



**REQUEST FORPROPOSAL (RFP)
FOR
SELECTION OF AGENCY
FOR
PROVIDING CATERING SERVICES
FOR
SPECIAL GUEST HOUSES FOR A PERIOD OF 30
DAYS FOR UPCOMING FIH MEN'S HOCKEY WORLD
CUP-23**

RFP Notice No.:16829

Date: 22.12.22

Rourkela Municipal Corporation

Udit Nagar, Rourkela

Dist. - Sundargarh (Odisha)

Pin-769012

Website: www.rmc.nic.in

Email Id: rourkelamunicipality@gmail.com

Disclaimer and Confidentiality

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This RFP is not an agreement and is neither an offer nor invitation by "**CLIENT**" to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for "**CLIENT**", its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexures/attachments/ amendments and obtain independent advice from appropriate sources. "**CLIENT**" and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder/s is on a wide range of matters, some of which depend upon interpretation.

Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee/rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. "**CLIENT**", its advisors, officers, employees, subcontractors and agents shall not be liable (except to the extent that liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

"CLIENT" also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

"CLIENT" may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. **"CLIENT"** may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

"CLIENT" reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this RFP does not imply that **"CLIENT"** is bound to select service provider or to appoint the successful service provider, as the case may be. **"CLIENT"** reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **"CLIENT"** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and **"CLIENT"** shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Notice Inviting Tender (NIT)

Office of the Commissioner, Rourkela Municipal Corporation ("**CLIENT**"), invites sealed proposal from all interested Bidder/s for '**SELECTION OF AGENCY FOR PROVIDING CATERING SERVICES AT SPECIAL GUEST HOUSES' FOR A PERIOD OF 30 DAYS RENEWABLE FOR A PERIOD OF 15 DAYS WITH DECISION OF THE CLIENT**".

A. Indicative Scope:

The Broad Scope of services required through this RFP, shall be inter alia as indicated below:

- a. Cooking hygiene meal (Breakfast, Lunch & Dinner)
- b. Serving of food,
- c. Providing Utensils and kitchen equipments,
- d. Maintaining Hygiene in the Kitchen and Dining area,
- e. Pest control,
- f. Reporting and Complaint Management,
- g. Coordination with other service providers
- h. Utensils Washing Service
- i. Food On Demand (Paid)

A. Contract Period: 30 Days

B. Bid Processing Fee (INR): 6,720/-

C. Earnest Money Deposit (INR): Bid security declaration

The RFP document can be downloaded from the website of Rourkela Municipal Corporation "www.rmc.nic.in". Duly completed proposal along with other prerequisites documents in support of eligibility criteria and the required information as per formats must be submitted through **Registered Post/ Speed Post/ Courier or by Hand** latest by **28.12.2022 at 05:00 PM** as specified in the critical date sheet below. For details, please refer to the RFP Documents.

A. Critical Date Sheet:

1	RFP Issue Date	22.12.2022
2	Last Date and Time for Submission of Pre-Bid queries through email (rourkelamunicipality@gmail.com)	25.12.2022 by 5:00 PM
4	Upload of Pre Bid Clarification Date and Time	26.12.2022 By 05:00 PM
5	Last Date and Time of submission of Bid	28.12.2022 05:00 PM
6	Technical Bid Opening Date and Time	29.12.2022 11:00 AM
7	Financial Bid Opening Date and Time	29.12.2022 4:30 PM

B. Contact Person :

- Dy. Commissioner, Rourkela Municipal Corporation- Sri Sudhanshu Ku. Bhoi, OAS
- Email- rourkelamunicipality@gmail.com
- Contact No.- 0661-2500388, 9438067801

C. Complete Address for Submission of Bid :

The Commissioner,
Rourkela Municipal Corporation,
Uditnagar,Rourkela-769012 (Odisha)

Bidder Data Sheet

Sl. No.	DESCRIPTION	
1.	Title of Request for Proposal (RFP)	<p>Selection of agency for providing CATERING services at</p> <p>Name of Special Guest House and Hostels:</p> <p>1. Ved vyas House, Brahamnitarang, Rourkela</p> <p>Attached at Annexure A</p>
2.	Broad scope of services	<p>The Broad Scope of services required under through this RFP shall be inter alia as briefed below :</p> <ul style="list-style-type: none"> a. Cooking hygiene meal (Breakfast, Lunch & Dinner) b. Serving of food, c. Providing Utensils and kitchen equipments, d. Maintaining Hygiene in the Kitchen and Dining area, e. Pest control, f. Reporting and Complaint Management, g. Coordination with other service providers h. Utensils Washing Service i. Food On Demand(Paid)
3.	Contract Period	The Contract shall be for a period of 30 Days , renewable for a period 15 days as per the decision of CLIENT.
4.	Method of Selection	Least Cost Selection Process (LCS)
5.	Bid Processing Fee	Rs.6,720/- (Rupees Six Thousand Seven Hundred Twenty Only) including of GST in shape of Demand Draft from any nationalized/ scheduled bank in favour of Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela.
6.	Submission of Proposal	<p>Bidder/s shall be required to submit their Proposal through Registered Post / Speed Post / Courier or by Hand as per instructions in the RFP Document on or before the end date and time for proposal submission i.e. Dt. 28.12.2022 at. 05:00 PM to the following address :</p> <p>The Commissioner, Rourkela Municipal Corporation, Rourkela – 769012 (Odisha)</p> <p><i>(The Client will not be responsible for any postal delay/any consequences in receiving of the proposal. Any bid received after the deadline of submission, will be out-rightly rejected.)</i></p>

Sl. No.	DESCRIPTION	
7.	Issue of RFP	Dt 22.12.2022
8.	Downloading of RFP Documents	Bidders can download the complete RFP Document from the website of http://www.rmc.nic.in/
9.	Last date and time of Submission of Bid (Bid Due Date)	Date: 28.12.2022 Time: 05:00 PM <i>Bidders are requested to refer Clause 1.4 (Preparation & Submission of Bids)</i>
10.	Date of opening of Technical Bid	Date: 29.12.2022 Time: 11:00 AM <i>The Technical Bids shall be opened in presence of the authorised representatives of the bidder who wish to be present at the venue at that time.</i> <i>Bidders are requested to refer Clause 1.6</i>
11.	Date of opening of Financial Proposal	Date: 29.12.2022 Time: 04:30 PM <i>Financial Bids of technically qualified bidders will only be opened in presence of the authorised representatives and evaluated. Bidders quoting lowest financial bid for the first Month i.e L1 among technically qualified bidders shall be identified as selected bidder.</i> <i>Bidders are requested to refer Clause 1.6</i>
12.	Letter of Award (LoA) to selected Bidder	<i>Within 5 days from the date of Opening of Financial Bid.</i>
13.	Site Visit	<i>Bidders are advised to prepare and submit their respective proposals only after visiting the site and validating project information. Prospective bidders may make a visit to the site for necessary assessment for the purpose of bid preparation. The site visit will be facilitated by the Tahasildar, Rourkela from Dt. 24.11.2022 to Dt 25.11. 2022 for the prospective bidders (on prior request to mail ID rourkelamunicipality@gmail.com and contact no 0661- 2500388, 9437326445 with Designation of Officer "Tahasildar, Rourkela").</i>

Sl. No.	DESCRIPTION	
14.	Scope of work, Obligations of Agency and Client, for the assignment:	As detailed in Schedule of Requirements
15.	Selection process	As detailed in clause 1.3.1
16.	Earnest Money Deposit(EMD)	Bidder must submit the Bid Security Declaration. <i>Bidders are requested to refer clause 1.12</i>
17.	Performance Security	Selected bidder must submit Performance Security of the amount equivalent to 3% of the Contract Value after issue of award notice, before signing of the contract <i>Bidders are requested to refer Clause 1.11 for details</i>
18.	Validity of Proposal	Proposals must remain valid for Three months after the submission date <i>Bidders are requested to refer Clause 1.14 (Proposal Validity)</i>
19.	Language(s) of the submitted proposals:	English
20.	Bidder to state financial proposal in the national currency:	Indian Rupees (INR)
21.	Taxes	As per Clause no 1.2.8
22.	Selection Criteria for Pre- Qualification (eligibility)	<i>Bidders are requested to refer Clause 1.2.4 for detail</i>
23.	Evaluation Criteria for Technical Proposal	<i>Bidders are requested to refer Clause 1.7.1</i>
24.	Catering Cost	Lowest financial bid for the first Month quoted by the Bidder. Payments for the Catering Service Cost shall be made by the Client on monthly basis during contract period.
25.	Signing of Service Agreement (SA)	Within 3 (Three) days from the date of issue of LOA
26.	Mobilization Period and Commencement of Service:	5 (Five) days from the signing of Service Agreement (SA)

Section-1: Instruction to bidders

1.1 Project Introduction-Comprehensive details of Special Guest House

1. Ved vyas House, Brahamnitarang, Rourkela

(ii) Bidders are requested for site visit before preparation and submission of their Bid.

1.2 General

1.2.1 Scope of Tender

1.2.1.1 Office of Rourkela Municipal Corporation (hereinafter referred to as "**The Client**") invites sealed bids from the eligible bidders for providing CATERING Services at **Ved vyas House, Brahamnitarang, Rourkela.**

1.2.1.2 The successful bidder will be expected to provide the CATERING services for the intended period specified in the Bidder Data Sheet. Please refer **Form T- 7** for scope of work for the proposed services.

1.2.1.3 The successful bidder shall become Catering Service Provider on completion of contract signing formalities.

1.2.1.4 The bidders are required to familiarize themselves with the site conditions as well as surroundings and take them into account while preparing their proposals.

1.2.2 Client

1.2.2.1 For the purpose of this RFP, Client shall mean Office of Commissioner, Rourkela Municipal Corporation, Rourkela

a) Reporting Officer of Respective Guest Houses- Tahsildar, Rourkela

b) Contact Details of Officers in Charge of Guest House: Tahsildar Rourkela, Contact No. 0661-2514024, 9437326445

1.2.3 Eligibility Criteria

The bidder should meet the following eligibility requirements to qualify for participation in the bidding process:

Criteria	Description	Required Supporting Document
Technical Criteria		
A.	The bidder should be registered under appropriate Client; <ul style="list-style-type: none"> Indian Companies Act 2013 Indian Partnership Act 1932 The Societies Registration Act 1860. Limited Liability Partnership Act 2008. 	Copy of Certificates of Incorporation Registration issued by the competent Client
B.	The bidder must have executed Catering Service in Central / State Govt./ IT / ITes companies, High rise Buildings, Apartments, Business center and Malls in India during last three financial years as on dt. 31.03.2022 of value specified herein in the relevant area as per the scope of the work.	Copies of supporting work order / work completion certificate issued by respective authorities as applicable along with duly filled information sheet as per Form T4 .
C.	Bidder should be registered with the Income Tax, Goods and Services Tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation.	Copies of PAN, GSTIN, IT Returns for the last 3 financial years, Labour Registration, EPF Registration Certificate, ESI Registration Certificate and Valid License under PSARA (Private Security Agencies Regulation Act.2005) to be submitted along with the technical proposal.
D.	Bidder must not be under any declaration of Ineligibility by any Client and should not be blacklisted with any of the government projects as on date of proposal.	Undertaking as per Form T5 on stamp paper of appropriate value in shape of affidavit from the Notary regarding his eligibility and non-blacklisting needs to be furnished
E.	The registered Office / branch office of the Service Provider must be located within the jurisdictional area of the concerned State/District .	Valid address proof of the office (Copy of the Land Line Telephone Bill / Electricity Bill / GSTIN of the Office Premise)
Financial Capability Criteria		
F.	Bidder should have the average financial turnover of not less than Rs. 1.00 Crore (one crore) and should have a positive net worth for last Three financial years, ending 31.03.2022 for providing similar type of services as per the scope of the work.	Duly certified copy from the auditor / chartered accountant has to be provided certifying Organizations turnover during last Three financial years [Please insert the Period] as per Form T2 (part B) of Section 5.
G.	Must have its own bank account in any scheduled bank situated in Odisha.	Copy of the pass book along with self- attested Bank Account Statement for the last six months period needs to be furnished.
H.	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director / Persons to be deployed by the Service Provider	An undertaking to this effect must be submitted on the bidder letter head.

NB :

- i. Similar works means undertaken CATERING Services
- ii. **Eligible Projects** for the purpose of evaluation shall mean following projects: Similar works executed for Central Government/ State Government/ PSUs/ Convention Centre/ Commercial Complexes/ Multiplexes/ Luxury Hotels/ Resorts/ Institutional Campus/ Corporate House/ Hospitals etc.

1.2.3 Technical Evaluation

The eligible bidders would be further evaluated for short-listing based on following technical score weightage:

Sl. No.	Criteria	Weightage	
	Sub-Criteria	Sub-Criteria	Criteria Total
1	Past experience of the Bidder		50
1.1	Experience of Bidder (in number of years in business from the date of incorporation):	20	
		i) 3 to 5 years	10
		ii) 5 to 7 years	15
		iii) More than 7 years	20
1.2	Undertaken at least one project having Catering services with minimum service to 200 Guests per day having the contract value of Rs.10 lakhs during the last Three financial years. Similar work means any Catering Service works	30	
		i) Minimum of 1 project of similar capacity and contract value	20
		ii) For each additional project of similar capacity and c	5 (Maximum =10 Mark)
2	Financial strength of the bidder: Average Annual financial turnover of 01 Crore during the last Three financial years, as on 31.03.2022	Bidders having (i) Prescribed financial turnover as per the RFP = 10 Marks (ii) For each additional turnover of Rs. 1 Crore = 2 Mark (Maximum 10 Marks)	20
3	Additional Marks for providing service to Hospitals/ Health centers / Patients during COVID-19 at least Municipal Corporation Level		20
4	Quality Standards / Certifications for the Service	ISO Certifications	10

Bidders who score more than **60%** marks shall be considered for further evaluation.

1.2.4 Proposal Preparation Cost

1.2.4.1 The bidder shall be responsible for bearing all the costs and expenses associated with the preparation of its proposal and participate in the bidding process. Client shall not be responsible, or in any way liable for such costs/expenses, regardless of the conduct or outcome of the bidding process.

1.2.5 Project Inspection and Site Visit

1.2.5.1 The Bidder, at his own responsibility and risk can visit, and examine the location of the site and its surroundings, and obtain all information that may be necessary for preparing the proposal. The costs of visiting the site shall be borne by the Bidder. Client shall not be liable for such costs, regardless of the outcome of the bidding process.

1.2.6 Only One Proposal

1.2.6.1 Each bidder will submit only one proposal. Alternative bid is not allowed. **Consortium / Joint venture of any form is not allowed** under this bidding process.

1.2.7 Taxes

1.2.7.1 The financial proposal /bid shall be exclusive of applicable Goods & Services Tax (GST).

1.2.7.2 As a condition, precedent for reimbursement of the GST, the Firm shall provide a valid GSTIN and raise **GST compliant Tax Invoice** to the Client.

1.2.7.3 The financial liability on account of any other applicable taxes, as may be applicable on the amounts received by the Firm from Client shall be solely borne by the Firm. The Firm alone shall be responsible in all respects for the payment of all taxes including Income Tax etc. in a timely manner and filing the returns in respect thereof as per the applicable laws. Client shall not bear any responsibility in this regard.

1.2.7.4 However, towards compliance with the applicable Tax laws, Client shall deduct TDS as applicable from the payments to be made by Client to Firm and a certificate shall be made available to the in support of the evidence.

1.3 Bidding Instructions

1.3.1 Brief Description of Bidding Process

1.3.1.1 The proposal/bid against the RFP would be completed through single stage two envelope systems:

A. Request for Proposal (RFP) –

RFP comprises of following two parts as briefed below:

a. Part 1: Technical Proposal

- The Technical Proposal of bidders will be evaluated for compliance with the eligibility criteria and further technical evaluation as defined in the RFP. The bidders fulfilling the eligibility criteria and technical evaluation conditions shall be considered as technically qualified. These technically qualified bidders would only be considered for Financial Proposal evaluation.
- Bidders are requested to refer Clause *1.3.6* & *1.7.1*

b. Part 2: Financial Proposal

- Financial Proposal of technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened and evaluated.
- Bidders quoting Lowest Bid Value i.e. **L1** for first Month of service among technically qualified bidders shall be selected as successful bidder.
- Bidders are requested to refer Clauses 1.3.7 & 1.7.2

B. Proposal validity shall be as per duration specified in Clause 1.14

1.3.1.2 During the Bidding Process, the bidder will be requested to submit their Proposals pursuant to this RFP in accordance with the terms set forth in this RFP, all the Volumes, Appendices and Addenda thereof issued by "**CLIENT**" as part of this Bidding Process (collectively the "Bidding Documents"), as modified, altered, amended and clarified from time to time by Client. All Proposals shall be prepared and submitted in accordance with such terms. There should not be any overwriting allowed in the Financial Bid.

1.3.1.3 Client reserves the right to reject the proposal which does not meet the requirement of the selection process. Any further extension of the proposal validity period shall be with the consent of the bidder. Further details of the process to be followed during the Bidding Process and the terms thereof are spelt out in this RFP.

1.3.2 Special Instructions for Preparation of Proposal

- i. Language:** -The proposal and supporting documents shall be in English language unless otherwise specified.
- ii. Currency:** - Bidders shall express the price of their Financial Proposal in India Rupees (INR) only.
- iii.** All Bidders are required to submit their proposal in accordance with the guidelines set forth in this RFP. In order to promote consistency among proposals and minimize potential misunderstandings regarding interpretation of proposals by Client, the format in which bidders have to specify the fundamental aspects of their Proposal have been outlined in this RFP.
- iv.** The technical proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by Bidder/s. Any such corrections, interlineations or overwriting must be initialled by the authorized representative of the bidder. There should not be any overwriting in the financial bid. Client's decisions in this regard will be final.
- v.** In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. While preparing the Technical Proposal, Bidders must give particular attention to the following:
 - The bidder must physically visit the project location to have a clear understanding of the proposed facilities and the nature of services required, financial and technical implications.
 - While making the proposal, the bidder must ensure that they provide all the information as sought by Tender Inviting Authority, failing which the proposal shall be considered as non-responsive.
 - Detail working of the lump sum price must be submitted along with the Financial Proposal.
 - The Bidder shall also submit, along with their Proposal, a copy of this RFP bearing the initials of the Authorized Signatory of the Bidder and stamp of the entity thereof on each page of these documents i.e. RFP. This shall indicate that the Bidder agrees to abide by all terms & conditions specified in the RFP.

- vi. It shall be deemed that prior to the submission of the Proposal, the Bidder has:
 - a) made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this RFP document;
 - b) received all such relevant information as it has been requested from Client; and c) made a complete and careful examination of the various aspects of the Project.
- vii. No change in or supplementary information to a Proposal shall be accepted after the Proposal Due Date. However, Client reserves the right to seek additional information from the Bidders, if found necessary, during the course of evaluation of the Proposal. In case of non- submission, incomplete submission or delayed submission of such additional information or clarifications sought by Client, the Proposal would be evaluated solely on the basis of available information.
- viii. Client shall not be liable for any mistake or error or neglect by Bidder in respect of the above.
- ix. Client reserves the right to reject any or all proposals without assigning any reason whatsoever.
- x. Client also reserves the right to terminate the Bidding Process at its discretion under intimation to the Bidders submitting the Proposals, without assigning any reasons for the same.
- xi. Client reserves the right to verify any or all information furnished by the Bidder.
- xii. Notwithstanding anything stated in this RFP, if any claim made or information provided by the Bidder in the Proposal or any information provided by the Bidder in response to any subsequent query by Client, is found to be incorrect or is a material misrepresentation of facts, then the Proposal will be liable for rejection.
- xiii. The Bidder shall be responsible for all costs associated with the preparation of the Proposal. Client shall not be responsible in any way for such costs, regardless of the conduct or outcome of the Bidding Process.

1.3.3 Submission of queries

Any queries or request for additional information concerning this RFP shall be submitted by email within the timeline as provided in the Bidder Data Sheet, to the designated authority as provided here under:

- Dy. Commissioner, Rourkela Municipal Corporation- Sri Sudhanshu Ku. Bhoi, OAS
- Email- rourkelamunicipality@gmail.com
- Contact No.- 0661-2500388, 9438067801

The email subject / communication shall clearly bear the following identification/ title:

"Queries / Request for Clarification: SELECTION OF AGENCY FOR PROVIDING CATERING SERVICES FOR SPECIAL GUEST HOUSES"

The Bidder shall mention the name of firm and contact details of their representative on the email while sending queries: The queries should necessarily be submitted in the following format:-

RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification	Points of clarification

Any requests for clarifications after the bid submission date shall not be entertained.

1.3.4 Clarification and Amendment of RFP document

On the basis of the inputs provided by Bidders through mail and any further discussions with any/all interested parties, which Client may hold at its own discretion; Client may amend the RFP document. The clarifications to the list of queries along with addendums if any will be uploaded on the websites as mentioned in the Bidder Data Sheet of this RFP in the form of Pre-Bid Clarification. Each such clarification shall be the part of the RFP document.

At any time prior to the deadline for submission of bid, Client may, for any reason, whether at its own initiative or in response to clarifications requested by one or more of the interested parties, modify the RFP document by way of issuance of an "Addendum".

1.3.5 Bidder/submission in support of Eligibility

Bidder shall submit the signed checklist for eligibility criteria as per Form-T2 along with requisite documents as indicated in the clause 1.2.4 (Selection Criteria).

1.3.6 Submission for Technical Proposal

Bidders are required to submit Technical Proposal as per the prescribed format as provided in Section-4 of the RFP Document. Submission of wrong form of technical proposal will result in the rejection of the bid. The Technical Proposal shall provide the information indicated in the following para using the attached Standard Forms as per Section 5.

The following Forms need to be submitted along with the technical proposal:

Forms no.	Format Details
FORM-T1	Covering Letter
FORM-T2	A: Bidder's Organization Details
	B: Financial Capacity of the Bidder
FORM-T3	Power of Attorney
FORM-T4	Past Experience in Similar Sector
FORM-T5	Undertaking
FORM-T6	Bid Security Declaration
FORM-T7	Scope of the Work

1.3.7 Submission for Financial Proposal

The Financial Proposal shall be prepared using the attached Standard Forms as per (Section 6).

Forms No.	Enclosures to Financial Proposal
FORM F1:	Financial Proposal Submission Form
FORM F2:	Financial Bid
FORM F3:	Detail Break Up of Financial Offer

- i.** The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
- ii.** All information provided should be legible and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the lower amount will be taken as correct, whether the same has been provided in figures or in words.

iii. The financial proposal shall be in the form of lump-sum amount (in the form of CATERING Cost quoted in INR for First Month) and shall be Inclusive of GST that may be applicable. Detail break-up of the lump-sum amount must also be worked out and to be submitted along with the financial proposal.

1.4. Preparation and Submission of Bids

1.4.1 Preparation of Bids

a) Bidders should take into account all clarifications/corrigendum/ addendums to the RFP document published before preparation and submission of their proposals.

b) Bidders should go through the RFP Document carefully to understand the requirements to be submitted as part of the bid. Please note the number of covers/packets in which the bids have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

1.4.2 Submission of Bids

The bids shall be submitted through **SPEED POST / REGISTERED POST / COURIER/ or By Hand** under two cover system i.e., viz., Technical Proposal (Cover-I) and Financial Proposal (Cover-II). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The proposals submitted through Telegram/Fax/email / any other mode shall not be considered and will be out rightly rejected. No correspondence will be entertained in this matter.

1) Cover – I: Technical Proposal :

- Bid Processing Fee and Bid Security Declaration as applicable.
- The documents as specified in clause 1.3.6 of this RFP are to be self-attested and furnished by the Bidder (i.e. checklist and Form T1 to T7).
- Signed copy of the RFP.
- All required documents.

2) Cover – II Financial Bid (Check list):

- The formats as specified in clause 1.3.7 of this RFP are to be self-attested and to be furnished by the Bidder.

1.5 Modifications/ Withdrawal of Proposals

No proposal can be modified by the bidder subsequent to the closing date and time of proposal submission due date.

1.6 Opening of Proposal

Client reserves the right to reject any Proposal not submitted on time and which does not contain the information / documents as set out in this RFP.

Stage 1: Opening of Cover 1 Technical Proposal

The documents in Cover I submitted by respective bidders will be opened on the date and time stipulated in the "Bidder Data Sheet", processed & scrutinized to determine Non- Responsive Proposals. Prior to evaluation of Proposals, Client will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if the Proposal:

- is received by the client within the due date
- is submitted pursuant to Bidding Instructions
- is accompanied by the Power of Attorney as specified in Form T3, as applicable.
- accompanied by Bid Processing Fee and EMD Declaration as applicable
- contains all the information as requested in the RFP;
- all pages of the Proposal are signed by Authorized representative of Bidder.
- contains information in the forms specified in this RFP; and fulfills the conditions of eligibility,
- Proposal validity is as prescribed in the RFP,
- Technical proposal does not contain any financial information
- Client reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification or withdrawal shall be entertained by Client in respect of such Proposals.

Client would subsequently examine and evaluate Proposals in accordance with the selection process specified in Technical Evaluation proposal w.r.t Eligibility Criteria.

Stage 2: Opening of Cover 2 (Financial Proposal)

After the technical evaluation, Client would prepare a list of technically qualified Bidder/s for opening of their Financial Proposals within the stipulated date. Client will not entertain any query or clarification from Bidder/s who fail to qualify at any stage of Selection Process.

The financial evaluation would be carried out in terms of Clause 1.7.2.

1.7 Evaluation of Proposal

1.7.1 Technical Evaluation

The Technical Proposal of bidders will be opened in presence of the authorized representative of the bidders, who wish to attend and evaluated for compliance with the qualification criteria as defined in clause 1.2.5 of the RFP. The technically qualified bidders as per clause 1.2.5 would only be considered for submission of Financial Proposal evaluation.

1.7.2 Financial Evaluation and Selection of Bidder

Financial Proposal of technically qualified bidders (as indicated above) will only be opened and evaluated. Bidders quoting lowest Financial Quote i.e. **L1** for Month 1 (as per Form T2), among technically qualified bidders shall be identified as **"Selected Bidder"**.

1.8 Award of Work

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Client to the Selected Bidder and the Selected Bidder shall, within 3 (Three) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event, the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Client may, unless it consents to extension of time for submission thereof, the appropriate action will be taken as per law. On account of failure of the Selected Bidder to acknowledge the LOA, the next eligible Bidder may be considered at L1 Price.

1.9 Execution of Service Agreement

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Service Agreement (SA) within the period prescribed in "Bidder Data Sheet". The Selected Bidder shall not be entitled to seek any deviation in the Service Agreement. The Selected Bidder shall submit Performance Bank Guarantee before signing of Service Agreement.

1.10 Implementation Process and Contract Period

The date on which the Service Agreement will be signed between "CLIENT" and Selected Bidder will be identified as the 'Commencement Date';

1.10.1 Mobilization Period

The Agency will be granted a 5 calendar days from the date of signing the Service Agreement to mobilize the resources as per the requirements stated in this RFP. The date on which the mobilization period gets completed will be identified as the 'Effective Date';

The Client may request to mobilize part team on priority (if need be) during mobilization period, FIRM shall extend required assistance to the Client if such request is raised.

1.10.2 Contract Period

The Contract Period shall start from the 'Effective Date' as defined above, and shall be valid for a period of 30 Days, renewable for a period of 15 days with approval of the CLIENT. The Firm shall provide a consolidated list of equipments procured by the Firm and update the Client for records.

1.10.3 Payment Terms and Enhancement

- i.** The payment for the CATERING Cost will be done on equal monthly installments basis during contract period.
- ii.** NO Cost enhancement shall be applicable on CATERING Cost.
- iii.** However, if after taking into account the changes/ increase in minimum wages/ statutory wages payables to workers, such increase may be considered.

1.11 Performance Security

1.11.1 Within 3 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Client a Performance Security [to cover the amount of liquidated damages and/or the compensation of the breach of contract] in any of the forms given below for an amount equivalent to 3% of the Contract Value as per the stipulation. Performance Security shall be submitted in the form of Bank Guarantee/ Demand Draft from any scheduled commercial bank in favour of "Commissioner, Rourkela Municipal Corporation, Rourkela." Payable at Rourkela. Failure of the successful Bidder to comply with the requirements of Sub-clause 1.11.1 shall constitute sufficient grounds for cancellation of the award.

1.11.2 It is expressly understood and agreed that the performance security is intended to secure the performance of entire Service Agreement. It is also expressly understood and agreed that the performance security is not to be construed to cover all the damages detailed / stipulated in various clauses in the Contract document.

1.11.3 Should the contract period, for whatever reason be extended, the Bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to the Client before the expiry date of the Bank Guarantee originally furnished.

1.11.4 Appropriation of Performance Security

Performance Security submitted by the FIRM shall be forfeited if the FIRM fails to commence operations as per the requirements of this RFP. In the event the FIRM fails to perform any or all its obligations under the Service Agreement and damages are imposed for such failure, the Client shall have right to appropriate such amount as damages from the Performance Security submitted by the FIRM.

Upon occurrence of a FIRM Default or failure to meet any condition as per the Service Agreement, the Client shall, without prejudice to its other rights and remedies hereunder or in law, be entitled to encash and appropriate the relevant amounts from the Performance Security as Damages for such FIRM Default or failure to meet any Condition Precedent. Upon such appropriation from the Performance Security, the FIRM shall, within 30 (thirty) days thereof, replenish, in case of partial appropriation, to its original value, and in case of appropriation of the entire Performance Security provide a fresh Performance Security, as the case may be, failing which the Client shall be entitled to terminate this Agreement. Upon replenishment or furnishing of a fresh Performance Security as aforesaid, the FIRM shall be entitled to an additional Cure Period of 30 (thirty) days for remedying the FIRM Default or to meet any Condition Precedent, and in the event of the FIRM not curing its default or meeting such Condition Precedent within such Cure Period, the Client shall be entitled to encash and appropriate such Performance Security as Damages, and to terminate this Agreement.

1.11.5 Release of Performance Security

Performance Security submitted, will be returned to the Agency subject to the Client's right to receive or recover amounts, if any, due without any interest within 90 days after completion of Contract.

1.12 Bid Security/EMD

Proposal should necessarily be accompanied by "Bid Security Declaration" as per the office memorandum of Finance Department, Govt. of Odisha, Vide FDOM No.8943 Date 18.03.2021 and FDOM No.8484 Dated 05.04.2022 as per the format prescribed in **Form T6** in lieu of earnest money deposit in the prescribed format along with the bid.

1.13 Power of Attorney

1.13.1 The Bidder should submit a Power of Attorney in the format specified at **Form T3** of Section 5 authorizing the signatory of the Proposal to commit the Bidder.

1.14 Proposal Validity

1.14.1 The Bidder Data Sheet Sl. No 21 indicates that the proposal will remain valid for three months after the submission date. During this period, bidders shall ensure the availability of professional staff nominated in the Proposal and also the financial proposal shall remain unchanged. Client will make its best effort to complete the selection process within this period. If required, the Client may request the bidders to extend the validity period of their proposals. Bidders who do not agree, have the right to refuse to extend the validity of their Proposals; under such circumstance Client shall not consider such proposal for further evaluation.

1.14.2 Bidders are requested to refer "Bidder Data Sheet" for applicable duration of validity.

Section – 2: Key clauses of Service Agreement

2.1 Sub-contracting

2.1.1 The selected service provider is not allowed to sub-contract any portion of work to any entity under this contract.

2.2 Other contractors

2.2.1 The Firm shall cooperate and share the service areas with other contractors, Occupants, Operators, Public authorities associated with the Client as and when required.

2.3 Materials, Machinery & Equipment

2.3.1 The Firm shall arrange and supply at his own cost all material, machinery, equipment, plant, tools, appliances etc. as per requirement in consultation with Client as and when necessary, and quote the amount in the Financial Bid.

2.3.2 The FIRM shall bear all the costs including transportation, loading, unloading, stacking storage, safe custody against the damage due to sun, rain, dampness, fire, theft etc.

2.3.3 All the material brought to the site shall be duly accounted for by the contractor and got insured against loss due to any reason what so ever.

2.3.4 The material procured by the service provider shall be strictly according to the specification of that material conforming to ISI standard or any other approving Client as applicable.

2.3.5 Storage of the material should be as per approved norm. No damaged or inferior material will be kept at site of work for more than seven days from the date of orders of Engineer in Charge to remove the material.

2.4 Labour

2.4.1 The FIRM shall, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and transport.

2.4.2 The FIRM shall, if required by the Client, deliver to the Client a return in detail, in such form and at such intervals as the authorized officer of Client may prescribe, showing the staff and the number of the several classes of labour from time to time employed by the Contractor on the site and such other information as the Engineer may require.

2.5 Compliance with Labour Regulations

2.5.1 During continuance of the contract, the FIRM shall abide at all times by the all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local Client and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local Client.

2.5.2 The employees of the FIRM in no case shall be treated as the employees of the Client at any point of time.

2.6 Insurance

The FIRM shall provide, in the joint names of the Employer and the FIRM, insurance cover from the Start Date to the end of the Maintenance Period, in the amounts and deductibles stated in the Contract Data for the following events which are due to the Contractor's risk:

- a. loss of or damage to the Works and Materials;
- b. loss of or damage to Equipment;
- c. loss of or damage of property (except the Works, Plant, Materials and Equipment) in connection with the Contract: and
- d. Personal injury or death.

2.7 Safety

The FIRM shall be responsible for maintaining the safety of all activities on the site.

2.8 Cost of Repairs

2.8.1 Loss of damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the duration of Contract shall be remedied by the FIRM at FIRM's cost if the loss or damage arises from the FIRM's acts or omissions or damage to main FIRM's work.

2.9 Manuals & Registers

2.9.1 The FIRM shall provide updated asset register recording the actual condition of the assets at the time of takeover and at the end of the contract period.

2.9.2 If the FIRM does not submit the asset register at the end of the contract period or they do not receive the Client's approval, the Client reserves the right to withhold the final bill payable to the FIRM.

2.10 Termination

2.10.1 The authorized officer on behalf of the Client may terminate the Contract if the other party causes a fundamental breach of the Contract. For this purpose, **7 days' notice** in writing shall be served by either party on the other party clearly mentioning the particular grounds of Breach of Contract with a copy to the Employer.

2.11 Payment upon Termination

2.11.1 If the Contract is terminated because of a fundamental breach of Contract by the FIRM, the authorized representative of the Client shall issue a certificate for the value of the work done less advance payments received up to the date of the issue of the certificate, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law and less the percentage to apply to the work not completed as indicated in the Contract Data. Additional Liquidated Damages shall not apply. If the total amount due to the Client exceeds any payment due to the FIRM the difference shall be a debt payable to the Client.

2.12 Obligations of Contractor

2.12.1 General

A. Standard of Performance

The FIRM shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The FIRM shall at all the times support and safeguard the Client's legitimate interest in any dealings with the other parties.

B. Law governing Services

The FIRM shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that the personnel of FIRM, comply with the Applicable Law. The Client shall notify FIRM in writing of the relevant local customs, and the FIRM after such notification, respect such customs.

C. Conflict of Interest

The FIRM shall hold the Client's interests paramount, without any consideration for future works, and strictly avoid conflict with other assignments or their own corporate interests.

D. Confidentiality

Except with the prior written consent of the Client, the FIRM and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the FIRM and the Personnel make public the recommendations formulated in the course of or as a result of the Services.

E. Terms & Conditions for Catering Service

1. Every day hygiene meal to be provided with different and seasonal vegetables. Morning breakfast, Lunch, Dinner & Tea to be provided two times every day
2. Minimum preparation for 100 pax for Breakfast, Lunch and dinner to be done every day. Further, number of Guests shall be provided to the vendor 3 hrs in advance for preparation of meals
3. The agency shall procure food articles and vegetables of good quality to the satisfaction of the committee. The committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
4. The Food should be cooked in the kitchen of the premises and outside cooked food is not allowed.
5. The food shall be cooked, stored and served under hygienic conditions. The Agency shall ensure that only freshly cooked food is served and the stale food is not served. Stale food (after 5 hrs of preparation) shall be removed from the canteen premises as soon as possible.
6. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all times.
7. The agency shall ensure that only hot food is served to the students. Complaint, if any, in this regard shall be dealt severely with penalty.
8. The agency shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises.
9. No child labor should be engaged in Canteen.
10. Meals & breakfast to be provided as detailed in the Annex-B

F. RESPONSIBILITIES OF THE CONTRACTOR

1. Certified norms for Quality Assurance/Quality Control shall be strictly adhered to.
2. The contractor shall provide:
 - Sufficient additional manpower as required on specific requirement by RMC.
 - Contractor shall ensure that hygiene and cleanliness is maintained in the canteen. The tables and chairs in the canteen area must be cleaned daily and additionally as and when required.
 - Provide breakfast, lunch, tea and dinner and snack items at timings as specified by RMC from time to time
3. The contractor shall ensure that the manpower provided shall adhere to the following:
 - Etiquette and manners –
 - Be polite to Employees / Guests Service with a smile Good posture.
 - Personal Hygiene, Appearance and Grooming –

- No sick person should be on duty.
- Clean habits (avoid smoking, chewing tobacco, betel nut / pan, etc.)
- While on duty Wear Clean Uniform Clean and properly cut & trimmed hair & nails.

4. Cleaning the Dining Area – Daily Cleaning –
Sweeping Mopping

Cleaning of Furniture Cleaning of utensils properly

Cleaning of kitchen and cooking equipment Weekly Cleaning –

Cleaning Windows / doors, Kitchen area Cleaning cobwebs

Cleaning of store rooms etc.

5. Menu shall be pre approved from RMC

6. Any new brand / additional menu shall be used/ introduced only after obtaining approval of RMC.

7. Contractor shall provide –

- Good Quality Paper napkins
- Good Quality Toothpicks (wooden)
- Good Quality Crockery for cups, saucers, stirrers/spoons to be maintained for consumption of tea, coffee, soup etc.
- Sugar sachet/sugar cubes along with tea to be served
- Salt, pepper, sugar, pickle, saunf, mishri separately.
- Its mandatory to use proper uniform by all the staff, serving gloves, chef- caps etc.
- Adequate stock of high quality raw materials (brands as specified in the contract), vegetables for cooking as per standards fixed by RMC.
- Adequate stock of all snack items (as per RMC directive) round the clock.
- Cleaning materials like brushes, dusters & Cleansing liquid/Bar for cleaning utensils.
- Storage racks for soft drinks & other MRP items for display.
- Utensils like steel plates/thalis, spoons, katories, fork, knife for use during breakfast/lunch/dinner in the canteen shall be of Salem steel of high quality SS304 grade (to be approved by RMC) for 200 pax at all the times.
- High quality bone china crockery (to include tea sets & dinner sets) for VIP level lunches etc. for a maximum of 30 people
- Bone china Tea cups along with saucers at all the times in sufficient quantity (min. 30 nos.) for serving to VIPs during the day. Any breakage must be replenished within a day.
- Sufficient number of saucers, cups, stirrers/spoons of good quality shall be maintained. Any breakage must be replenished within a day.
- Sufficient number of Water glasses of good quality and make in the canteen shall be maintained. Minimum 200 glasses at a given time. Any breakage must be replenished within a day.

8. Contractor should ensure:

- All cooking must be in standardized stainless steel of best quality (like SS 304), brass or in cookers. Cooking in Aluminum or Hindalium utensils shall not be permitted.
- All consumables shall be of branded as provided in the list.
- Rice of high quality to be used in the canteen

9. The procurement of raw materials / vegetables, etc. is the responsibility of the contractor which are to be procured well in advance. However, the same shall be inspected by RMC representative at any time. Unauthorized brands and poor quality of vegetables bought in, shall be outrightly rejected and removed immediately.

10. Only branded items shall be served. For any change in brand, prior written permission shall be obtained from RMC. A list of permissible brands is enclosed.

11. Items used/consumed shall have a prior verification from the RMC officials. Proper inventory of daily needed items supplied shall be ensured.

12. Gas cylinders in adequate quantity for a gas bank of cylinders is to be available all the time. The contractor shall provide the gas Cylinders at his cost. Contractor shall be responsible for safety of gas cylinders from fire safety angle.

13. The agency and their staff members shall be responsible for removing used utensils, cleaning and maintaining the same in proper condition, similarly, all canteen equipment, gadgets etc, should be cleaned properly daily and kept in a ready to use condition.

14. Contractor shall entirely be responsible for proper and trouble-free catering during the period of contract. In case of loss, inadequate / improper maintenance/ inadequate service, the contractor shall be held responsible and deductions shall be made from the monthly bills as per the assessment of the RMC. They shall be binding on the contractor.

15. The contractor shall be responsible for the proper conduct of his staff. Any misconduct by Contractor's staff shall not be tolerated and Administration In-Charge shall have the right to remove the canteen employee. It would be the responsibility of the contractor to provide immediate replacement.

16. Before deployment of his staff, Contractor shall ensure their Conduct

17. Contractor shall maintain the complaint/feedback register under supervisors' custody in the canteen in which all the suggestions and complaints shall be recorded. This register shall be countersigned by RMC Representative within 24 hours from the time of entry under normal circumstances. In case of unaddressed complaints of same nature, penalty @Rs. 1,000/- shall be imposed.

18. The contractor shall be held responsible for any act of omission or commission, on part of his employees, in case of any deficiency of service. contaminated/ adulterated/unhygienic food/ food beyond expiry date being served and any complications (civil/as per IPC) and consequences thereafter shall be the sole responsibility of the contractor.

20. If it is found that guests have fallen ill on consumption of canteen food, appropriate penalty as decided by RMC, shall be borne by the contractor.

21. The timely payment of PF/ESI and other statutory benefits of their staffs shall be ensured by the contractor.

22. The contractor shall be responsible for timely payment of wages.

23. In the event of any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by RMC for late payment.

24. The Contractor and his personnel shall strictly follow the Security Procedures.

2.12.2 Change in Applicable Law related to taxes and duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by FIRM in performing the Services, then the remuneration and reimbursable expenses as otherwise payable to the FIRM under this Contract shall be increased or decreased accordingly by agreement between the parties hereto.

2.12.3 Payment

The certificate on the satisfactory performance of the service by FIRM shall be issued by an Officer authorized by the Client and in consideration of the services performed by the FIRM under this Contract. The Client shall make to the FIRM such payments and in such a manner as is provided in the Agreement. The payment will be made by the Client directly to the Bank Account of the FIRM towards the service performed for the concerned period. The FIRM is liable to pay the remunerations of its deployed manpower / beneficiaries in their respective bank account and submit the duly certified transaction statement to the Client for necessary records.

2.12.4 Basic Utilities

Basic Utilities like Water and Power Supply will be provided by the Client to FIRM, however the infrastructure required for use of water and power supply shall be the responsibility of FIRM.

2.12.5 Statutory and regulatory compliances

Procurement or renewal of statutory and regulatory compliances related to Client's assets shall be done by the Client. Client may seek advice from FIRM for such procurement or renewals.

2.13 Extension/Renewal of Contract

2.13.1 The extension or renewal of the contract in terms of increase in duration of contract or addition in scope of work, if required by the Client may be considered taking into account the performance of the FIRM. However, Client is not bound to consider any such extensions.

2.13.2 The extension or renewal of the contract shall be as per the terms as approved by the Client.

2.14 Definitions

Terms which are defined herein may not necessarily have been defined in the conditions of Contract but keep their defined meanings. Capital initials are used to identify defined terms:

i. **"Client"** means Office of Commissioner, Rourkela Municipal Corporation. ("CLIENT") with whom the Selected Bidder signs the Agreement for the Services as per Scope of the Work.

ii. **"Affiliate"** means any corporation, firm, or other entity that directly or indirectly is controlled by or is under common control of another firm.

iii. **"Assignment"** means the work that the FIRM shall perform pursuant to the Service Agreement.

iv. **"CAM"** Common Area Maintenance

v. **"Capital Asset"** are core assets installed by the Client limited to Air Conditioning Chillers, Cooling Tower, AHUs, FCUs, HVAC Main Panels and Starter Panels, Generators, Transformers, HT< Panels, UPS, Fire Alarm Panel, BMS Controller, CCTV system, Lifts, Escalators, Pumps (Fire, Water, Sewage and Air Conditioning), Solar Panel System, STP, RWH system and Retractable Seating, AC, TV, Water Purifier, Geyser, fans, public address systems, monitors, computers, other electronic items, furniture and fixtures.

- vi. **"Commencement Date"** means the date on which the Service Agreement will be signed between Client and Selected Bidder;
- vii. **"Contract Period"** is the period granted for undertaking Catering Management Services in the Project Facility, commencing from the Effective Date for the duration as defined in RFP;
- viii. **"Effective Date"** means date as defined in the RFP.
- ix. **"Catering Service provider (FIRM)"** means the selected entity who has completed the agreement signing formalities with the Client for CATERING Services at the **Special Guest House and Hostels**, mentioned in Bidder Sheet clause 1, in accordance with the terms & conditions of the Service Agreement.
- x. **"Catering Management Services"** means the providing CATERING services as per scope of work defined in Form T7.
- xi. **"Mobilization Period"** means period as defined in the RFP.
- xii. **"Project Facility"** or "Project Facility Area" or "Facility Area" means the premises as defined in the RFP.
- xiii. **"Request for Proposal" / "RFP"** means Request for Proposal for selection of agency for providing 'Comprehensive Catering Services' to the **Special Guest House and Hostels**, mentioned in Bidder Sheet clause 1, including all related attachment(s), amendment(s) and corrigendum(s).
- xiv. **"Service Agreement"** or "Contract" or "SA" means agreement signed between Client and Selected Bidder. (key clauses of Draft Service Agreement are mentioned in Section 2 of RFP)
- xv. **"Selected Bidder"** shall be as defined in clause 1.7.2 of RFP.

Section – 3: Schedule of Requirements.

3.1 About the facility

With upcoming Hockey World Cup-23 at Rourkela, multiple Guest houses are being made operational to accommodate the officers and staff involved in the management of the Event. The Tahsildar, Rourkela has been designated as Nodal Officer for the operation of the guest house. This office also looks after the day to day running of the Guest Houses.

3.2 Facility Area

3.2.1 The Facility Area where services of FIRM are required shall include all areas within boundary of the office premises including but not limited to all built-up areas, basements, landscape and open spaces. Refer Annexure III for details of various spaces. This document does not intend to limit or exclude any item in the scope of work that is to be covered for delivering the Catering

3.2.2 Management Services timely and successfully.

3.3 Purpose

3.3.1 The CLIENT invites sealed proposals from all eligible bidder / service provider for providing CATERING services within the **Special Guest House and Hostels**.

Please refer [Form T7](#) for detailed scope of work and [Annexure I](#) for Specification and Location of Assets.

Section 4: Specifications and Allied Technical Details.

Please refer **Annexure I** for details of **Availability of the Assets at the Location (Special Guest Houses And Hostel Buildings mentioned in Bidder Data)**; and **Annexure II** for **qualification for various manpower to be engaged** in Guest Houses in the bidder data.

Section 5: Technical Proposal

- i. Bidders need to submit all required information with supporting documents as per [Form T1 to T7](#) and as per instructions provided in this RFP.
- ii. If necessary, additional sheets can be added by the Bidder.
- iii. Each page of technical and qualification information shall be duly signed by the Bidder or his authorized representative.
- iv. Cost incurred by Bidder(s) in making this offer, in providing clarifications or attending discussions, conferences, or site visits shall not be reimbursed by the Client.
- v. Incomplete bids shall be summarily rejected.
- vi. The language for submission of application shall be English.
- vii. The enclosed forms should be filled in completely and all questions should be answered. If any particular query is not relevant, it should be replied as 'not applicable'.
- viii. Financial data, Project/Work costs, value of works, etc. should be given in Indian Rupee only.
- ix. If the bid is made by a firm in partnership, it shall be signed by all the partners of the firm along with their full names and current addresses, or by a partner holding the power of attorney for the firm for signing the application. In such a case a certified copy of the power of attorney should accompany the application. A certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
- x. If the bid is made by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the power of attorney for signing the application, in which case a certified copy of the power of attorney should accompany the application. Such limited company or corporation will be required to furnish satisfactory evidence of its existence before the contract is awarded. The information furnished must be sufficient to show that the bidder is capable in all respects to successfully complete the envisaged work.

FORM-T1: COVERING LETTER

(On the Bidder's Letter Head)

[Location,
Date]

To

.....

Sub: Selection of Agency for Providing CATERING Services at Ved Vyas House.

Dear Sir,

With reference to your Request for Proposal dated _____
I have examined all relevant documents and understood their contents; hereby submit our Technical and Financial Proposal for **CATERING Services**.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals. This statement is made for the express purpose of appointment as the Contractor for the aforesaid Assignment.

2. I shall make available to the Client any additional information it may deem necessary or require for supplementing or authenticating of the Proposal.

3. I acknowledge the right of the Client to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

4. I certify that in the last 3 years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Client or a judicial pronouncement or arbitration award against the Bidder nor been expelled from any project or contract by any public Client nor have had any contract terminated by any public Client for breach on our part.

5. I declare that:

a. I have examined and have no reservations to the RFP Documents, including any Addendum issued by the Client;

b. I do not have any conflict of interest in accordance with the prescriptions in the RFP Document;

c. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in RFP document, in respect of any tender or

request for proposal issued by or any agreement entered into with the Client or any other public sector enterprise or any government, Central or State; and

d. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

6. I agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our proposal is not opened or rejected.

7. I agree to keep this offer valid for 30 (Thirty Days) days from the Proposal Due Date specified in the RFP Document.

8. In the event of my firm being selected as the Service Provider, I agree to enter into an Agreement in accordance with the form which shall be provided by Client. We agree not to seek any changes in the aforesaid form and agree to abide by the same.

9. I agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms and conditions of the RFP Document.

Yours sincerely,

Authorized
Signature [In full and initials]: _____

Name and Title of Signatory:

Name of Firm:

Address:

FORM-T2: INFORMATION ABOUT THE BIDDER

A. *BIDDER'S ORGANISATION*

1. Title of Project:

2. State the Status of the Bidder's Organization namely Public Limited Company/Private Limited Company/ Partnership Firm/ Proprietary Firm, etc.

3. State the following:

- a) Name of Company or Firm :
- b) Country of incorporation :
- c) Registered address :
- d) Year of Incorporation :
- e) Year of commencement of business :
- f) Principal place of business :
- g) GSTIN :
- h) PAN :
- i) Brief description about the Organization including details of its main lines of business:

4. Details of authorized signatory of the Bidder:

- a) Name:
- b) Designation:
- c) Company:
- d) Address:
- e) Phone No.:
- f) Fax No. :
- g) E-mail address:

5. Details of individual (s) who will serve as the point of contact / communication for CLIENT within the Company

- a) Name:
- b) Designation:
- c) Address:
- d) Telephone No.
- e) E-mail address:
- f) Fax No.

6. Bidders shall enclose copies of the valid EPF, ESI and Labour License & PSARA License;

7. Checklist of Eligibility

Criteria	Description	Required Supporting Document	Submitted (Yes/No)
Technical Criteria			
A.	Bidder shall necessarily be a legally valid entity registered under the Companies Act 1956/2013/LLP Act or Proprietorship, Partnership Firm	Attested copy of Certificates of Incorporation issued by the respective registrar of firms/ companies or applicable registration certificate in case of LLps/Proprietorship/ Partnership Firm.	
B.	Bidder should have Undertaken at least one project having Catering services with minimum service to 200 Guests per day having the contract value of Rs.10 lakhs during the last Three financial years. Similar work means any Catering Service works	Attach true copy of supporting work order, completion certificate as applicable along with duly filled Data Sheet as per Form T4 of Section 4 Certified from Statutory Auditor/ Chartered Accountant.	

C.	Bidder should be registered with the Income Tax, Goods and Services Tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation, Delhi Shops & Establishment Act, 1954	Attested copies of PAN, GSTIN, Labour Registration, EPFO Registration and ESIC Registration shall be acceptable.	
D.	Bidder must not be under any declaration of ineligibility by any Client and should not be blacklisted with any of the government project as on date of proposal.	Undertaking as per Form T5 on stamp paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility and non-blacklist	
Financial Capability Criteria			
E.	Bidder should have achieved Minimum Annual Average financial turnover of not less than Rs. 1 .00 crore for last three financial years , as on dt. 31.03.2022.	Duly attested copy from the statutory auditor/chartered accountant has to be provided certifying Organizations turnover during last three financial years.	
F.	Bidder, should have a positive net worth during the previous Five financial years		

8. Checklist of Technical Forms

Forms no.	Title	Submitted (Yes/No)
FORM-T1	COVERING LETTER	
FORM-T2	INFORMATION ABOUT THE BIDDER	
	FINANCIAL CAPACITY OF THE BIDDER	
FORM-T3	POWER OF ATTORNEY	
FORM-T4	PAST EXPERIENCE OF THE BIDDER	
FORM-T5	UNDERTAKING	
FORM-T6	FORMAT FOR BID SECURITY DECLARATION	
FORM-T7	SCOPE OF WORK	

I understand that in case we do not submit required information in given formats along with the supporting documents, Client may treat our proposal as non- responsive.

Authorized
Signature [In full and initials]: _____

Name and Designation of Signatory:

Name of the Bidder:

B. FINANCIAL CAPACITY OF BIDDER

*Bidders are required to provide the information about the annual turnover from the similar service during the last **three years** as per the following prescribed format:*

[To be provided on the Bidder Letter Head]

<Name of Bidder>

FINANCIAL CAPACITY OF BIDDER

S. No.	Period (Last 3 FYs)	Financial Turnover from the Similar service in INR	Average Turnover from the Similar service in INR
1.			
2.			
3.			
4.			
5.			
Certificate from the Statutory Auditor			
This is to certify that [Insert name of the bidder with detail address] has the annual turnover against the respective FY on account of providing similar service.			
Seal and Signature of the Auditor			

Authorized
Signature [In full and initials]: _____

Name and Designation of Signatory:

Name of the Bidder:

FORM-T3: POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

FORM-T3: POWER OF ATTORNEY FOR AUTHORISED SIGNATORY

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr. /Ms. (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for **[Name of the Service]**

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant

Signature of Attorney

(Name, Title and Address of the Attorney) Attested

Executant

Notes:

- 1. To be executed by the sole Bidder.*
- 2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- 4. In case the Proposal is signed by an authorised Director of the Bidder, a certified copy of the appropriate resolution / document conveying such Client may be enclosed in lieu of the Power of Attorney.*

FORM-T4: PAST EXPERIENCE OF THE BIDDER

Name of Bidder

Details of the similar assignments undertaken / completed during the last Five years:

Sl. No.	Name of Project	Name of Client with address and contact numbers	Date of Award of Contract	Date of completion of assignment (for both completed and ongoing projects)	Period of Service	Total area of the Location		Contract Value (in INR)	Description of services provided
						Super Built Up area in sq. ft.	Total Area (Sqft)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)

N.B. : Copies of the Work Orders / Completion Certificates from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.

Authorized
Signature [In full and initials]: _____

Name and Designation of Signatory:

Name of the Bidder:

FORM-T5: UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility of the Bidder and non-blacklisting]

I/we, hereby undertake that, our company has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature
[In full and initials]: _____

Name and Designation of the
Signatory: Name of the Bidder and
Address:

FORM-T6:

Format for Bid Security Declaration
<Letter head of the Bidder>

Letter No. ,

Date:

Bid No: RFP Identification No.

To

.....

We, the undersigned, declare that:

1. We understand that, according to your conditions, a Bid-Security Declaration must support bids.

2. We accept that shall suspend/ prohibit/ debar/ blacklist from participating in bidding in any contract of the State for a minimum period of 120 days, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided byor

(b) Having been notified of the acceptance of our Bid by prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by

i. Failure to furnish the Performance Security in accordance with the ITB/Terms of the Bid Document/RFP; or

ii. Fail to agree to the decisions of the contract negotiation meeting: or

iii. Failure / refusal to execute the Contract.

3. We understand this Bid-Security Declaration shall expire if we are not the successful Bidder,

(i) Upon the notification of the name of the successful Bidder through award of contract or

(ii) After the expiry date of the Bid validity.

Name of the Bidder.

Name of the person duly authorized to sign the Bid on behalf of the Bidder* .

Title of the person signing the Bid -

Signature of the person named above

Date signed -----day of 2022

* Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.

Authorized Signature / in full & intial

Name & Title of Signatory –

Name of firm & Address -

Date :-

FORM-T7: SCOPE OF WORK FOR THE AGENCY

A1 Broad Description of Caterings Service

1. Every day hygiene meal to be provided with different and seasonal vegetables. Morning breakfast, Lunch, Dinner & Tea to be provided two times every day
2. The agency shall procure food articles and vegetables of good quality to the satisfaction of the committee. The committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
3. The Food should be cooked in the kitchen of the premises and outside cooked food is not allowed.
4. The food shall be cooked, stored and served under hygienic conditions. The Agency shall ensure that only freshly cooked food is served and the stale food is not served. Stale food (after 5 hrs of preparation) shall be removed from the canteen premises as soon as possible.
5. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all times.
6. The agency shall ensure that only hot food is served to the students. Complaint, if any, in this regard shall be dealt severely with penalty.
7. The agency shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises.
8. No child labor should be engaged in Canteen.
9. Meals & breakfast to be provided as detailed in the Annex-B

A2 RESPONSIBILITIES OF THE CONTRACTOR

1. Certified norms for Quality Assurance/Quality Control shall be strictly adhered to.
2. The contractor shall provide:
 - Sufficient additional manpower as required on specific requirement by RMC.
 - Contractor shall ensure that hygiene and cleanliness is maintained in the canteen. The tables and chairs in the canteen area must be cleaned daily and additionally as and when required.
 - Provide breakfast, lunch, tea and dinner and snack items at timings as specified by RMC from time to time
3. The contractor shall ensure that the manpower provided shall adhere to the following:
 - Etiquette and manners –
 - Be polite to Employees / Guests Service with a smile Good posture.
 - Personal Hygiene, Appearance and Grooming –
 - No sick person should be on duty.
 - Clean habits (avoid smoking, chewing tobacco, betel nut / pan, etc.)
 - While on duty Wear Clean Uniform Clean and properly cut & trimmed hair & nails.
4. Cleaning the Dining Area – Daily Cleaning –
 - Sweeping Mopping
 - Cleaning of Furniture Cleaning of utensils properly
 - Cleaning of kitchen and cooking equipment Weekly Cleaning –
 - Cleaning Windows / doors, Kitchen area Cleaning cobwebs
 - Cleaning of store rooms etc.

5. Menu shall be pre approved from RMC
6. Any new brand / additional menu shall be used/ introduced only after obtaining approval of RMC.
7. Contractor shall provide –
 - a. Good Quality Paper napkins
 - b. Good Quality Toothpicks (wooden)
 - c. Good Quality Crockery for cups, saucers, stirrers/spoons to be maintained for consumption of tea, coffee, soup etc.
 - d. Sugar sachet/sugar cubes along with tea to be served
 - e. Salt, pepper, sugar, pickle, saunf, mishri separately.
 - f. Its mandatory to use proper uniform by all the staff, serving gloves, chef- caps etc.
 - g. Adequate stock of high quality raw materials (brands as specified in the contract), vegetables for cooking as per standards fixed by RMC.
 - h. Adequate stock of all snack items (as per RMC directive) round the clock.
 - i. Cleaning materials like brushes, dusters & Cleansing liquid/Bar for cleaning utensils.
 - j. Storage racks for soft drinks & other MRP items for display.
 - k. Utensils like steel plates/thalis, spoons, katories, fork, knife for use during breakfast/lunch/dinner in the canteen shall be of Salem steel of high quality SS304 grade (to be approved by RMC) for 200 pax at all the times.
 - l. High quality bone china crockery (to include tea sets & dinner sets) for VIP/Board level lunches etc. for a maximum of 60 – 80 people (Quality of cutlery approved by RMC representatives).
 - m. Bone china Tea cups along with saucers at all the times in sufficient quantity (min. 160 nos.) for serving to VIPs and meetings during the day. Any breakage must be replenished within a day.
 - n. Sufficient number of saucers, cups, stirrers/spoons of good quality shall be maintained. Any breakage must be replenished within a day.
 - o. Sufficient number of Water glasses of good quality and make in the canteen shall be maintained. Minimum 200 glasses at a given time. Any breakage must be replenished within a day.
8. Contractor should ensure:
 - a. All cooking must be in standardized stainless steel of best quality (like SS 304), brass or in cookers. Cooking in Aluminum or Hindalium utensils shall not be permitted.
 - b. All consumables shall be of branded as provided in the list.
 - c. Rice of high quality to be used in the canteen
9. The procurement of raw materials / vegetables, etc. is the responsibility of the contractor which are to be procured well in advance. However, the same shall be inspected by RMC representative at any time. Unauthorized brands and poor quality of vegetables bought in, shall be outrightly rejected and removed immediately.
10. Only branded items shall be served. For any change in brand, prior written permission shall be obtained from RMC. A list of permissible brands is enclosed.
11. Items used/consumed shall have a prior verification from the RMC officials. Proper inventory of daily needed items supplied shall be ensured.
12. Gas cylinders in adequate quantity for a gas bank of six cylinders is to be available all the time. The contractor shall provide the gas Cylinders at his cost. Contractor shall be responsible for safety of gas cylinders from fire safety angle.

13. The agency and their staff members shall be responsible for removing used utensils, cleaning and maintaining the same in proper condition, Similarly, all canteen equipment, gadgets etc, should be cleaned properly daily and kept in a ready to use condition.
14. Contractor shall entirely be responsible for proper and trouble-free catering during the period of contract. In case of loss, inadequate / improper maintenance/ inadequate service, the contractor shall be held responsible and deductions shall be made from the monthly bills as per the assessment of the RMC. They shall be binding on the contractor.
15. All the employee of the contractor posted in the canteen shall be approved by the RMC representative. Only approved staff shall be allowed to work in the canteen. The contractor shall be responsible for the proper conduct of his staff. Any misconduct by Contractor's staff shall not be tolerated and Administration In-Charge shall have the right to remove the canteen employee. It would be the responsibility of the contractor to provide immediate replacement.
16. Before deployment of his staff, Contractor shall ensure that their police verification is complete. Report to be submitted to the RMC Administration In-Charge.
17. Contractor shall maintain the complaint/feedback register under supervisors' custody in the canteen in which all the suggestions and complaints shall be recorded. This register shall be countersigned by RMC Representative within 24 hours from the time of entry under normal circumstances. In case of unaddressed complaints of same nature, penalty @Rs. 1,000/- shall be imposed.
18. The contractor shall be held responsible for any act of omission or commission, on part of his employees, in case of any deficiency of service. Contaminated/ adulterated/ unhygienic food/ food beyond expiry date being served and any complications (civil/as per IPC) and consequences thereafter shall be the sole responsibility of the contractor.
19. If it is found that guests have fallen ill on consumption of canteen food, appropriate penalty as decided by RMC, shall be borne by the contractor.
20. The timely payment of PF/ESI and other statutory benefits of their staffs shall be ensured by the contractor. The bills shall be cleared on satisfactory compliance of the same.
21. The contractor shall be responsible for timely payment of wages as per rules before 10th of every month to his personnel with submission of proof of payment to RMC whenever demanded.
22. In the event of any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by RMC for late payment.
23. The Contractor and his personnel shall strictly follow the Security Procedures.

A3 MANPOWER

FIRM shall provide the manpower to efficiently and effectively manage the facility. However, FIRM shall be responsible to maintain the service levels as required and shall be liable to deploy additional manpower as per the requirement to fulfil the scope of work for the FIRM services at its own cost. The list of the same to be furnished by the agency in Annexure-II.

Annexure-II:

Manpower

1. Cook
2. Helper
3. Server
4. Utensil Cleaner
5. Hall Cleaner
6. Manager

Section 6 : Financial Proposal

Form F1: Financial Proposal Submission Form

(On the letterhead of the Bidder)

[To be inserted]

Name of the Designated Officer

.....

Sub: Selection of Agency for Providing CATERING Service at Special Guest Houses and Hostel Buildings at Rourkela

Dear Sir,

I/We, the undersigned, is pleased to provide our financial offer for **providing CATERING Services at Special Guest Houses And Hostel Buildings Rourkela,**, in accordance to your Request for Proposal (RFP) No. _____ Dated _____ and our Technical Proposal.

Having gone through the RFP and having fully understood the scope of work for the captioned assignment as set out in the RFP; we are pleased to quote the following lump sum fees (exclusive of applicable taxes) for the proposed service for the 30 Days as:

COST for 100 Person Meal for 30 Days

In Figures	
In Words	

Note:

- 1. Tax will be paid as per prevailing applicable rates.*
- 2. All payments to the service provider will be subjected to deduction of taxes at source as per applicable laws.*

Our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Bid.

I/ We understand you are not bound to accept any Bid you receive.

Name and Designation of Signatory:

Name of Bidder:

Yours sincerely,

Complete Address:

Authorized Signature
[In full and initials]

Form F2: Financial Bid

Item
<p>1. Breakfast (One from the following on a rotation basis)</p> <p>a. (Two idli + 2 vada – 250 gm +sambhar and chutney b. One masala dosa (14”) with sambhar and coconut chutney c. Upma (250 gms) with coconut chutney. d. Four puris (200 gms) with Aloo Sabzi/chana (150 gm) e. Two plain paranthas (200 gm.) with aloo sabzi/chana/or any other equivalent item. f. Chhole with 2 Bhature (200 gm). g. 4 Chakuli with Shabji and chatni h. 2 Stuffed paratha – Aalu/ Sattu/ Paneer</p> <p>Note: Tea/Coffee/Milk (Shall Be provided everyday During Breakfast) Bread Toast with butter/jam and two boiled eggs (Shall be available daily as an optional).</p> <p>2. Lunch/Dinner Thali (Per meal)</p> <p>a. Rice-Plain or Jeera or Biryani or Pulao or equivalent b. Roti-Plain Tawa or Tandoori or Naan or Paratha c. Daal fry / Daal Makhani / Dalma/Mix veg d. Salad- Green Salad / Russian e. Pickles f. 1 Seasonal vegetable dry and 1 Vegetable with gravy g. Plain Curd or Raita h. Sweet i. Sauf & Mishri j. Papad</p> <p>Addon Items</p> <p>1. 4 times a week: Non-Veg Items: Chicken/ Fish/ Egg Curry Equivalent Veg Items: Paneer/Mushroom 2. Once a Week: Non- Veg Items: Mutton Equivalent Veg Items: Paneer/Mushroom/Kofta</p>
<p>3. Evening Tea</p> <p>a. At evening and as and when requested by the manager/ Client b. Cookies / Rusk /</p>

- ***Kitchen Building and 100 capacity Dining hall shall be provided to the bidder.***
- ***The bidder may also be asked to deliver packaged Meals as per the above menu in disposable meal trays***
- ***Apart from the Menu mentioned above the bidder should also provide on request menu on paid basis by the guest. The Menu along with rate should be attached with separately***

Authorized Signature

Form F3: Financial Bid (Cumulative Rate Sheet for Special Guest House and Hostels)

Sl.No	Particular	Cost for 100 Person meal (In Rs) Inc GST	Cost Per additional person per meal
1	Breakfast		
2	Lunch (VEG)		
3	Dinner (VEG)		
4	Add-ons over and above the Meal at Lunch/Dinner		
4.a	Addon-1 Chicken/ Fish/ Paneer/Mushroom		
4.b	Addon-2 Mutton /Paneer/Mushroom/Kofta		
5	Evening Tea		
	Total (1+2+3+5)		

Note: It is to be noted that Conditional price bid will be outrightly rejected.

- Financial bid would mean Daily Catering Cost (as provided by the bidder in Sl. No: 1 in the above table) payable to Service Provider (FIRM).
- FIRM would not be paid any other costs apart from above quoted amount.
- This RFP is for providing CATERING services as per the Service Level Requirements. The bidder is expected to evaluate cost of all services, manpower, overheads, equipment and consumables (Including fuel) etc. required for providing the services as per the scope of work defined in the RFP.
- Bidder will be shortlisted as per criteria mentioned in RFP. Bidder shall read the conditions very carefully. The financial bids would be ranked/ compared as per the quoted amount exclusive of GST.
- The Total Meal requirement may change (increase or decrease) depending upon the situation and as per the decision taken by the CLIENT
- Additional Menu for paid service to be attached separately.
- The Service charge shall contain the following
 - Uniform cost & ID Cost
 - Kitchen & Dining cleaning service equipment & consumables
 - Pest control in the Kitchen and Dining area
 - Minor repair to electrical fitting
 - Office contingency
 - Overhead and Profit of the agency

**Authorized Signature
[In full and initials]**

**Name and Designation of
Signatory: Name of the Bidder:
Address:**