



COLLECTORATE, ANGUL || ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଅନୁଗୋଳ  
DISTRICT NIZARAT SECTION, ANGUL  
ଜିଲ୍ଲା ନିଜାରତ ଉପବିଭାଗ, ଅନୁଗୋଳ



Telephone: 06764-230567(O)/ 230234(R)/230685(F) || Website: [www.angul.nic.in](http://www.angul.nic.in) E-mail: [dm-angul@nic.in](mailto:dm-angul@nic.in)

**Notice No.** 1809

**Dated** 29.12.2023

**Tender Call Notice**

**Selection of Vendor / Contractor for "Providing catering Services at Sabhaghar and World Class Library with Modern Auditorium and Management of Cafeteria."**

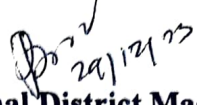
District administration issued tender call notice for selection of vendor / contractors for "Providing catering Services at Sabhaghar and World Class Library with Modern Auditorium and Management of Cafeteria as detailed in the tender document. The details of the tender call notice is available in the district website, i.e. [www.angul.nic.in](http://www.angul.nic.in). Details of the schedule are given below:

Tender document made available to the applicants	29 <sup>th</sup> December' 2023
Last Date for Receiving of Queries	2 <sup>nd</sup> January' 2024 by 5.00 P.M. to Email: <a href="mailto:dm-angul@nic.in">dm-angul@nic.in</a>
Pre – bid / clarification meeting & site visit	3 <sup>rd</sup> January' 2024 (11.00 A.M.)
Last date for receipt of proposals from intended tenderer (Sealed Envelope)	10 <sup>th</sup> January' 2024 by 5.00 P.M.
Date of opening of Tender Documents	11 <sup>th</sup> January' 2024 at 11.00 A.M.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	Two Bid System
Ernest Money Deposit (EMD)	Rs.35,000/- in shape of Demand Draft in any nationalized bank in favour of the Collector & D.M., Angul.
Bid Cost	Rs.2,000/- in shape of D.D. in favour of the Collector & D.M., Angul.on any Nationalized / Scheduled Bank Payable at Angul.
Mode Submission of Bid Document	By Registered Post / Speed Post / Courier.
Address for Communication	The Additional District Magistrate (Gen.) Collectorate Campus, Angul, Odisha, PIN – 759122, Tel. No. – 06764 – 230567 E – mail: <a href="mailto:dm-angul@nic.in">dm-angul@nic.in</a>

  
Additional District Magistrate  
Angul

**Memo No:** 1810 **Date:** 29.12.2023

Copy forwarded to the CDO – cum – EO, Zilla Parishad, Angul for information. He is requested to display the tender call notice on the notice board of Zilla Parishad.

  
**Additional District Magistrate  
Angul**

**Memo No:** 1811 **Date:** 29.12.2023

Copy forwarded to ADM, Angul for information. He is requested to display the tender call notice on the notice board of the District Office.

  
**Additional District Magistrate  
Angul**

**Memo No:** 1812/2017, **Date:** 29.12.2023

Copy forwarded to All Sub – Collectors of Angul District / All BDOs of Angul District/ All Tahasildars of Angul District/All Executive Officers, ULBs for information. They are requested to publish the tender call notice on the notice board of their respective offices.

  
**Additional District Magistrate  
Angul**

**Memo No:** 1813 **Date:** 29.12.2023

Copy to DIO, NIC, Angul for information & necessary action. He is requested to web hoist the tender call notice **Selection** of Vendor / Contractor for “**Providing Catering Services at Sabhaghar and World Class Library with Modern Auditorium and Management of Cafeteria**”. in [www.angul.nic.in](http://www.angul.nic.in) from 29.12.2023 to 10.1 .2024 (5.00 P.M.).

  
**Additional District Magistrate  
Angul**

**BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE  
FOR  
PROVIDING CATERING SERVICES AND MANAGEMENT OF CAFETERIA  
AT  
WORLD CLASS LIBRARY WITH MODERN AUDITORIUM, ANGUL &  
SABHAGHARA, ANGUL**

*P*



COLLECTORATE, ANGUL || ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଅନୁଗୋଳ

DISTRICT NIZARAT SECTION, ANGUL

ଜିଲ୍ଲା ନିଜାରତ ଉପବିଭାଗ, ଅନୁଗୋଳ



Telephone: 06764-230567(O)/ 230234(R)/230685(F) || Website: [www.angul.nic.in](http://www.angul.nic.in) E-mail: [dm-angul@nic.in](mailto:dm-angul@nic.in)

**Tender Notice No. /** 1809 **Date:** 29/12/2023

District Nizarat Section on behalf, O/o The Collector & D.M., Angul, invited sealed tenders from interested parties to run /management of:

- (i) **Catering facilities / Services at Sabhaghar at Angul Dist. HQ.**
- (ii) **Catering facilities / Services at World Class Library & Modern Auditorium at Angul Dist. HQ.**
- (iii) **Running / Management of Cafeteria at World Class Library & Modern Auditorium at Angul Dist. HQ.**

The duration of contract will be initially for one year subject to extension for further period up to three years. First three months will be on probation period and on satisfactory completion of the probation period the contract will automatically be extended for one year. On satisfactory performance, extension will be allowed from year to year, for a maximum of 3 years. However, in case of any evasions or negligence found under such contract, the managing committee may suggest to the authority for imposition of fine / penalty against the contractor or termination of the contract.

Agencies having adequate experience in running Canteen/ Cafeteria/ Food Court in Government Department, Public Sector Undertakings, renowned educational institutions or in private mode in Odisha may apply along with adequate relevant documents of their experience and ability of managing the Cafeteria & Catering Services.

The authority will provide suitable space inside the proposed infrastructure as lease, for which the selected agency have to pay agreed monthly premium. Interested persons or agencies shall have to quote their rates towards premium for the management of Cafeteria and Catering Services using the Govt. Infrastructure and to submit duly signed application in sealed cover to the District Nizarat Section, O/o The Collector & D.M., Angul **on or before 10<sup>th</sup> January' 2024**. The authority reserves the right to reject any or all tender applications and cancel the tender at any time without assigning any reason.

Demand draft for Rs.35,000/- (Rupees thirty five thousand) drawn in favor of " The Collector & D.M, Angul" payable at Angul towards EMD (Earnest Money Deposit) accompanying with the application form for lease of Cafeteria and Catering Area. Earnest Money Deposit of unsuccessful tenders will be refunded after completion of the selection procedure. Applications without EMD will not be considered.

The sealed covers will be **opened on 11<sup>th</sup> January 2024** by the tender evaluation committee appointed by the authority in the presence of applicants present.

  
Additional District Magistrate, Angul

## Fact Sheet:

Tender document made available to the applicants	29 <sup>th</sup> December 2023
Last date for receiving of queries. If any	2 <sup>nd</sup> January ' 2024 up to 5.00 P.M to e-mail ID: dm-angul@nic.in
Clarification meeting and site visit. If required	3 <sup>rd</sup> January ' 2024 (11.00 A.M)
Last date of receipt of documents from intended bidder/ tenders (sealed Envelope)	10 <sup>th</sup> January ' 2024 (5.00 A.M)
Opening of tender Documents including financial proposal	11 <sup>th</sup> January ' 2024at 11.00 A.M
Letter of Award	To be intimated to selected Vender
Start Date	To be intimated to selected Vender
Method of selection	Two Bid Method
Contact Details /Address submission of tender documents	The Additional District Magistrate O/o – The Collector & D.M., Collectorate Building, Angul, Odisha, Pin- 759122 Tel No.- 06764 – 230567 E – mail ID : dm-angul@nic.in
Earnest money Deposit(EMD)	Rs.35,000/- in shape of Demand Draft in any nationalized bank in favour of the Collector & D.M., Angul.
Tender Fee/Bid cost	Rs.2,000/- in shape of D.D. in favour of the Collector & D.M., Angul on any Nationalized / Scheduled Bank Payable at Angul.
Mode of submission of tender Document	By Registered Post / Speed Post / Courier.

- Note:
- (i) All the relevant / required documents including EMD and Tender Cost (except Financial proposal in Appendix – B) shall be put in a sealed envelope.
  - (ii) Financial proposal as in Appendix - B shall be put in a separate sealed envelope.
  - (iii) Both the envelopes shall be put in a larger sealed envelope for submission.
  - (iv) The outer envelope containing the bid document should be duly superscribed as **“Providing catering Services at Sabhaghar & World Class Library with Modern Auditorium and Management of Cafeteria at World Class Library at Angul.**

**I. TENDER CALL FOR MANAGEMENT OF CAFETERIA AND FOR PROVIDING CATERING SERVICES :**

The contract / assignment are for running and management of (i) Cafeteria & (ii) Providing Catering Services. The duration of contract will be one year and extendable up to 3 years, first three months being on probation period and up on satisfactory completion of the probation period the contract will automatically be extended for one year, which will be further extendable up to 03 years based on satisfactory performance. The Collector & D.M., Angul reserves the right to go for fresh tenders or addition / alteration of the terms and conditions as the case may be. However, in case of any evasions or negligence found under such contract the managing committee may suggest the Authority to impose fine or penalty against the contractor or termination of the contract.

In case situation so arise, the contract may be terminated by either party after giving a prior notice of one month. During probation period a prior notice of one week is required to be given by either side for termination of contract on the ground of poor performance by the vendor / agency. The tender should give his/ her full permanent as well as present address in tender form.

The tender document will remain valid for 60 days from the date of opening. The contractor submitting a tender and / or after depositing earnest money shall be deemed to have undertaking to keep tender open for acceptance for the full period of 60 days and will have no right to withdraw the same before expiry of the said period. In case, intimation of its acceptance is issued to the contractor at the later date, he/ she is competent to refuse the assignment.

The tenderer have to deposit a refundable **security deposit equivalent to two months monthly premium amount** while signing the agreement. In case of any fine and/or penalty imposed on the contractor for poor performance / damage of property due to the fault of the contractor, the said security deposit will be adjusted and the rest amount will be returned (interest free) to the contractor after completion of the contract period.

The selected contractor has to sign the contract within 10 days after issue of the work order, failing which the earnest money deposited by him will be liable to forfeiture and the acceptance of his/ her tender may be withdrawn.

The authority reserves the right to accept or reject any tender without assigning any reason thereof. The tenders which do not full-fill all or any of the above conditions or not complete in any respect are liable to be rejected.

The applicant has to affix his/her photograph at the space provided in the application and affix signature. Unsigned application will not be accepted by tender evaluation committee, may be subject to rejection. The tenderer shall have to sign attach declaration (**Appendix - A**) and if the declaration is not signed it is liable to be cancelled and the earnest money forfeited and the contractor shall have no claim on the Nizarat Section.

The tenderer has to quote the price towards monthly premium to be paid to the Nizarat Section for using the Govt. Infrastructure and other facilities on lease basis. The format for submission of the rate quotation (Financial Proposal) is annexed in **Appendix - B**. The highest price quotation will be the winning bidder, subject to satisfaction of minimum eligibility criteria.. If more than one bidder will quote the same price towards premium, the managing committee reserves the right to choose the bidder.

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

## APPENDIX - A

### CONDITIONS OF CONTRACT

#### 1. Definitions and interpretations:

In the contract (as hereinafter defined) the following definitions, words and expressions shall have meaning hereby assigned to them except where the contract otherwise requires.

- a. Authority means the Collector & D.M., Angul through its Additional District Magistrate (ADM) or his representative.
- b. The ADM, Angul, Member Secretary of the managing committee who directs and administers the contract.
- c. "Committee" shall mean a Managing Committee that would normally consist of following member under the Chairmanship of The Collector & D.M., Angul. The committee as constituted by the Collector & D.M., Angul from time to time to supervise and for overall control of the management of the cafeteria and catering services.

The managing committee comprises the following members:

- |  |                    |
|--|--------------------|
| a. Additional District Magistrate (Revenue), Angul               | : Member Secretary |
| b. Additional District Magistrate, Angul                         | : Member           |
| c. Nizarat Officer, Colectorate, Angul.                          | : Member           |
| d. Food Inspector  | : Member           |
| e. One Dist. Officer as nominated by the Collector, Angul        | : Member           |
| f. One Govt. Finance member as nominated by the Collector, Angul | : Member           |
| g. Any other member as nominated by the Collector, Angul         | : Member           |

d. Contractor / vendor means the person or persons, firms or company whose tender has been selected by the authority for the assignments and including the contractor's personal representatives, successors and permitted assigns.

#### 2. Minimum Eligibility Criteria of Vendor / Agency / Contractor:

- i. The intended bidder must have relevant experience of managing canteen / cafeteria or food court in public / private or leading educational institution for not less than 03 years.
- ii. The bidder should have minimum experience of managing at least 02 nos. of canteen / cafeteria or food court with reference to the point no. – i. Relevant documents must be submitted in support of the experience.
- iii. The bidder must have minimum average turnover of INR. 70.00 Lakh for last three years.
- iv. The bidder must be registered with GST and valid PAN and having Food License, etc.
- v. EMD of INR.35,000/- to be submitted with the bid documents in shape of DD of any nationalized bank in favour of the Collector & D.M., Angul.
- vi. A tender paper cost of INR.2,000/- be submitted in shape of DD of any nationalized bank in favour of the Collector & D.M., Angul ( Non – refundable).

- vii. The bidders are required to quote the monthly premium to be paid to authority taking all the category of services to be rendered in the prescribed format as annexed in Appendix - B.
- viii. **Selection will be made on the basis of price quoted by bidders towards premium, subject to satisfaction of minimum eligibility criteria. However, in case of any dispute / ambiguity the decision of the authority will be final and binding on all.**

**3. Assignment & Subletting:**

- a) The contractor shall not assign the contract fully or any part thereof or any benefit or interest therein or there under without written consent of the authority. The whole of the charge included in the contract shall be executed by the Contractor. He/ she shall be responsible for the enforcing acts, defaults and neglects of servants or workmen, as fully as if they where the acts or defaults of the contractor.
- b) The Cafeteria / Canteen premises (inside and outside) should not be used for any other purpose except for running the cafeteria / canteen and that the walls and surroundings of the cafeteria / canteen should not be used for display of wall posters, writings etc. The contractor is responsible for minor repair and replacement works with electrical fittings, sanitary items without any expenses to the Authority. Major structural and building repair will be taken up by the Government.
- c) The Contractor should not transfer the management to any other individual or agency. The manager of the Cafeteria and Catering services should be present at the premises and supervise the day-to-day affairs of the activity and shall not give scope for any complaints either from public / customers and authority.
- d) In case of any defaults or negligence under such contract will observed, the committee may suggest to the Authority for imposing fine or penalty against the contractor. Such penalties shall be as follows. After receipt of 1<sup>st</sup> complaint Rs.250/-, on receipt of 2<sup>nd</sup> complaint Rs.500/-, on receipt of 3<sup>rd</sup> complaint Rs.750/-, penalties may be imposed on the contractor for any such lapses and unhygienic conditions prevailing inside the Cafeteria / Canteen or substandard raw materials used in cooking or the workers improperly dressed or their conduct uncalled for or the items being sold in the Cafeteria do not have proper acceptance of the committee or aesthetic sense is not prevailing.
- e) If it is found that, three such fines do not have any effect in abiding by the terms and conditions mentioned in the contract. The contract may be terminated finally after serving 30 days' notice by the Authority to the Contractor. The notice during the period of probation will be only one week.
- d) Under such conditions the Contractor is liable to vacate the Cafeteria Premises within 30 days day / seven days as the case may be from the date of the notice received by him.

**4. Payment of Monthly Premium:**

The authority will only provide the suitable places inside the infrastructure (i) Shabhaghar and (ii) World Class Library With Modern Auditorium for providing catering services as per requirement and for management of Cafeteria on lease basis. For which, **minimum monthly premium price to be paid by the selected contractor has been fixed at Rs.1,00,000/- (Rupees one lakh) only as cut – off**, by taking together all category of services to be provided i.e.(a) providing catering services as per requirement and (b) running / management of cafeteria. However, the intended tenderers / bidder may quote more than the cut – off price fixed. **Highest price quoted tenderer towards monthly premium over and above the cut –off price will be selected for the assignment, subject to satisfaction of minimum eligibility criteria.**



## **5. Scope of Contract**

- a. The authority will provide suitable place at the Sabhaghar and World Class Library with Modern Auditorium for providing catering services, kitchen place, storage place, etc. on lease basis and management of cafeteria.
- b. The contractor responsible for the necessary arrangement of all raw materials required for preparation of snacks, beverages, sweets, lunch, etc. and serving the prepared items to the customers, including provisioning of all required utensils, equipment for preparation and serving of items / dishes. This will also include transportation, cost of materials and labour.
- c. The contractor shall make his own arrangement for safe storage of materials and accommodation for his staffs, etc. No employees of the contractor shall be allowed to reside in canteen premises during night.
- d. The contractor shall maintain the good quality of food, constant supply of cold drinking water as per the canteen management committee requirement. Quality oil (Sunflower or Branded Mustard Oil) is to be used in preparation of meals.
- e. The contractor shall maintain the working hours of Canteen as lay down by the Canteen Committee.
- f) The contractor has to ensure utmost hygiene and safety in Canteen / Cafeteria area, in storage, preparation and servicing of foods and to keep the floor, furniture, utensils, crockery, cutlery neat and clean, such as to maintain the standards and aesthetic values in the Canteen. Contractor should make arrangements for storage/display the items in hygiene condition.
- g) The contractor has to take necessary steps for disposal of waste generated out of the operation of cafeteria and providing catering services.
- h) The bearers for servicing in Canteen will have to be provided uniforms by the contractor during working hours and they will be required to wear the uniforms during working hours which is mandatory.
- i) The contractor shall carry out the work in accordance with this contract and with directives of Canteen Committee and to the satisfaction of the representative of the Canteen Committee. The Canteen Committee from time to time may issue further instructions, detailed directions and explanations which are hereafter collectively referred to as Canteen Committee's instructions in regard to
- j) The Canteen Committee or its members shall have every right to inspect the Canteen without any notice and can seal the canteen in case of violation of terms and conditions.
- k) The Canteen should be run during the timings from 8.30 A.M. to 9.00 P.M. The committee shall however, reserves the right to revise the timings as per suitability.
- l) The canteen committee has right to terminate the lease by giving one month's notice if it feels necessary to do so on the ground of poor quality / services. In such case, the lessee shall forego the lease amount.
- m) The contractor is responsible for arrangement of furniture & fixtures, utensils, equipment and other related accessories required for running and management of cafeteria and to provide catering services at Sabhaghar and World Class Library with Modern Auditorium.
- n) The Contractor shall pay the cost of damage, if any, caused to the premises, fixture, fittings, existing electrical installation etc., during the period of contract.
- o) The above Canteen Committee shall conduct inspection of canteen in all respects including installation, stores, kitchen, preparation and supply of food items, hygienic conditions etc., at regular intervals.
- p) The Canteen Committee may also authorize any other person to inspect the cafeteria / canteen.
- q) The contract will be in force from the date of leasing the cafeteria & other places to the contractor for providing the services to customers and expire on completion of contract period

and no notice by authority is necessary, unless renewed and the Contractor shall leave the Cafeteria and other occupied premises provided on lease with his employees immediately after completion of the specified date and shall not re-enter. However, this condition does not apply if the lease period is terminated before the completion of the contract period.

- r) The authority permits the Contractor to utilize the electrical and sanitary fittings, other existing amenities for the purpose of carrying out their obligations under this contract.
- s) Utensils, required furniture, cooking material and cooking gas and other crockery and cutlery shall have to be arranged by the contractor.
- t) The contractor has to provide good quality food items, beverage and other items in cafeteria as per requirement of customers. However, the unit price of such items shall not exceed the market price. However, the contractor has to provide catering services at Sabhaghar as well as at the World Class Library with Modern Auditorium as per the requirement of the customers. The authority has no responsibility regarding finalization of such price.

#### **6. Contract Documents**

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

#### **6. Removal of Workmen**

The contractor shall engage suitable / adequate manpower for running the cafeteria / providing catering services and they shall be careful, skilled and experienced in their trades. No child labour will be engaged by the Contractor in the canteen / cafeteria and the authority shall be at the liberty to object to and if require the Contractor to remove from canteen any person employed by contractor in running the canteen who in the opinion of the authority misconducts himself or is incompetent or negligent, in the proper performance of his duties and such persons shall not again be employed in the canteen without the specific permission of the Canteen Committee. In no case, authority will be responsible for engagement, management, any other obligation to the workmen engaged.

#### **7. Compliance of Statutory liabilities**

- a Minimum Wages: The contractor shall ensure that wages paid to manpower engaged confirm to the provisions of the Minimum Wages Act.
- b The contractor shall be totally responsible for all statutory liabilities including those relating to Weights and Measures and Prevention of Food Adulteration and other related to the services under contract.
- c The selected vendor / agency (hereafter called the contractor) shall have to deposit Security Money equivalent to two month Premium with the Nizarat Section which shall be refunded (interest free) after expiry of the contract.

#### **8. Action when whole of the Security Deposit is Forfeited**

In a case in which under no clause(s) of this contract the contractor shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the authority shall have the power to adopt the following course as he may deem best suited to the authority. To rescind the contract (of which decision, notice in writing to the contractor under his own hand be conclusive evidence) in which case the security deposit of the contractor shall stand

forfeited and be absolutely at the disposal of the Nizarat Section.

**9. Settlement of dispute:**

All disputes related to canteen lease, rent, electric bill, management, maintaining hygiene and abiding rules and regulation framed by canteen committee shall be settled within the jurisdiction of Angul.

**DECLARATION**

- A. I declare that I will abide by the terms and conditions stated in the tender document.
- B. I will also abide by the conditions that may be stipulated from time to time by the Managing Committee or the authority during the period of contract.
- C. I will be held responsible for any damage caused to the authority's property and that I will abide by the decision of canteen committee that may be taken under such situations. All disputes relating to management of cafeteria / providing catering services or lease of the cafeteria shall be settled within jurisdiction of authority at Angul.

SIGNATUR OF TENDERER

Date:

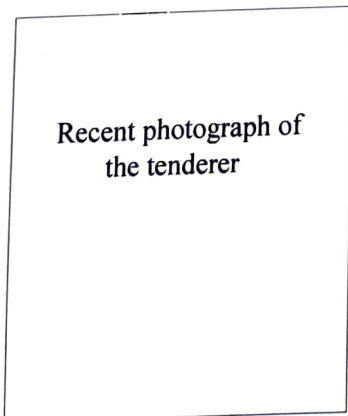
Name of Tenderer -----

Full Address: -----

-----

Pin Code No. -----

Mobile No. -----



**APPENDIX - B**

To,

The Collector & District Magistrate,  
Angul.

Dear Sir,

I, the undersigned, offer to provide the services for the assignment (i) Providing Catering Services at Sabhaghar, Angul and World Class Library with Modern Auditorium as per requirement and (ii) Running & Management of Cafeteria at World Class Library with Modern Auditorium in accordance with your Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_.

Our financial proposal towards monthly premium to be deposited with Nizarat Section, Angul is as below:

Particulars	Proposed Monthly Premium (Rs.)
For rendering the assigned services by observing all terms and conditions with reference to the Tender Notice No. - _____ dated _____.  (i) Providing Catering Services at Sabhaghar, Angul and World Class Library with Modern Auditorium as per requirement.  (ii) Running & Management of Cafeteria at World Class Library with Modern Auditorium	
In words _____	

We fully accept that the proposed price shall be binding upon us up to expiration of the validity period of the Proposal.

Thanking You.

Yours sincerely,

Authorized Signature  
Name of Agency & Address

