



# National Law University Odisha, Cuttack

(established by State Act IV of 2008)

National Law University Odisha, Cuttack invites sealed quotations from interested, qualified and eligible bidders to run a cafeteria in the University premises.

The Tender Documents are available in the Office of the Assistant Registrar, National Law University Odisha during the office hours (10:00am-05:00pm) on all the working Days from 04.02.2019 till 16.02.2019. The Document can be purchased by paying the requisite fee of ₹500/- by Demand Draft in favour of *Registrar, National Law University Odisha* payable at *Cuttack*.

## **The important Dates**

Availability of Documents	:	from 04.02.2019 till 16.02.2019 (10:00am-05:00am)
Pre-Bid Meeting with site visit	:	14.02.2019 (03:30pm)
Last date to submit the bid	:	18.02.2019 (03:00pm)
Opening of sealed Bids	:	18.02.2019 (03:30pm)

## **Eligibility Criteria**

- Valid Certificate of FSSAI (Food & Safety Standard Authority of India)
- GST Registration Certificate
- VAT clearance Certificate for last 3 Financial Years
- Shop & Establishment Registration No.
- Valid PAN Card
- Last 3 financial years' audited Balance Sheet
- Last 3 financial years' IT return Documents
- Minimum 3 years' experience in serving in Educational Institutions (Preferably Universities / Institution of repute with not less than 300 students)
- Self-signed notarised declaration upon non-conviction, non-blacklisted & Non-bankruptcy
- Valid Aadhaar Card of the individual(s) owning the firm

Sd/-  
Registrar (I/c)

**The important terms and conditions are listed below for convenience:**

- 1) The Contract Agreement would be for a period of one year and may be renewed every year subject to satisfactory performance and with revised terms and conditions mutually accepted to both the parties.
- 2) Those contractors who have a sound financial background and can ensure quality food and services can apply.
- 3) The earnest money deposit (EMD) for the contract of Cafeteria is ₹10,000/- which will be kept as security with the University and it will be refunded back after the completion of the contract upon which no interest will be paid by the University. This EMD will be refunded back to whom the contract is not given within a month from the date of issuance of LoI / Work Order to the successful bidder. The fee for application form is non-refundable.
- 4) The Contractor must ensure that the food is prepared at the space provided by the University and served in the most hygienic conditions. The staff must wear serving gloves, caps, etc. while serving food, enough counters should be there so that students should not stand in queue for long, competent authorities of the University reserve the right to check the same and if any lapses are found on the behalf of the contractor, the penalties will be imposed.
- 5) The contractor must provide all those food items as mentioned every time during its operational hours and must have proper racks to keep its items and nothing should be kept on floor.
- 6) The catering contractor must serve water free of cost by keeping water containers of 20ltrs. or more (as per availability) with dispenser or can fix water purifier and must keep water bottles of 250ml, 500ml & 1ltr. for sale. The brand must be of repute and is to be generally approved of by the hallmarked authorities.
- 7) The contractor has to keep the Cafeteria open on all the days except for those days when the University is closed for more than three consecutive days, further the Cafeteria must be opened on one day prior to the day of reopening of the University. The Cafeteria must be open from 10:00am to 10:00pm on all the days. The Cafeteria cannot be closed without obtaining the prior permission from the competent authorities of the University.

Signature with Seal of the Bidder

- 8)** The Contractor will provide only those food items in the Cafeteria which are allowed by the University and will get all the rates approved from the competent authority of the University and they must be displayed prominently. The name of the firm and of the counter must be also displayed prominently.
- 9)** Maintenance jobs such as replacement of light bulbs, tube lights, taps, & other electrical / PH / Civil materials / fixtures etc. in the Cafeteria/kitchen area are the sole responsibility of the catering contractor.
- 10)** Kitchen equipment such as gas stove, chulhas, fridge etc. will be installed and maintained by the contractor at its own costs. All service utensils like plates, glasses, dongas, service spoons etc. will be arranged by the contractor. Upkeep and maintenance of such furniture provided in the dining hall by the University will be the sole responsibility of the contractor and all the replacements must be approved from the competent authority of the University. If there will be any damage to the property of the University, the penalty will be imposed and University will not tolerate any sort of mishandling with the furniture and fixtures and fittings installed in the area provided.
- 11)** Cleaning of the dining hall area and kitchen area premises, utensils, cutlery and crockery, kitchen and other equipment, furniture and consumables are the responsibility of the Contractor. Procurement of gas, high quality provisions and other consumables is the responsibility of the contractor. Use of domestic cylinders & wood as fuel are strictly prohibited.
- 12)** Engaging of required staff, providing uniforms etc. shall be done by the contractor. The contractor must submit the self-attested photocopy of Aadhaar Card / Voter ID Card of all its employees working in the Cafeteria.
- 13)** The University would reserve the right to check on cleanliness and upkeep of premises, quality of provisions, service and quality of the food and upon any deficiency being found, penalty procedure will be applied.
- 14)** Security of premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.
- 15)** The contractor will NOT employ any child labour.
- 16)** Contractor should submit all necessary statutory documents (list at Annexure – 'A').

**17)** In the event of award of the contract, the contractor should register himself with the Regional Labour Commissioner, as a contractor under the Contract Labour Regulation Act and obtain Labour License and complete all required formalities.

**18)** The contractor should adhere to the provisions of the Provident Fund Act, the “Minimum -Wage-Act” and other such acts which are applicable from time to time.

**19)** The Contractor should ensure that the payment is made to the labourers as per Minimum wages act to the satisfaction of the licensee.

**20)** The contractor will adhere to all laws of the land at its own responsibility and costs. The University will not be responsible for life and safety at work place and they should be duly insured.

**21)** Consumption of alcohol or alcoholic beverages and smoking is banned in the whole Cafeteria area, if found violating legal action will be taken and contract will be terminated immediately.

**22)** In case of check of sanitation and hygiene by the health department, the contractor will have to satisfy the provision of law. If found guilty, will have to bear the penalty as decided by the University/Government.

**23)** The University reserves the right to make any amendments in the Terms & Conditions as & when required and deemed fit and mutually accepted to both the parties.

**24)** In the event of any dispute with regard to any of the term(s) and/or conditions of this agreement, the same shall be referred to the Vice-Chancellor as sole arbitrator and its decision thereon shall be final and binding on both the parties further it will be subjected to the jurisdiction limits of Cuttack District.

**25)** Successful bidder will be chosen based upon the documentation submitted as per Annexure-‘A’ and the price quoted as per Annexure-‘B’.

**26)** The University reserves all the rights to select and / or reject any/none of the bidders, without assigning any reason, thereof.

**Penalties for violation of rules, terms and conditions**

The Contractor will be fined in case of violation of the following rules:

**1)** Either penalty or fine, or both, if required, can be imposed if there is a violation of rules, terms and conditions and with regard to the discrepancies found in the quality of food, serving of food, cleanliness of dining and kitchen area, personal hygiene of workers, changing of the employed staff without information to the University, charging rates of the items not approved by the University, selling items not approved by the University, illegal supply of liquors / Cigarettes / marijuana / any such items etc.

**2)** The Contractor will be given a warning in writing initially imposing a fine of Rs 2000/-, if again found defaulter fine can be increased up to Rs. 5000/- and if again found defaulter the fine will be Rs. 10000/- and the contract will be terminated then & there.

**3)** As the Contractor is responsible for the upkeep of the premises i.e. maintaining the interiors, including the electrical fittings, furniture, civil structure, PH connections etc., in case it is found that the contractor is not taking proper care of the infrastructure, a one-time penalty of Rs. 10,000/- will be imposed with immediate effect and the contract will be terminated.

## **ANNEXURE – ‘A’**

- Valid Certificate of FSSAI (Food & Safety Standard Authority of India)
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- Last 3 financial years' audited Balance Sheet
- Last 3 financial years' IT return Documents
- Minimum 3 years' experience in serving in Educational Institutions (Preferably Universities / Institution of repute with not less than 500 students)
- Self-signed notarised declaration upon non-conviction, non-blacklisted & Non-bankruptcy
- Valid Aadhaar Card of the individual(s) owning the firm
- Signed (all pages) copy of this tender document

**ANNEXURE - 'B'****Breakfast / Evening Snacks (09:00am - 11:00am / 4:30pm - 7:00pm) :**

Sl. No.	Item	Rate
1	Bada (4 pcs), Matar Alu Curry	
2	Chhole, Bhatore (2 pcs)	
3	Alu Paratha (2 pcs), Curd, Pickle	
4	Bread (4 pcs) - Omelette (2 eggs)	
5	Bread (4 pcs) - Butter Cube, Veg Cutlet (2 pcs)	
6	Omelette / Boiled Egg (2 eggs)	
7	Egg Roll (Single egg) 1 pc.	
8	Egg Roll (Double egg) 1 pc.	
9	Egg Chicken Roll 1 pc.	
10	Double Egg Chicken Roll 1 pc.	
11	Chicken Roll 1 pc.	
12	Paneer Roll 1 pc.	
13	Veg Roll 1 pc.	
14	Maggi / YiPPee / Ching's / Knorr Soupy / Top Ramen per plate	

**Rice & Noodle Menu (12:00noon - 03:00pm / 08:00pm - 10:00pm)**

Sl. No.	Item	Quantity	Rate
1	Peas / Veg / Panner / Mushroom/ Navratna Pulao		
2	Veg / Paneer Biryani		
3	Chicken Biryani		
4	Mutton Biryani		
5	Egg Biryani		
6	Prawn Biryani		
7	Jeera Rice		
8	Schezwan Rice		
9	Veg Chowmin		
10	Egg Chowmiin		
11	Chicken Chowmin		
12	Prawn Chowmin		
13	Veg Fried Rice		
14	Egg Fried Rice		
15	Chicken Fried Rice		
16	Egg Chicken Fried Rice		
17	Mixed Fried Rice		

Signature with Seal of the Bidder

**Combo Meals / Executive Meals (12:00noon - 03:00pm / 08:00pm - 10:00pm)**

Sl. No.	Item	Rate
1	Jeera Rice - Roti - Dal - Kadai Veg - Bhaji - Salad - papad - Sweet	
2	Jeera Rice - Roti - Dal - Matar Paneer - Salad - Papad	
3	Paratha (3 pcs), - Chilli Paneer / Mushroom	
4	Veg Fried Rice - Chilli Paneer / Mushroom	
5	Paratha (3 pcs), - Chilli Chicken (6 pcs)	
6	Rice / Roti - Mutton Curry - Salad - Papad	
7	Rice / Roti - Chicken Curry - Salad - Papad	
8	Rice - Egg Curry - Salad - Papad	
9	Veg Biryani - Raita - Cold Drink	
10	Chicken Biryani - Raita - Cold Drink	
11	Paratha - Egg Bhurji / Jeera Alu	
12	Executive Meal (Spl. Rice - Roti - Dal - Matar Paneer / Mushroom - Chicken Kasha - Kadai Veg- Salad - Curd - Sweet - Papad - Pickle)	
13	Spl Rice - Dal - Chicken Butter Masala - Salad - Papad - Curd - Sweet	
14	Spl Rice - Dal - Mushroom Masala / Paneer Butter Masala - Salad - Papad - Curd - Sweet	
15	Chinese veg. Meal (Veg Noodle / Fried Rice, Veg Manchuria, Chilli Paneer / Mushroom)	
16	Chinese non-veg. Meal (Non-veg Noodle, Fried Rice, Garlic/Ginger Chicken / Prawn)	

**Item to be available all the time****Hot Breweries:**

Sl. No.	Item	Rate
1	Tea	
2	Coffee (Hot / Cold)	
3	Cafe Moka	
4	Hot Milk	
5	Horlicks / Bournvita, etc.	
6	Lemon Tea	
7	Green Tea	
8	Strawberry Milk Shakes	
9	Lichhi Milk Shakes	

Signature with Seal of the Bidder



10	Black Current Milk Shakes	
11	Mango Milk Shakes	
12	Banana Milk Shakes	
13	Chocolate Milk Shakes	
14	Hide & Seek Milk Shakes	
15	ORIO Milk Shakes	
16	ORIO Chocochips Milk Shakes	
17	Kitkat Milk Shakes	
18	Dark Fantasy Milk Shakes	
19	Patties (Veg, Paneer, Egg, Chicken)	
20	Pastry (Vanilla, Chocolate, Blueberry, Raspberry etc.)	
21	Fresh Fruit Juice	

**Packed / Bottled Items**

Sl. No.	Item	% of discount on MRP
1	Water Bottle (250ml. / 500ml. / 1ltr.)	
2	Sweet Curd (OMFED)	
3	Chaas (OMFED)	
4	Soft Drinks (250ml. / 500ml.) (Coke, Thumbs up, Sprite, Mountain Dew, Mazza, Spice Up)	
5	Ice-Creams (Amul, Vadilal)	
6	Chocolates (Nestle, Cadbury, Amul)	
7	Chips (Uncle Chips, Bingo Mad Angels, Lays, Kurkure)	

<b>N.B.</b>	
#	Any other Item(s), if any Contractor can serve, may mention in another sheet of paper as a list with the rates(s) in the specified format (as above).
#	Rate must include Items such as paper cup, paper plate, tissue paper, hand wash, tomato ketchup, etc.
#	The quoted rates / discounts cannot be altered in any case within a year.