

**UTKAL GOURAV MADHUSUDAN INSTITUTE OF TECHNOLOGY, RAYAGADA – 765001.**

**NO. : 912      DATE : 27.09.2019**

**EXPRESSION OF INTEREST FOR CATERING SERVICES**

**Last Date of submission: 29.10.2019 upto 3.00 P.M.**

**UTKAL GOURAV MADHUSUDAN INSTITUTE OF TECHNOLOGY**  
Back Side of S.P. office, At/Po/ Dist.- Rayagada, Odisha - 765 001  
Telephone No. 06856 -222073(O)

**Expression of interest**

**UGMIT, Rayagada** invites bids for mess facilities on fixed cost basis from interested firms having valid food license from competent authority for its **Student Hostels and / OR Guest Houses at UGMIT (for Breakfast, Lunch, and Dinner)**. The Mess Committee reserves the right to award contract for mess and guest houses to same or different caterer.

The duly filled forms with supporting scanned documents must be submitted in sealed cover to Principal, **UGMIT** by 03.00 PM on or before **29.10.2019**. The bidding firm must have good experience of running hostel mess of approximately 150 to 300 students or proven capability of providing similar services in the past for at least four years. It should be noted that the staff involved would be properly dressed and shall be well trained with aspects of hygiene and sanitation.

As part of the application, an interested caterer should submit the following items in the sealed cover on the address given above:

1. **Price information:** (a) It shall contain details of total daily mess rate as per the menu specified below. Also, the break-up of the total daily mess rate for breakfast, lunch, and dinner.  
(b) It would also contain details of the persons and their numbers to be deployed in the mess for providing services.  
(c) Also, document indicating ESI and EPF payment to the employees need to be furnished for preceding two years.
2. **Technical information:** It shall contain information regarding business turnover, experience and other details of the firm to judge the suitability of the caterer for mess and guesthouse facilities.

***Price information of only those parties will be considered who are found suitable and qualifying the eligibility criteria.***

The contract will be awarded initially for a period of one year to the successful caterer. This period may be extended on satisfactory performance for 1 more year after a review each year. The successful caterer shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-. Institute reserves the right to reject some or all the applications without assigning any reasons whatsoever.

## **General Instructions:**

### **1. Eligibility Criteria:**

1. The applicant should have a valid food license from competent authority and be in catering business for a minimum period of four years as on August, 2019, with the following requirements:

Two similar completed works (***preferably one of them should be in Academic Institute***) each having not less than 200 persons on its dining strength since the last 24 months.

Or

One similar completed work (***preferably should be in Academic Institute***) having not less than 200 persons on its dining strength since the last 12 months.

***Note: Similar nature of work means the running of large messes of Institutions / Hospitals / Central Government / Central Autonomous Bodies / Central Public Sector Undertaking / Large Industrial Establishment/ Organizations / companies.***

2. The applicant's average annual financial turn-over (gross) in catering services during the last 4 (four) years, duly audited by a Chartered Accountant, should not be less than 10 Lakhs.
3. The applicant should have on his pay roll sufficient number of trained employees for the proper execution of the contract.

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

The caterer is expected to provide the following services:

- a) Cooking and serving meals (breakfast, lunch, and dinner).
- b) Facilitates procurement of raw material for and on behalf of the institute.
- c) Managing and control of stocks and inventories.
- d) Add-on sales (approved by mess committee). Residents may use these add-ons to get 'extra' items not included in the basic menu outlined below.
- e) Cleaning of utensils, kitchen and serving items.
- f) Cleaning of cooking, dinning and auxiliary areas.
- g) Security of the equipment, utensils and other items in the mess.
- h) Maintenance of the equipment in the kitchen and dining area.
- i) Maintenance of books, ledgers, other records and documents related to running of the mess.

- j) Deployment and supervision of required man power for the above mentioned tasks.
- k) Maintain discipline in the dining hall and kitchen.
- l) Supply qualitative hygienic food to students and staff.
- m) Selected bidder may be allowed to run only one canteen.
- n) No outsiders will be allowed into the canteen / kitchen without specific permission of the authority.

As can be noted from the above, operational services shall **NOT INCLUDE** preparation of menu and any policy matter related to running the mess. All such decision will be the direct responsibility of the relevant executives of the Mess Committee.

**Accounting and Payment:**

- The firm shall collect mess dues from the students weekly / monthly as per mutual convention. The rates for all the items, must have been prior approved by the competent authority.
- The rates so fixed are inclusive of all taxes duties, and levies etc. imposed by the state/central government and local bodies as on the dates of award of the work. However, if any new tax, duty or levy is imposed or enhanced by the government/local bodies subsequent to the award of work, the same shall be reimbursed on production of proof of payment.
- The caterer shall be accountable for on-the-spot sales of add-ons and its accounting.
- The price rates shall be in force for the entire period of contract and shall not be revised under any circumstances, except in case of wage revision according to the minimum wages act. In case of any extension granted on expiry of one year contract, a revision of price rates may be specifically requested by the caterer.

**Important Notes:**

1. The Mess Committee reserves the right to:
  - Amend the scope and value of the contract
  - Amend the rate of the contract
  - Award the contract of the mess to any empanelled agencies
  - Check the quality and quantity of food at any point of time.
2. For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.
3. Effort on the part of the agencies or it's agent to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited.

**Menu Details:**

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Breakfast</b>	Paratha, Curry, Green Chatni.	Dosa Sambhar, Chatni	Paratha, Curry, Green Chatni.	Puri, Curry	Vada/ Idli Uttapam-Sambhar, Chatni	Plain Partha, Curry	Paratha, Curry, Curd, Green Chatni
<b>Lunch</b>	Rice, Yellow Dal, Veg Curry, Veg Fry (Chips), Salad	Rice, Dalma, Veg Curry, Veg Fry (Chips), Salad	Rice, Egg Curry or Soyabin Curry, Salad	Rice, Yellow Dal, Veg Curry, Veg Fry (Chips), Salad	Rice, Fish Curry or Soyabin Curry, Salad	Rice, Egg Curry / Soyabin Curry Salad, Bundi Raita	Fried rice, Chicken Curry or Paneer Curry, Salad
<b>Dinner</b>	Rice, Mix Dal, Channa Masala	Veg Biryani, Chapati, Yellow Dal, Aloo Dum	Rice, Chapati Hari Moong Dal, and Egg Curry (2 Piece)	Rice, Chapati, Tadka, Mix Veg	Rice Chapati, Black Masoor Dal, Chicken Curry or Paneer Curry	Rice, Chapati, Dal Makhani, Malai Kopta	Veg Fried Rice, Chapati, Rajma, Egg Bhujia, Salad

**Specification of quantities:**

**Lunch:**

- Rice: Unlimited
- Chappathi/Paratha (Standard size) etc.: 3 nos
- Salad: Standard quantity
- Main items: Standard quantity
- Paneer in dish: 50 g
- Eggs in dish: 2 nos.

**Dinner:**

- Rice : Unlimited
- Chappathi/Paratha (Standard size) etc.: 3 nos.
- Salad: Standard quantity
- Main items: Standard quantity
- Paneer in dish: 50 g
- Eggs in dish: 2 nos.
- Fish in dish : 01 no.
- Non-veg. in dish: 100 g

For any items not mentioned above, quantities will be fixed by mutual consensus between the hostel mess committee and the caterer.

**Note on the Menu:**

1. The caterer will be required to provide suitable item for sick residents in lieu of the regular meals.
2. For residents observing fasts, the caterer will provide the substitute items in lieu of the regular meal after a minimum number of ten residents ask for the substitute meal.

3. The caterer will not serve any item whose rates have not been approved by the competent authority beforehand.
4. Non-Veg. should be served as per the menu irrespective of festivities like Navratras etc. In this regard the decision of the mess committee shall be final.
5. Institute will provide the utensils for cooking as well as serving food, including plates, tumblers, spoons etc.
6. All equipment brought by the caterer into the hostel premises must be registered with the caretaker.
7. The caterer will be responsible for cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygiene and sanitation.
8. The caterer will also provide soap cake/liquid soap for the wash basins in the catering area.
9. The caterer shall use LPG gas for cooking & produce documentary evidence regarding purchase of LPG cylinder if required by the authority.
10. The caterer should take preventive measures to avoid any fire hazards inside the canteen or dining hall.

**Tentative Timings:**

The following timings will be followed:

Breakfast: 7.00 am to 8.30 am on weekdays (Mon to Sat).

8.00 am to 9.30 am (Sun and Institute Holidays).

Lunch: 12.00 pm to 2.00 pm

Dinner: 8.30 pm to 10.30 pm

## **Annexure-I**

### **Application Form for Technical Information**

**(A scanned copy of the form and supporting documents should be sent via email before the deadline)**

1. Name of the Registered Company/ Cooperative/Agency:
2. Address of the Registered Office:
3.
  - a. Registration Number and date of registration of company/cooperative/agency:
  - b. Shops and Establishment Act registration No. / Food license certificate
  - c. EPF Registration No. and date:
  - d. ESI Registration No. and date:
4. PAN Number:
5. Type of Organization  
  
(whether proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed):
6. Name of the Proprietor, Partners/Directors of the applicant with addresses and phone numbers:
- 7a. Income tax return filed for financial years 2015-16, 2016-17,2017-18 and 2018-19 (Yes/ No) (scanned copies to be enclosed).
- 7b. Service tax, Sales tax/VAT Registration Number (scanned copy of certificates to be enclosed)
8. Whether police verification certificate of all the staff presently engaged by you kept on record with you: Yes / No
9. Enclose performance certificates for catering from previous clients between the years 2015- 2019 separately.
10. Yearly turnover (enclose copy of audited balance sheet)  
  
Financial Year 2015-16  
Financial Year 2016-17  
Financial Year 2017-18  
Financial Year 2018-19
11. Years of relevant experience:

12. List of similar completed works executed during the last 48 months (see the eligibility criteria):

Sl.No.	Location of the work	Name of Organization	Contract Amount (Rs.)	Contract Period	Name & Contact No. of the Client

**Signature of applicant with seal**

**Notes:**

1. Information has to be filled up specifically in the format provided.
2. Applicant not providing details or with insufficient details shall be rejected.

**Annexure – II**  
**Application Form for Price Information**

**(A photo copy of the form and supporting documents should be attached)**

1. Total daily mess rate (as per the menu given above): \_\_\_\_\_
  - a. Total rate for Breakfast (Per student) INR \_\_\_\_\_ (Give rates for each item separately below)
  - b. Total rate for Lunch (Per student) INR \_\_\_\_\_ (Give rates for each item separately below)
  - c. Total rate for Dinner (Per student) INR \_\_\_\_\_ (Give rates for each item separately below)
  - d. Separate rate for each item as mentioned in the menu is to be quoted, which will be applicable if anybody wants extra of these items.
2. Total number of people deployed in the mess and their respective roles
3. ESI and EPF payment information to the employees for the last four years

**TERMS & CONDITIONS FOR THE AWARD OF CONTRACT**

1. Initially the license will be given for one year. The Mess Committee will judge the performance of the establishment after each year. After reviewing the performance, the License may be considered for renewal for a period as deemed suitable by the mess committee.
2. If at any stage the involvement of the caterer in any uncalled for activity is found, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license is liable to be terminated by the competent authority by giving one month's notice to the caterer. In case caterer wants to terminate the contract, he/ she shall have to give a minimum of two months' notice to the Institute.
3. The premises of the mess will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the competent authority.
4. The caterer will not be permitted to franchise the Hostel Mess for any other commercial activity outside the scope of student hostel.
5. No person with any offensive police record shall be employed to work in the Hostel/Institute Mess.
6. Safety measures are to be provided by the Caterer himself/ themselves.
7. Any change like timing of operation, rate of items and any additional item to be included will require the permission of the competent authority.

8. The caterer will ensure and comply with the provisions of various municipal and other Rules/ Regulations/ Laws of the Government in respect of wages and other benefits to his employees.

9. The Institute shall not be responsible in case any dispute takes place between the caterer and his employees.

10. Legal disputes, if any, shall be subject to the jurisdiction of Rayagada Courts only.

### **UGMIT, Rayagada Specific Terms and Conditions**

#### **Mode of Operation:**

1. The caterer would provide breakfast, lunch and dinner. Each of these will have certain items mandatory for the caterer to provide as a part of the basic menu. Besides these, certain other items (add-ons) will be available on extra messing. The mandatory items are listed in the detailed menu attached above.
2. If any resident has not signed up for a given meal, he can take the meal on payment basis, if so desired.
3. One supervisor will always be present during breakfast, lunch, and dinner. It is desirable that the same supervisor continues at least for one semester, in case of any change, the competent authority should be informed.
4. Caterer need to provide breakfast, lunch, evening snacks, and dinner to Institute guests as and when required and Institute will settle the bills.
5. For each of the meals or extra items, it will be mandatory for the caterer to serve the items of a fixed weight/size at price decided apriori and approved by competent authority.
6. All items will be cooked in the kitchen of the hostel by using LPG. No cooked item, except some snacks identified beforehand, will be brought from outside.
7. On special occasions, the menu will be identified by the Mess Committee and the rates for the same will be approved by the competent authority BEFORE the actual event. The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal.

#### **Employees:**

1. The caterer will have to register all his employees who will be working in the mess along with a copy of their photographs, residential details.
2. The caterer will have to ensure that the employees are in clean and proper uniform, maintain personal hygiene, and maintain discipline in the campus.
3. No person below 18 years of age will be employed by the caterer.
4. Employee may be permitted to stay overnight in the campus with specific permission from the authority.

## AGREEMENT ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-

### AGREEMENT

This agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ between Utkal Gourva Madhusudan Institute of Technology, Rayagada through the Principal, UGMIT, (hereinafter called UGMIT, Rayagada of the one part and

\_\_\_\_\_ resident of \_\_\_\_\_ proprietor, (hereinafter called the 'Caterer') on the other part.

WHEREAS IT IS NOW AGREED BETWEEN THE PARTIES AND WITNESSETH AS FOLLOWS:

1. That the items of the menu, which the caterer would be, expected to supply in the Mess are cited in Appendix hereto.

3a. That the rates for various items during the period of contract will remain fixed as per the Appendix.

3b. That hostel mess committee may also decide to include additional items (add-ons) in the menu for a mutually agreed extra charge between both the parties. The caterer should collect these extra charges directly from the students and institute should not be held responsible for these payments. These additional items should be made available as per a decided schedule, however, need not be compulsory for all students. This will be purely optional. Each student may choose additional item at his/her own choice.

4. That the food served by the caterer shall be wholesome and clean and competent authority /or nominee of the competent authority may at any time enter upon the premises allotted to the Caterer for the purpose of this agreement/contract and take away samples free for purposes of inspection, trial or analysis and the competent authority or any nominee's decision about the desirability or quality of the articles offered for consumption in the dining hall shall be final.

5. That a Committee, nominated by the competent authority, will monitor the quality of the food and other items supplied by the caterer including services.

6. UGMIT, Rayagada may call for the advice of any Medical Officer on matters of hygiene in the Hostel Mess and such advice of the Medical Officer shall not be contested by the caterer.

7. (a) That the caterer would provide a sufficient number of cooks, waiters and other servants in the kitchen, dining hall and mess and shall take all reasonable precautions to see that these waiters and servants while on duty attire themselves in the uniform approved by the competent authority and are professional, civil, sober and honest in their dealings with the hostel residents and staff and any other users of their services and

(b) That the caterer shall only employ in his service such persons whose antecedents have been verified by the police and who have also been medically examined at the caterer's own cost and to the satisfaction of the competent authority. The caterer shall be required to give an undertaking to the competent authority to this effect.

The caterer shall not make any additions/alterations in the premises provided by UGMIT, Rayagada, for use as kitchen and allied purposes to the caterer during the currency of this agreement and/or otherwise.

8. The caterer undertakes to keep the premises, kitchen, dining room and other area connected therewith neat, clean and tidy at all times and in accordance with the health/hygienic bye-laws.

9. That all the workers providing the services under this Agreement shall be employees of the caterer, and UGMIT, Rayagada shall not have an employer-employee relationship with the employees of the caterer. The caterer undertakes to keep UGMIT, Rayagada harmless and indemnified against any demand/claim of wages, provident fund, Employees State Insurance and any other such dues of its employees. The relationship between the caterer and UGMIT, Rayagada is purely contractual and UGMIT, Rayagada is not responsible and/liable for the employees and for staff of the caterer.

10. Notwithstanding anything contained in the clauses above if any employee and/ staff member of the caterer in the opinion of UGMIT, Rayagada, is not rendering proper service or is otherwise guilty of any misdemeanour or is found otherwise undesirable, the caterer shall forthwith remove that person from UGMIT, Rayagada Campus, with immediate effect and replace him suitably.

11. That the caterer shall have no right or interest in the premises allotted for kitchen, dining hall and other allied purposes and he shall have no right or interest to remain in possession thereof at the end of this Agreement or on the termination thereof at any time.

12. That service hours in the Hostel Mess shall be as given above provided that the timings may be modified by the competent authority if and when considered necessary.

13. All the residents in the Hostel shall take their breakfast and meals in the dining hall and the caterer shall not be authorized to serve the meals in the rooms of the Hostel except with the written permission of the competent authority.

14. The caterer shall obtain instructions from competent authority along with the type of menu that may be served in the official lunches/dinners/tea parties to the participants of training courses.

15. The caterer shall display the approved menu prominently in the dining hall.

16. The caterer shall be provided by UGMIT, Rayagada with necessary area/premises i.e. one dining hall, one kitchen and requisite furniture and/or gadgets and he shall be responsible for the proper maintenance of both, the premises as well as the furniture and other gadgets provided by UGMIT, Rayagada. The responsibility for proper maintenance and safety/security of all fitting and fixtures will be of the caterer.

17. The caterer shall be required to use LPG gas only for cooking purposes. All the expenses for LPG gas will be borne by the caterer. The LPG Gas must be procured by the caterer directly.

18. The Caterer shall pay a sum of Rs. 1,00,000/- as Security Deposit, which shall be refunded, without any interest thereof, at the end of the contract after adjusting the amount of any damage caused to UGMIT, Rayagada by any omission or discrepancy on the part of the Caterer or his employee.

19. UGMIT, Rayagada will have the right to review the working of this agreement from time to time and if at any time it is found that the caterer has failed to fulfill any of the conditions of this agreement or that his working is unsatisfactory, UGMIT, Rayagada, may curtail the agreed period of this agreement and terminate this agreement with a notice period of one month, and make good any losses suffered by UGMIT, Rayagada out of the security deposit made by the Caterer.

21. That the caterer shall maintain a suggestion book for recording of suggestions for improvement by the residents and the staff. Such suggestions, after having the approval of Mess Committee, should be forthwith acted upon by the caterer. The suggestion and complaint book should be kept open for the inspection of the residents and the competent authority or his nominee.

22. The Caterer shall keep and maintain a register at the entrance of the dining hall wherein all hostellers will sign before taking meals.

23. A Student Committee (not fixed) will furnish their report in Fifteen days interval to the authority regarding quality and quantity of food.

24. The Authority reserves the right to stop the Canteen with two month notice if at all adverse comments received by Student Committee and other committee regarding quality and quantity of food.

I agree to the terms and conditions laid out in the clauses above in entirety in presence of the witnesses mentioned below.

Principal  
UGMIT, Rayagada

Caterer

WITNESS:

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

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