000/- (Rupees One Thousand only) on the caterer.

c. For single complaints of unclean utensils in a day would lead to a fine of Rs.200/- (Rupees Two Hundred only) on the caterer.

d. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers, etc.) will lead to fine of Rs.1, 000/- (Rupees One Thousand only) on caterer for every instance.

  
2-12-2020



e. Absence of the proprietor or his representative in the Canteen Meeting without prior information will attract a fine of Rs.2, 000/- (Rupees Two Thousand only) on caterer.

f. In case it is found that three such fines do not have any effect in abiding by the terms and conditions mentioned in the contract, the contract may be terminated finally after serving fifteen days notice by the Administration of BBMC&H, Balangir to the Contractor. The notice during the trial period will be only one week.

g. Severity of hygiene failure shall be assessed and decided by the Canteen committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed.

h. Under no circumstances, food cooked at the Canteen of BBMC&H, Balangir can't be supplied to outside.

i. The successful vendor will engage adequate manpower with proper justifications and the same must be communicated to authority after award of the tender.

## **12. TECHNICAL EVALUATION OF SERVICE FACILITIES**

12.1 Bidder qualifying in pre-qualification criteria will be eligible for further evaluation. The committee formed by the Institute will visit at least one site of each bidder and would decide on the following parameters.

Food: Quality and taste
Cleanliness and Hygiene : cooking area, service area, dining area, etc.
Staff : trained, experienced, clean uniform, behavior, Appearance, etc.
Food Storage facility : cold storage, Pantry storage, cooked food storage, etc.
General : Garbage disposal , Exhaust system, record keeping, etc.


  
2.12.2020  
Dean & Principal, BBMC&H, Balangir  
Dean & Principal  
BBMCH, Balangir

**APPENDIX-A (Morning Breakfast)**

Sl. No.	Menu	Quantity	Maximum Rate(Rs)
1	Tea - one cup	75 ml	5.00
2	Coffee - one cup	75 ml	7.00
3	Chole Bhature (3 pieces)	120 g each	20.00
4	Idli (70g each) / Vada (50g each) with Chutney, Sambar	Per piece	5.00
5	Upma / Halwa with Chutney, Matar curry	150 g	20.00
6	Masala Dosa with Chutney, Sambar	(33 x 33 cm) Medium Size	25.00
7	Plain Dosa with Chutney and Sambar	(33 x 33 cm) Medium size	20.00
8	Uttappam (2 no.) with Chutney, Sambar	100 g each	20.00
9	Puri with Curry/ Ghugni (6 Nos.)	40 g each	20.00
10	Aloo/Methi/ Veg. Paratha, with Chutney	100 g each	10.00

**APPENDIX-B (Afternoon Snacks)**

Sl. No.	Items	Quantity piece	Maximum Rate (Rs)
1	Potato Samosa	1P (70gm)	6.00
2	Vegetable Chop	1P (70gm)	7.00
3	Vada	1P (70gm)	5.00
4	Chowmin (Veg.)	200 gm	20.00
5	Chowmin (Paneer)	200 gm	25.00
6	Chowmin (Mushroom)	200 gm	30.00
7	Chowmin (2 Egg)	200 gm	30.00
8	Chowmin (1 Egg-Chicken)	200 gm	30.00
9	Chill Chicken (6 pieces)	Cooked 200 gm(1 Plate)	50.00
10	Chicken Pakoda (6 pieces)	Cooked 200 gm(1 Plate)	40.00
11	Paneer Pakoda (6 pieces)	Cooked 200gm(1 Plate)	40.00
12	Roll (Veg.)	Medium	20.00
13	Roll (Paneer)	Medium	30.00
14	Roll (Mushroom)	Medium	30.00
15	Roll (2 Egg)	Medium	30.00
16	Roll (2 Egg-Chicken)	Medium	40.00
17	Biryani Veg.	300gm	50.00
18	Biryani Chicken (100 g. Chicken)	300 gm	70.00
19	Veg. Patties	120gm	15.00
20	Non veg. Patties (Chicken)	120gm	25.00
21	Masala Dosa with Chutney and Sambar	(33 x 33 cm) Medium Size	25.00
22	Plain Dosa with Chutney and Sambar	(33 x 33 cm) Medium size	20.00
23	Uttappam (2 no.) with Chutney, Sambar	100 g. - 1 Plate	20.00

  
 2-12-2010  
 Dean & Principal,  
 BBMC&H, Balangir  
 Dean & Principal  
 BBMCH, Balangir

**Annexure - A**  
**Declaration by the Bidder.**

1. Name of the Catering Agency : \_\_\_\_\_
2. Constitution of Catering Agency: Proprietorship firm / Partnership firm / Ltd. Company
3. Contact Person with Designation: (i.e. Sole Proprietor/ Partner / Director) \_\_\_\_\_
4. Tender Fee Demand Draft No. \_\_\_\_\_ Rs. \_\_\_\_\_  
Bank \_\_\_\_\_ Branch \_\_\_\_\_
5. EMD (DD/BG) \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_ Branch \_\_\_\_\_
6. Contact Address: \_\_\_\_\_
7. Contact Details : (a) Landline Phone No : \_\_\_\_\_ (b) Fax: \_\_\_\_\_  
(c) E-mail address: \_\_\_\_\_ (d) Cell phone: \_\_\_\_\_
9. Copy of License for Food Processing/Catering from the Appropriate Authority.
10. Establishments where Catering Services are provided:
  - (i) Name of the Institute/ PSU/ Private : \_\_\_\_\_
  - (ii) Period: \_\_\_\_\_
  - (iii) Copy of Appreciation Certificate, if available.
  - (iv) A Notarial Declaration that the Firm has not been black-listed by any Organisation or prematurely terminated from the contract.
11. A notarial declaration that there is no criminal case pending or continuing with police or any court of law.
12. A declaration stating any details of arbitration pending or concluded.

Signature of the Proprietor or Authorized Representative

Date : \_\_\_\_\_

Name of the Signatory : \_\_\_\_\_

Place : \_\_\_\_\_

Designation : \_\_\_\_\_

Mobile No. \_\_\_\_\_ Land Line No. \_\_\_\_\_

Seal :

Address (Permanent): \_\_\_\_\_

Address (Correspondence): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

  
2.12.2020

**List of Mandatory enclosures: Self attested xerox copies are to be submitted**

1. PAN/ TAN
2. TIN
3. Food/ Catering License [Partnership Deed in case of partnership]
4. Labour License
5. Municipal License/ Trade License
6. Sales Tax/ Service Tax Certificate
7. A Notary Declaration stating that in case of contamination of food due to any negligence and carelessness during the contract period with BBMC&H, Balangir, suitable action will be taken as per the decision of the competent authority
8. Last Income Tax Return (2 years)
9. Work Orders of same and similar nature of service from other Organizations (at least one)
10. Balance Sheet depicting Annual turnover of more than Rs. 300000/- for last 2 years.

**ANNEXURE – B**

**BIDDER INFORMATION FORM**

1	NAME OF THE COMPANY	
2	NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE	
3	COMMUNICATION ADDRESS	
4	PHONE NO./MOBILE NO.	
5	FAX No.	
6	E-MAIL I.D.	
<b><u>DETAILS OF THE BIDDER'S REPRESENTATIVE</u></b>		
1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	PHONE NO.	
4	MOBILE NO.	
5	E-MAIL I.D.	
6	Attached copies of original documents of Articles of Incorporation or Registration of Firm named in 1, above	

  
2.12.2020

Date :-

Signature of the Authorized Signatory

Place:-

Designation :(Office seal of the Bidder)

**ANNEXURE-C**  
**NO RELATION CERTIFICATE**

I ..... son/daughter of ..... resident of ..... hereby certify that none of my relative(s) called for providing Canteen Catering Services to the BBMCH, Balangir Canteen, vide Tender No: ..... is / are employed in BBMCH, Balangir. In case at any stage, it is found that the information given by me is false / incorrect, BBMCH, Balangir shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Signed.....

For and on behalf of the Bidder

Name .....

Designation .....

Date.....

**PRICE BID FORMAT**

Sl No.	Particulars	Overall Discount % on fixed price (in figure as well as in words)	Remarks
1	As per the rate fixed per item in Appendix – A& B		Overall discount means the discounted price shall be applicable to all the items mentioned in the Appendix – A & B collectively.

Signature and seal of contractor with date

***NB : Those bidders quoting more than 10% (overall) discount will be rejected. In case more than one bidder quote the same discount then the bidder securing maximum marks under the clause no. 12.1 of the tender document will be selected. Further, if more than one bidder also secure the same marks, then the successful bidder will be decided on lottery in presence of the eligible bidders.***

  
21.12.2020