



Divisional Office, "JeevanPrakash", P.B.No:36,  
Nuapatna,CUTTACK-753001

दर ००००: Tel: 0671-2305889

ई-मेल/E-mail: os.cuttack@licindia.com

Ref: CDO/OS/STC Canteen Tender 2025-26

Date.21.04.2025

**TENDER NOTICE FOR CATERING SERVICES AT STC CUTTACK**

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**LETTER TO THE CATERER/SERVICE PROVIDER/BIDDER**  
**Ref: CDO/OS/ Catering Services**

**Date: 21.04.2025**

**Re.: TENDER FOR CATERING SERVICES at STC CUTTACK**

<b>Uploading of Tender in Website</b>	<b>: 21.04.2025</b>
<b>Issue of Tender Forms</b>	<b>: 21.04.2025 to 06.05.2025 up to 3.00 PM</b>
<b>Last date &amp; Time for submission of Tender</b>	<b>: 06.05.2025 up to 3.30 PM</b>
<b>Cost of Tender Form</b>	<b>: Rs 118.00 (Rs 100.00 + GST Rs18.00)</b>
<b>EMD</b>	<b>: Rs 5000/- ( Rupees Five thousand only )</b>
<b>Opening of Tender (Technical Bid)</b>	<b>: 06.05.2025 at 4.00 PM</b>

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## TENDER NOTICE

LIC of India, CUTTACK Divisional Office invites sealed offers in TWO BID SYSTEM from OPEN TENDER having their own offices /service centers within CUTTACK or BHUBANESWAR city for providing Catering Services at STC,LIC, CUTTACK under CUTTACK Divisional Office.

Tender form and detail are available at LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE, JEEVAN PRAKASH, OS DEPARTMENT,CUTTACK-753001 and also for complete details, formats and terms & conditions of tender, please log on to [www.licindia.in/Tender](http://www.licindia.in/Tender). However, Tender form Downloaded from website shall accompany Demand draft for Rs.118/- along with the technical offer.


Date of Issue of Tender forms	: 21.04.2025 to 06.05.2025 up to 3.00 PM
Last Date & time for Submission of Tender	: 06.05.2025 up to 3.30 PM
Opening of Tender Forms (Technical Bid)	: 06.05.2025 AT ABOUT 4.00 PM
Opening of Tender Forms (Financial Bid)	: will be intimated later on
Tender Fee	: Rs.118.00
Earnest Money Deposit	: Rs 5000/-

The bidders can participate in the tender provided they submit a demand draft of Rs.118/- (nonrefundable) & Draft for EMD of Rs 5000/-(Rupees five thousand only)(Refundable) in favour of LIC of India, payable at CUTTACK towards the cost of Bid Document & EMD Respectively. The bidder may deposit the amount in cash at LIC cash counter and attach the receipt with the Technical Bid. MSME Firms having valid NSIC Registration are exempted from payment of Tender Fee and EMD.EMD will not carry any interest and will be refunded in due time.

Please note the following:

- a. TECHNICAL BID in a separate Envelope (Marked as Envelope-1 : Super scribed as Technical Bid) ,
- b. Financial BID in a sealed Envelope (Marked as Envelope-2 : Super scribed as Financial Bid)
- c. E.M.D.(Earnest Money Deposit) : Rs 5000/- (Rupees Five thousand only)
- d. Fourth (Envelope No.3 )Envelope shall contain all the three above sealed envelopes and sealed and submitted at the address : "Sr.Divisional Manager, LIC of India, CUTTACK Divisional Office, Jeevan Prakash, Nuapatna, CUTTACK-753001" super scribing with "Tender for CATERING SERVICES".

  
SR DIVISIONAL MANAGER

  
बकि मंडल प्रबन्धक  
Sr. DIVISIONAL MANAGER  
भारतीय जीवन बीमा निगम  
L. I. C. OF INDIA  
मंडल कार्यालय, कटक  
DIVISIONAL OFFICE, CUTTACK

## **INFORMATION FOR BIDDERS**

### **1. CONDITIONS:**

*Unless mentioned otherwise the following Clauses shall be applicable where context so requires.*

### **2. TWO BID SYSTEM OF OFFER:**

*The offer will be in two parts, "Technical Bid" & "Financial Bid". Both the parts should be submitted in separate sealed covers duly super-scribed "Technical Bid for Catering Services" and "Financial Bid for Catering Services" and both sealed envelopes should be placed in other sealed envelopes super-scribed "Bid for CATERING/HOUSEKEEPING SERVICES" and should be dropped in the tender box kept in the tender box of LIC of India, CUTTACK Divisional Office, Latest by 06.05.2025 by 3.30 PM.*

### **3. SCOPE OF WORK/SERVICE: Catering service in Hostel - Details in Annexure - 5**

#### **Facilities from LIC**

- *LIC will provide fully furnished modular kitchen (One steamer, idly box, wet grinder, mixer, one burner stove etc.)*
- *Water free - For preparation and other consumptions*
- *Water purifiers installed to meet drinking water supply*
- *Electricity free - For preparation and other consumptions.*
- *Basic cutlery and crockery items will be provided.*
- *Sufficient Storage space and shelf provided to keep the provisions.*
- *Sufficient space for cleaning utensils with necessary provision is provided.*
- *One Room with attached bathroom and toilet will be provided to kitchen staff free of cost during the entire period of contract. Three persons can stay comfortably in room*

### **4. TENDER FEE & EARNEST MONEY DEPOSIT**

*(a).Tender Fee: The bidders can participate in the tender provided they submit a demand draft of Rs.118/-(non refundable) in favour of LIC of India, Payable at CUTTACK towards the cost of Bid Document. The bidder may deposit the amount in cash at LIC cash counter and attach the receipt with the Bid.*

*(b) Earnest Money Deposit ( EMD) : Rs 5000/- (Rupees Five thousand only).(Refundable)*

*It will not carry any Interest and will be refunded in due time.*

## 5. OPENING OF TENDERS

*Technical Bid will be opened at about 4.00 PM, on 06.05.2025. The Bidders or his representative may present at the time of opening of the Technical Bid. No separate intimation will be sent in this regard. The Technical Bids will be opened at the time and date stipulated above irrespective of the number of Bidders or their representatives present.*

*The Financial Bid of those Bidders who technically qualify (to be determined by the Committee) will only be opened. Short listed bidders will be notified by e-mail / post. The bidder / authorized representative may be present at the time of opening of Financial Bid.*

## 6. EVALUTION OF BIDS:

*The Committee constituted by the Corporation shall examine the documents enlisted in the Technical Bid of the tender. The Committee may visit the Office/Workplace of the Bidder to verify the records/working conditions. The Bidders, who will fulfill the eligibility criterion and its working conditions found suitable, will be considered for opening of Financial Bid. The Financial Bid, of those Bidders who will not technically qualify, will not be opened.*

### **ELIGIBILITY CRITERION - TECHNICAL & FINANCIAL PARAMETERS:**

- A. Operational Area:** Service provider should have their own offices/service centers within CUTTACK or Bhubaneswar City.
- B. Work Experience:** The CATERER/SERVICE PROVIDER should be in profession for at least 3 years (supporting documents must be enclosed).
- C. Technical Parameters**
  - i. Valid Certificate of registration and renewal of license, for carrying Catering job, from local civic authority issued prior to the date of notification of this tender
  - ii. PAN Card of Income Tax Department
  - iii. GST Registration ( if registered ).
  - iv. Valid license under Shop and Establishment Act (if any) to be enclosed. If applied for New License, copy of Provisional Trade Certificate to be enclosed.
  - v. Other relevant registration in compliance of carrying out Catering job (Attested photocopy copies of all documents and challans are to be enclosed)
  - vi. Financial Parameters: - ITR for last 03 ( three ) financial years to be enclosed.
  - vii. Works Executed in the last 3 years: - The CATERER / SERVICE PROVIDER should have executed any catering services in any Central / State Govt. / PSU/ Govt. undertakings / IT Companies / Hospitals / Reputed College, University etc.
  - viii. Reference Site :-Furnish detail like name, address and telephone numbers of existing Customer.

D. The decision of the Sr. Divisional Manager will be final & binding in considering the above requirements.

**Note:** The preliminary evaluation will be done on the basis of above parameters. The Tenders from Bidders not conforming to any of these parameters will be rejected.

## 7. TECHNICAL BID

- a. The CATERER/SERVICE PROVIDER fulfilling the eligibility conditions and agreeable to the set Scope of Work/Service as mentioned above and Terms and Conditions shall participate for Technical Bid. The Technical Bid should be complete in all respects and contain all information asked for in this document and it should not contain any information as to the rate quoted in Financial Bid.
- b. Technical Bid will be evaluated against the stipulated minimum eligibility criteria. Technical Bid not complying with the eligibility criteria will be rejected summarily.
- c. The Corporation shall have the right to contact and verify bidder's information, references and data submitted in the bid proposal without further reference to the bidder.
- d. **The Technical BID should comprises of following :-**
  - (i) Application **Annexure: 2.**
  - (ii) Bank Details **Annexure: 3**
  - (iii) Tender Fee Particulars and EMD Particulars as per **Annexure:4**
  - (iv) **EMD : Rs 5000/-**(Rupees Five thousand only).
  - (v) Tender Fee Rs.118/- in the Form of Demand Draft issued by a scheduled Bank favoring LIC of India, payable CUTTACK or Copy of Cash Receipt paid over Counter
  - (vi) All pages of Tender Document (other than Financial Bid) duly filled up signed with seal of the CATERER/SERVICE PROVIDER [Bidder must sign all pages of Information for Bidder's , Scope of work cum Terms & Condition -**Annexure 5** and submit along with Technical Bid]

## 8. FINANCIAL BID ( ANNEXURE-A)

- a. The Financial BID should contain relevant price information and the rates should be quoted in Indian Rupees and must contain Rate per plate.
- b. In case of differences between the rates given by the bidder in words and figures or in the amount worked out by him, the following procedure shall be followed :
  - (i) When there is a difference between the rates in figures and words, the rates which correspond to the amounts worked out by the bidder, shall be taken as correct.
  - (ii) When the amount of an item is not worked out by the CATERER/SERVICE PROVIDER does not correspond with the rate written either in figures or in words, then the rate quoted by the CATERER/SERVICE PROVIDER in words shall be taken as correct.
  - (iii) When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly, the rate per plate quoted by the bidder shall be taken as correct and not the amount.
- c. Price quoted should be inclusive of all expenses, services Charges but **EXCLUDING GST**. GST will be paid by LIC on appropriate rate as per Government Notification. T D S shall be deducted as per IT rules. PRICE details must be completely filled up. Corrections or alterations, if any should be authenticated. The Price offer shall be on a fixed price basis.

- d. Price Composition
  - (i) All expenses, duties, levies and Service charges but **EXCLUDING GST**. [TDS as per rule]
  - (ii) Service Charge of the CATERER/SERVICE PROVIDER
- e. The Financial Bid should consist of Details as desired in format with sign of Bidder or his Authorized representative along with Seal.
- f. The Corporation reserves the right to reject any offer if Financial Bid does not contain any quotation for any services.

#### **9. ACCEPTANCE OF BIDS**

- a. The Corporation reserves the right to accept the lowest or any bid and Reject any or all bids with / without assigning any reason or to Accept / Prefer any bid or bidder without assigning any reason. The Corporation shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.
- b. Evaluation of Financial BID will be made on the basis of 'Rate' mentioned in FINANCIAL BID.
- c. Number of GUEST per month as mentioned is approximate and for the comparing purpose. The number of GUEST may increase/decrease depending on the schedule of classes. The Contract will be on the basis of Actual Number of GUESTs participated and food supplied. The payment will be on the basis of actual No. participants and Rate per plate and will be reckoned for determination of amount for making payment. The payment will be made in monthly basis through NEFT.
- d. The Financial Bid will be treated as non-bonafide if it does not conform to as per appropriate format of Financial BID

#### **10. VALIDITY OF TENDER :**

The Tender shall be valid for 06 (Six) months from date of opening of Technical Bid.

#### **11. PERIOD OF CONTRACT:**

The period of Contract will be three (3) YEARS from date of Contract between the Corporation and the successful bidder. The contract may be extended for a further period of ONE YEAR with mutual consent having same Terms & Conditions if the performance of the vendor found satisfactory by the Competent authority.

## **12. SECURITY DEPOSIT:**

The selected bidder will have to provide a security deposit of 5% of contracted value [estimated total amount payable for 03 Years] in the form of a Demand draft issued by a Scheduled Nationalized Bank favoring LIC of India, payable at CUTTACK. The deposit shall be provided before beginning of the period of contract. No interest is payable on Security Deposit for 3 YEAR period or extended contract period. The rule as set out in MSME is applicable for Firms having NSIC Registration certificate valid on the date of contract

## **13. CRITERION FOR DISQUALIFICATION:**

The Corporation may adopt such criteria for disqualification of a bidder as it may consider appropriate. Such Criteria may include without limitations of the following:

- a. Failure of any Bidder (s) to provide all of the information /documents required in the bid proposal or any additional information /documents as sought by the Corporation including supporting documents. Non receipt of Bid proposal on or before due date and time
- b. Misrepresentation in the Bid proposal
- c. Non Payment of Tender Fee except MSME.
- d. Any correction in the tender document that has been not signed.
- e. Incomplete or conditional Bid
- f. Use of unfair means /misrepresentation
- g. Bid found in unsealed, unsigned bids, bids signed by unauthorized person and any unconfirmed material alteration.
- h. Technical Bids containing any price information.
- i. Conditional/Subject to tenders is liable to be rejected.

## **14. PAYMENT TO THE CATERER/SERVICE PROVIDER AND DEDUCTION AT SOURCE:**

1. The payment to the CATERER/SERVICE PROVIDER will be made monthly on the basis of exact number of Food Plate as well as nature of food items i.e. The rate payable to CATERER/SERVICE PROVIDER based on per trainee/participant and for and rate



for the following: ( A ) Bed Tea ( B ) Break Fast (C) Mid Session (Forenoon) (D) Lunch (E) Mid Session (Afternoon) Tea ( F ) Snacks (G) Dinner.

- a. The CATERER/SERVICE PROVIDER shall submit their monthly bill, in the prescribed proforma, in triplicate along with supporting documents *in the manner and format prescribed by the Corporation within 5 days after end of the relevant month. Bill if found defective are liable to returned to the CATERER/SERVICE PROVIDER without settlement.*
- b. The CATERER/SERVICE PROVIDER shall be responsible to pay all statutory levies imposed by the State and Central Government such as Income Tax, GST, Professional Tax, Labour Cess etc. and the rates quoted in the tender shall allow for the same. No reimbursement, whatsoever, shall be made to the CATERER/SERVICE PROVIDER on account of any taxes or duties or increase in the taxes/duties by act of any legislation.
- c. Deduction at source of Income Tax, other applicable taxes on works contract etc. shall be made by LIC of India as per the provisions prevailing from time to time from the Running Account or Final Bills and remitted to the concerned Taxation Authorities/State Government on behalf of the agency.
- d. All the CATERER/CATERER/SERVICE PROVIDERS have to submit the details of GST Registration. However for making GST payment latest provision of GST Rule will be applicable. The vendor must submit the copy of the GST Return filling as and when required by the Competent Authority.

#### **15. CONTRACT LABOUR ACT :**

The CATERER/SERVICE PROVIDER shall be responsible for register themselves under the Contract Labour (Regulation and Abolition) Act 1970 and rules there under and must comply with and carry out all the provisions and obligations under the said rule Act and rules and furnish all information to employer as may be required by it and shall also indemnify the employer against any penalties, claims etc., arising from any default on their part.

#### **16. TERMS OF AGREEMENT:**

The selected CATERER/SERVICE PROVIDER has to execute an Agreement as per prescribed proforma on appropriate value. All are parts of Tender Documents i.e. Tender Notice, Bidder's Information, Terms & Conditions, Technical Bid, Financial Bid etc., Will be part of Terms of Agreement. The word 'Principal Employer' will mean L.I.C.I., Authority having statutory power to do the work under reference and/or its authorized representative i.e., the Sr. Divisional Manager or his sub-ordinate officers. If the selected CATERER/SERVICE PROVIDER fails to execute Contract within a period of seven working days of receiving the intimation from LIC, the EMD Declaration will be applicable.

#### **17. TERMINATION OF THE CONTRACT & FORFEITURE OF SECURITY DEPOSIT:**

- a. The Competent Authority may due to adequate reason as he deems fit; terminate the Contract by giving a notice of 60 days. The "CATERER/ SERVICE PROVIDER" should then leave the premises in a decent and workable condition. Any defect or damage found shall be made good at his cost or otherwise the defects will be rectified through some other means and the cost involved will be deducted from his bill and/or Security Deposit lying pending with LIC of India.

- b. In the event of the CATERER/SERVICE PROVIDER terminating the contract prematurely or committing any breach of the terms and conditions of the tender or the agreement or in the event of LIC prematurely terminating the contract on account of breach of the terms and conditions of the tender or the agreement by the CATERER/ SERVICE PROVIDER, the security deposit shall be forfeited by LIC.

**18. ARBITRATION:**

In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability the same will be referred to an arbitrator mutually appointed by both the parties, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliations Act 1996. The venue of arbitration shall be CUTTACK subject here to the Court in CUTTACK -shall have exclusive jurisdiction to the exclusion of all other courts.

**19. SUBMISSION OF TENDER:**

The tender should be sent so as to reach this office ON OR BEFORE THE DATE SPECIFIED. Tenders received after last date and time will be rejected. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the Lowest Quotation will be accepted. Any tender not in compliance with these terms and conditions will be liable for rejection.

**TENDER SCHEDULE**

1. **Name of service** - CATERING / HOUSEKEEPING SERVICES at Sales Training Centre, Life Insurance Corporation of India, Link Road,Cuttack-753012.
2. **Period of daily Service** - Will be provided in the work order
3. **Cost of Tender document** - Rs.118/-in the form of a Demand draft issued by a scheduled Bank favoring LIC of India, payable CUTTACK or Copy of Cash Receipt paid over Counter .Before making cash payment, the challan is to be obtained from OS Department, Divisional Office, and CUTTACK-753001. The tender shall be treated as non bonafied & will be rejected if Tender Fee is not paid along with the tender document.
4. **Earnest Money Deposit** – Rs 5000/-(Rupees five thousand only)
5. **Date of Sale of Tender Documents**  
From 10.00 AM on 21.04.2025 to 3.00PM on 06.05.2025 on payment of non-refundable Tender Cost by Cash in our Divisional Office Cash counter.
6. **Last date of submission of Tenders**  
Up to 03.30 PM on 06.05.2025 Tender (both Technical Bid & Financial Bid) must be put in a sealed envelope super scribed with "TENDER FOR CATERING SERVICES". Before submitting Tender in the BOX kept in OS Dep't. , it is to be registered with the designated Official of the OS Dep't.
7. **Date and time of opening the Technical bid** – 06.05.2025 at 4.00 PM.
8. **Date of opening of Financial Bid** - To be intimated to the BIDDER who will qualify in Technical Bid
9. **Contract Period** three (3) year from the date of commencement of providing the service specified in Work Order
10. **Notice period for termination of Contract** Two months from either side
11. **Validity of Tender** Six months from date of opening the Technical Bid.
12. **Criterion for Selection** Quoted **Rate per participants** as Quoted in the Financial Bid

## ANNEXURE: 2

## APPLICATION FORM FOR CATERING SERVICES

Sl.	Particulars	Information
1	Name of the CATER/SERVICE PROVIDER: (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Correspondence address and Tel. No	
4	Address of Head Office (If Separate) and Telephone No.	
5	Status:	Proprietary/Partnership/ etc
6	Names of the Partners /Directors	
7	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	
8	Name of Bankers with addresses & telephone nos	
9	Is the Firm is registered under the Company Act? If so, state (a) License Number : (b) Date of last renewal of license : (Copy of license to be enclosed) (c) Labour license Nos. & validity (d) GST REGISTRATION No. (e) PAN No. (f) Others, if any.	
10	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed)	
11	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies to be attached)	2023-24 2024-25 2025-26

12	<b>Turn over for last three Financial Years</b> <b>FY 2022-23</b> <b>FY 2023-24</b> <b>FY 2024-25</b> <b>(Attach audited Revenue A/c &amp; Balance sheet)</b>	
13	<b>Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?</b>	<b>Yes/ No</b>
14	<b>In case your firm is empanelled with any office of L I C Of India or any other PSU, please give name and address</b>	
15	<b>Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached)</b>	
16	<b>Approximate value of your Turn over/ output per year</b>	
17	<b>Mention any other specialties of your Establishment</b>	

I/We \_\_\_\_\_

Request Life Insurance Corporation of India, Divisional Office, Jeevan Prakash, CUTTACK -753001 to consider my/our name to CATERER/SERVICE PROVIDER for considering the Technical/ Financial Bid.

We agree to give full satisfaction to the Corporation in the event of their doing so.

Dated at.....this.....day of..... 2025.

**Signature with Seal**

**Name:**

**Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form with seal and date.**

**BANK PARTICULARS FOR PAYMENT****TENDER FOR CATERING SERVICES ON CONTRACT BASIS.**

CATERER/SERVICE PROVIDER is requested to furnish below mentioned particulars for payment of amounts due. This is to be treated as the part of the Tender condition.

SI	Particulars	Information
1	Bidder Name ( as in Bank record) in Block Letters	
2	Contact No. & e-mail id	
3	PAN	
4	GST No.	
5	Bidder Bank Account No.	
6	Type of Bank Account (SB/CA/etc.)	
7	Name of the Branch (Bank)	
8	Bank IFSC	
9	Other particulars, if any	

**N.B.**

- i) Payment will be made only through NEFT.
- ii) CATERER/SERVICE PROVIDERs have to submit the bank details

**Signature with Seal  
Name:**

**TENDER FEE & EMD DEPOSIT PARTICULARS**

**TENDER FOR CATERING SERVICES ON CONTRACT BASIS.**

**A. NAME OF THE BIDDER:.....**

**B. Particulars ( i ) ( for tender Fee Rs 118.00 )**

*Draft No. \_\_\_\_\_ Date \_\_\_\_\_ 2025*

*Drawn on .....Bank and Payable at CUTTACK*

**C. Particulars ( ii ) ( For EMD Amount Rs 5000/ )**

*Draft No. \_\_\_\_\_ Date \_\_\_\_\_ 2025.*

*Drawn on .....Bank and Payable at CUTTACK*

**Note:**

1. If Tender Fee / EMD deposited at cash counter, then of Receipt No to be given
2. Attach Exemption Certificate Having Registered with NSIC

**Signature with Seal**

**Name**

**SIGNATURE OF THE BIDDER**

**NAME OF THE SIGNATORY**

## TENDER FOR CATERING SERVICES ON CONTRACT BASIS

### Scope of work cum Terms and Conditions

#### 1 CATERING SERVICES

##### Facilities from LIC

- *LIC will provide fully furnished modular kitchen with utensils etc. Bidders are requested to verify the utensils at STC, Cuttack*
- *The commercial gas connection with 01 Cylinder (Empty) be provided by LIC. Bidder has to bear the charges for additional cylinders*
- *Water free - For preparation and other consumptions*
- *Water purifiers installed to meet drinking water supply*
- *Electricity free - For preparation and other consumptions.*
- *Basic cutlery and crockery items will be provided.*
- *Sufficient Storage space and shelf provided to keep the provisions.*
- *Sufficient space for cleaning utensils with necessary provision is provided.*
- *One Room with attached bathroom and toilet will be provided to kitchen staff free of cost during the entire period of contract. Three persons can stay comfortably in room*

##### 1. Area Covered:

- a. During the period of the agreement the contractor shall be fully responsible for the entire catering arrangement for the trainees at the Sales Training Centre, employees of STC and for such other persons as may be required by the STC, CUTTACK.
- b. The contractor will be permitted to use the kitchen and the store room in the Hostel and one room to carry out the catering arrangements being entrusted to him.
- c. The contractor is entitled to use the infrastructural facilities, furniture, fixtures and fittings, belonging to STC CUTTACK in the canteen premises and the contractor shall ensure that the above are always properly maintained.

##### 2. Workmen engaged by the Contractor:

- 2.1 It is observed that manpower of approximately 5 persons (as tabulated below) is required to render quality services such as cooking, cleaning and washing of utensils, serving of food items etc. as and when required, **however, we do not specify number of workmen required.** The total number of staff employed shall be maintained at an adequate number sufficient to manage the activities of the training centre at all times.



Sl	Designation	Min.Number
1	Head Cook	1
2	Assistant Cook	1
3	Table Cleaner	1
4	Kitchen /Dining Cleaner and Pot washer	1
5	Waiter / Server	1
	Total	5

2.2. Names of Supervisor engaged by the Contractor for supervising the functions should be communicated to STC CUTTACK by the contractor and the persons so named shall supervise and be accountable for all the services covered by the contract at all times.

2.3. The contractor should have full control over his/her employees and shall give necessary guidance and direction to carry out the jobs assigned to them by the contractor and the contractor will also be responsible for the payment of their wages/dues and other facilities as per prevailing rules/ standards/ statutes.

2.4. *All persons, employees by the CATERER/SERVICE PROVIDER shall be medically fit for handling food and certified for fitness before engagement by the CATERER/ SERVICE PROVIDER*

2.5 The Cooks should be proficient in different Odia cuisine ( Odia Food ). One of the Cooks should be available until completion of the dinner. Allocation of duties/shifts etc. shall be the responsibility of the contractor. In case of absence for a day or more, alternate arrangement should be made.

2.6 The workmen engaged by the Agency shall be of the Agency only and STC shall, in no way be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation notice pay Etc.

### 3. Equipments:

3.1. The contractor shall provide at his own expense, cutlery and cooking utensils if necessary. He shall also provide juicer/ mixer, toasters, Micro wave oven, tissue papers, cloth napkins and other articles in adequate quantity/number which are necessary for running the canteen. He shall maintain all the items given by STC (as per Annexure 6).

3.2. The contractor shall maintain at his own cost all the equipments as per Annexure '6' and shall maintain the same in good working condition at his own cost and put it to regular use for purposes solely connected with his catering arrangements.

3.3. The crockery used should be of high quality and approved by STC. He shall at all times keep and maintain all these articles in a clean, neat, hygienic and tidy condition. STC CUTTACK shall not be responsible in any way for the loss and/ or damage caused

whatsoever

to any of the aforesaid articles. Items that get cracked or broken or develop malfunction during use or in storage should be replaced forthwith.

3.4. The contractor shall also arrange at his own cost for the regular supply of gas cylinders of Commercial type and pay directly to the supplier for cooking gas purchased. The contractor must ensure prompt supply of gas without any break by placing order with the Gas Company sufficiently in advance. The Contractor should always keep the stock of at least filled Cylinders.

#### **4. Water and Electricity:**

- 4.1. The water and electricity consumption charges will be borne by STC CUTTACK, provided that the contractor shall
- (i) Ensure that the items of usage e.g. taps, switches etc are always properly maintained at his own cost and also
  - (ii) Ensure utmost economy in the consumption of water, electricity and abide by such restrictions as may be imposed or as may be issued by the appropriate Government/Civic authorities and the Principal, STC or any other person authorized by him.
- 4.2. STC CUTTACK reserves the right/option to levy penalty on the contractor in case it is found that the water and electricity are not used reasonably.

#### **5. Services:**

- 5.1. A high standard of catering shall be maintained for all items with due regard to quality and purity of food stuff, quality and quantity of dishes, cleanliness in preparation and handling of food items and utmost courtesy of services.
- 5.2. The contractor shall pay for all the food items and articles used for the cooking and catering and have always on hand stock of good and sufficient supply of all articles, food items and provisions necessary for the catering and the same shall be kept in a proper, hygienic manner in suitable containers.
- 5.3. Raw food stuffs such as vegetables, milk, fruits shall be of fresh supply.
- 5.4. The purchases should be made from reputed stores.
- 5.5. All food items should be of reputed brands as listed in **Annexure '8'**.
- 5.6. Usually the training sessions are conducted throughout the year, but the number of trainees may vary from time to time and STC CUTTACK does not guarantee any minimum number. There may be breaks between periods of sessions. A situation could arise where no session is conducted during a particular week or month. The year wise average number of participants is for 2018-19=3024 ( 123 Sessions), For 2019-20=2869 (125 Sessions) & for 2020-21=1948 ( 133 sessions) for last 3 financial years . Generally, the duration of training Session varies from 1 Day / 2 days or to 3 Days. Approximate 50 participants at one session. Periodically, continuous training may also take place. STC does not guarantee any minimum number of participants during any period.
- 5.7. On the day previous to the day of commencement of the session and on the day following the last day of the session, the contractor shall keep the mess open and arrange for

Catering services for such of the participants as are expected to be present in the hostel on such days and bill for the actual attendance should only be claimed. The trainees are allowed to report one day before the actual session and stay up to the breakfast time next day (maximum 12.00 Noon.) after close of the session. In this regard, payment of catering bill will be made item wise.

- 5.8. For the session days, ' Approved Rate' as mentioned in Financial Bid shall be payable per participant per day.
- 5.9. The kitchen and the dining hall should be maintained in a spic and span manner round the clock by using branded disinfectants (such as Lizol, Domex, Kiwi etc.). The contractor should arrange for cleaning the tables immediately after meals and dispose off kitchen garbage/leftover food without causing any environmental hazards. He should liaise with the local municipal / civic authorities for disposal of garbage on day to day basis at his own cost.
- 5.10. Leftover food will not be served under any circumstances (lunch left over shall not be served for Dinner and vice-a-verse).
- 5.11. If a participant falls ill or indisposed, such special diet as and so long as needed by him/her shall be provided by the contractor without any extra charges in lieu of the normal food supplied in the canteen and the food shall be served in the participant's room.
- 5.12. The contractor shall carry out improvements as may be necessary for ensuring satisfactory services and shall take due notice of complaints made by the participants or by the faculty members or by the Principal, STC or any person so authorized. Suggestion -cum- Complaint register will be maintained by the contractor at reception of Hostel for registering the complaints by the trainees and this register with remarks of remedial action taken should be submitted to the office every week for observations / instructions. Action taken by the Contractor in such cases shall be reported to the Administrative Office of STC.
- 5.13. Whenever local excursions/trips for the trainees are arranged, the contractor shall arrange for serving tea, snacks, lunch etc. for them during the excursion/trips and no extra charge will be payable for the same. Cost of transportation of the trainees for such excursions / trips will be borne by STC.
- 5.14. Details of food items to be included in the menu to be served in the canteen and the timings of serving thereof, shall be as indicated in Annexure '7'
- 5.15. The morning bed Tea / Coffee shall be served in thermos flasks to each participant in his/her room. Breakfast, lunch, snacks and dinner shall be served in the dining hall, unless otherwise required. Forenoon and afternoon tea/coffee shall be served at the tea counter near the classrooms and near the lobby on the days of the training sessions, unless otherwise required. The coffee/tea/milk/lunch/snacks for the, Principal, Vice Principal, Faculty Members, Officers and Staff of STC CUTTACK shall be served in the canteen or at their respective tables, as desired by these persons. There is a separate dining hall meant

for Faculty Members, guest faculties and other VIPs (even single) visiting STC, who shall be served coffee/tea/milk/breakfast/lunch/snacks/dinner in this separate dining hall.

- 5.16. Coffee/tea flasks should be well maintained. *Utensils, cups, saucer, flacks crockery etc should be scrubbed and cleaned thoroughly with branded cleansing agents (like Vim, or Prill) and hot water. A thorough cleaning ought to take place every weekend. All equipments, fixture, utensils are to be used by removing the grime, stain, oil and wiped well by cleaned cloth and dried.*
- 5.17. *The CATERER/SERVICE PROVIDER should make arrangement for cleaning the dining Table/space as and when required for proper hygienic condition of the area.*
- 5.18. Timings prescribed by the Principal , STC or a person authorized by him/ her for each service as given in **Annexure-7** shall be strictly adhered to by the contractor and STC CUTTACK is free to change the timings from time to time or prescribe different timings for different groups of participants.
- 5.19. The menu shall be drawn up weekly in full detail for each day and approval thereof be obtained by the Contractor latest by Friday of the preceding week from the Principal or anyone authorized by him/her. The menu once approved should be strictly adhered to. Deviation, if any, will be allowed by STC only in case of exigencies. The approved menu should be displayed prominently on a board inside the dining hall.
- 5.20. The contractor shall provide special lunch/dinner in buffet style whenever required, in the canteen or in the Lawn. The menu for the same shall be prescribed by the Principal or by his/her authorized representative. The rates for special buffet style lunch/dinner will be as negotiated and agreed to between the Competent Authority and the Contractor. The entire arrangement and catering and serving vessels will be the sole responsibility of the contractor.
- 5.21. Cost of cleaning material for cleaning of Dining Hall, Kitchen, Wash rooms, utensils, equipments etc. (including liquid soap) shall be borne by the Contractor.
- 5.22. Dining Table should have water jug, drinking water glasses, paper napkins, salt and pepper etc. and properly arranged to seat four persons or more as per requirement. Although there will be self service by the trainees, the Contractor should have sufficient number of workers for serving the food.
- 5.23. All vegetables and fruits should be washed first and then cut. Aqua Guard water, available in STC, shall be served for drinking purpose (in clean glasses) and it shall also be used for preparing food-items not requiring cooking such as chutney, butter-milk, etc.
- 5.24. Food should be cooked only in the kitchen of the canteen. Contractor should not bring or serve any food prepared or cooked outside (except with prior permission of the competent authority). Food should not be served to any outsider, either on payment or free of cost.  
***Sale of food items and beverage are not allowed in the canteen of STC and STC premises***

5.25 Training routine prescribed by the Principal or any person authorized by him for each service should be strictly adhered to by the CATERER/SERVICE PROVIDER and the Corporation is free to change the timing time to time for different group of participants. The kitchen staff should be present till the last trainee finishes his meal.

5.26 The supervisor of catering on behalf of the CATERER/SERVICE PROVIDER will keep regular liaison with the administration of STC and seek information about the number of the participants in each session ahead of the commencement of the training programme as communicated from the STC Administration .

## 6. Penalty Clause:

6.1 If the quality/quantity of food served or service rendered by the contractor is not found satisfactory at any point of time, the Principal, STC or any one authorized by him/her is entitled to withhold the contractor's bills in part or full, effect cuts in the bills, demand compensation from the contractor or take any other action deemed necessary including termination of the contract with due notice to the contractor. The decision of the Principal, STC or any one authorized by him/her will be binding and final in these matters.

6.2 A recovery in terms of the percentage of total food bill for each session shall be effected as per the table given below on the basis of participants giving 'Average' Ratings with regard to the quality of food served to them.

Sl	Percentage of participants giving 'average' ratings in a session	Recoverable % of total food bill for respective session
1	Above 15%-up to 20%	02 %
2	Above 20%-up to 30%	05 %
3	Above 30%	10 %

In the event of persistent adverse ratings, a penalty higher than that specified above may be imposed.

6.3. Further, the Principal, STC may, based on recommendation by the canteen committee or at his/her sole discretion, impose additional penalties as considered appropriate or take any other action as deemed necessary, including termination of the contract with due notice to the contractor, in case of deficiencies, such as:

- (a) Stale food
- (b) Unhygienic food
- (c) Inadequate food
- (d) Failure to serve within prescribed hours
- (e) Unauthorized deviation from approved menu.
- (f) Non-compliance with the deficiencies pointed out by the Canteen Committee.

6.4 Use of Ghee, Vanaspati (such as 'Dalda'), artificial colors and reuse of oil is strictly prohibited. Adulteration or use of sub-standard items will be penalized and the items will be confiscated.

6.5 The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and, if at any time, any fine or penalty is imposed by the Government authorities (e.g. by the food inspectors/ food dept.) the same shall be borne by the contractor and STC CUTTACK will not pay any fine or penalty that may arise /or that may be imposed on account of the fault of the Contractor and the Contractor will be solely liable for the consequences. Such instances may lead to termination of the Contract.

6.6 In the event of any incident of food poisoning or on inspection, if it is found that the food item is injurious to health or of a substandard quality, the contractor will be held solely responsible and shall be liable to pay a penalty as may be decided by the Principal, STC on each occasion and the Contractor will be solely liable for the consequences.

## 7. Rates:

7.1. The rates payable per participant to the contractor shall be as per rates for individual items as mentioned in **Annexure A (FINANCIAL BID)** for the following categories:

- (a) For participants on their arrival and departure days, when training sessions for these participants are not held on these arrival or departure days;
- (b) For the guests (on training days or on their arrival and departure days) and
- (c) For the participants who attend the training on non-residential basis.

7.2. The Contractor has to maintain a record of dates and timings of arrival and departure of the participants, in such format as may be decided by STC (manual format or on computer) to facilitate billing as per actual attendance as per rates as mentioned in **Annexure 'A'** for the following items:-

- 1. Bed tea/coffee/Milk      2. Breakfast
- 3. Lunch      4. Snacks      and      5. Dinner

7.3 The food items shall be served in the Canteen/Office premises of STC. It shall be the responsibility of the contractor to keep account for the personal catering bills so incurred, collect the cost thereof from the concerned Faculty Members, Officers or Staff by issuing them with receipts for the amount received from them. STC shall not be responsible in any way for non-receipt or delayed receipt of any amount on this count of personal bills.

7.4 The contractor shall submit his bills for catering service fortnightly every month, in the manner and format as prescribed by the STC within 5 days of the end of the relevant fortnight. STC shall settle the bill within 10 days of its receipt, subject to the bill being found satisfactory, all statutory remittances being made by the contractor and no other recoveries being pending. Bills found defective are liable to be returned to the contractor without settlement till such time as proper and valid bills are submitted.

7.5 Annual hike of up to 10% (Ten )on the basic initial rate of Catering Services only (as mentioned in Annexure "A" i.e. individual rates ) may be examined at the sole discretion

of the Competent Authority considering the Consumer Price Index (CPI), only on the basic initial rate, as agreed upon at the commencement / renewal of the contract in Annexure 'A', [i.e. individual rates ], subject to such request to this effect having been made by the Contractor.

## **8. Checks:**

8.1. The Contractor shall permit the concerned Authorities (Principal, Vice Principal, Canteen Committee members and / or Officials from Estates Department) of STC at all times to enter the canteen premises, including kitchen / store-room to make inspection of following

- Cooking arrangements
- Raw material being used
- Quality & Quantity of eatables and articles of food and drinks stored & served
- Conditions of the fittings, fixtures and furniture's
- Sanitary arrangements, hygiene and general cleanliness
- Upkeep of the canteen premises
- Canteen and kitchen employee's hygiene.

8.2 The deficiency pointed out by the Canteen Committee members and/or authorized Officials shall be remedied immediately.

8.3 STC CUTTACK insists on the highest quality in preparation of food items and also the associated services. To ensure this, the Principal / Vice Principal or the Canteen Committee shall call meetings from time to time, as and when the requirement is felt. The contractor should attend such meetings whenever he is called upon to do so. This is mainly to keep a check on the quality and the quantity of food to be served and the standards of servicing. The contractor is also required to provide the food items prepared for test and taste by designated STC Officials to ensure quality.

## **9. CONDITIONS:**

9.1. The Contractor shall maintain in good condition all furniture, equipments, fittings, premises etc provided to him and handover the same on termination of the contract. All the furniture, fixtures, equipments and articles brought or made available by STC in/or to the hostel/canteen block shall remain the exclusive property of STC.

9.2. The contractor shall be responsible for the pilferage and/or any damage to the administrative block/or hostel block or portion of the building under the contractors occupation or the fittings, fixtures, furniture's or other equipments entrusted in his charge, when such damage is, in STC's opinion, caused due to the negligence or carelessness or any fault on contractors part or on the part of his employee and he shall be liable to pay to STC such amount in respect of such damage as may be assessed by STC's officials authorized in this behalf.

9.3. The, Principal, STC or any one authorized by him/her is entitled to issue instructions to the contractor on any matters covered by this contract or not specifically covered but found necessary in the discharge of the training operations of STC CUTTACK. In all such matters, the decision of the Principal shall be final and binding on the Contractor.

9.4. It will be the Contractor's responsibility to ensure that the obligations under the terms of this catering contract are duly performed and observed.

9.5. Sale of eatables and cold drinks are not allowed in the canteen of STC or anywhere within STC Premises either by Contractor or his employees.

**List of items (Provisional) and services that are provided in the Canteen Premises by STC, CUTTACK ( Vendors are requested to check other utensils at STC , details of which not mentioned here)There are other item**

Sl.	Items	Stock on hand
1	Tray	16
2	Flask ( 500 ml)	26
3	Navkar Plate	94
4	Navkar bowls	150
5	Grinder	01
6	Chaki Grinder	01
7	Kumar Pander (Silver)	06
8	Khadika	02
9	Big Spoon	12
10	Steel dish with cover (Big size)	07
11	Aluminium Kodai (Big size)	01
12	Fibre Plate (Big size)	60
13	One big Miltage container ( 10 Liters)	01
14	Gas Tanki (Cylinder)	02
15	Hammer with stick	01
16	Tawa (Big size)	01
17	Square Bin with lid (30 litres)	02
18	Mug	32
19	Stove 2 old & 01 New	03
20	Paniki	02
21	Steel Bucket	02
22	Coffee Mug	15
23	Chairs ( Supreme Model)	50
24	New Chairs	28
25	Aluminium Dish (Big)	03

And all other : (a) Aluminium Dish (Big) : 03 Pc

1. STC will provide basic utensils as well as necessary cookery items. The quantity of items will be based taking into cognizance the need to provide service for 50 persons at a time.
2. Exact inventory of items supplied by LIC will be provided at the time of taking over the job.



## ANNEXURE '7'

The menu for Breakfast, Lunch, Snacks & Dinner and its timings for serving is as under:  
(Quantities/ serving sizes are per participant)

Sl	Particulars	Timings
A	<b>Bed Tea- With / without sugar.</b>	6.00 a.m. to 7.00 a.m.
B	<b>BREAKFAST</b>	8.30 A.M. to 9.30 A.M
	<p>1. Any one of the following:</p> <p style="padding-left: 40px;">Idly ( 5 No ) With Sambar and Chatni OR Poori. (5 Pooris) &amp; Sabji (150 Gms) OR Upama &amp; Curry (150 Gm each) OR Cornflakes &amp; Milk (150 ml) &amp; Bread (4 Pieces) with Butter / Jam &amp; Fruits : 1 Bananas and  Tea (Full Cup )</p>	
C	<b>Mid-session (Forenoon):</b> Tea / Coffee With /Without sugar & Biscuits	11.00 AM. to 12.00 Noon
D	<b>LUNCH</b>	1.30 PM . to 2.00 PM.
	<p>(a) Rice &amp; Roti (Rice : Balami Arua) (b) Dal (Arhar / Mung) (c) Mixed Vegetable / Alu Gabi Motor/ Potala Curry (seasonal Vegetables) (d) Bhaja (Seasonal Vegetables) (e) <b>Chicken 4 Pieces / Fish 2 Pcs</b> (For Non Vegetarian ) Mushroom / Paneer(100 Gms) (for Vegetarian) <b>Monday &amp; Thurs Day will be the Veg. Day.</b> The Non Veg. Days will be decided by The Principal depending upon the situation &amp; will be decided on 1<sup>st</sup> /2<sup>nd</sup> day of every month. (f) Papad (g) Salad (h) Tomato Khata / Aou Khata ( on Monday &amp; Thurs Day) (i) Sweet items ( 100 Gm) ; Kheer (Semia ) / Rasagulla / Gulab Jamun / Ladoo / Kala jamun / Fruit Salad / Jalebi</p>	
E	<b>Mid-session (Afternoon):</b> Tea / Coffee with / without sugar & Biscuits	3.00 PM. to 4.00 PM.

F	<b>SNACKS</b>	5.00 PM. to 6.30 PM.
	<p>Tea / Coffee / Milk (150 ml.) with ANY ONE of the following:</p> <p>Piaji (Onion Pokada ) - 2 pieces                      OR</p> <p>Alloo Chup - 2 pieces                                      OR</p> <p>Bread Chup - 2 pieces                                    OR</p> <p>Samosa / Vegetable Cutlet - 2 pieces</p>	
G	<b>DINNER</b>	8.30 PM. to 10.00 PM.
	<p>( a ) Rice &amp; Roti</p> <p>( b ) Dal Fry / Tadka / Chhole</p> <p>( c ) Bhaja ( Seasonal Vegetables)</p> <p>( d ) Egg / Mushroom/ Paneer curry</p> <p>( e ) Salad</p> <p>( f ) Sweet / Khiri / Halwa</p> <p>////////////////////////////////////</p> <p><b><u>SPECIAL BUFFET DINNER</u></b></p> <p>( <i>To be served as and when decided by Principal, STC</i> ) ).</p> <p>( Cost of Buffet Dinner will be separate as decided by STC )</p> <p>Indicative Menu:</p> <p>-----</p> <p>( 1 ) Starter (Soup) Veg &amp; Non veg</p> <p>( 2 ) Chicken Biryani ( To be intimated in due time )</p> <p>( 3 ) Veg. Biryani (To be intimated in due time)</p> <p>( 4 ) Roti / Naan/ Lachcha Paratha;</p> <p>( 5 ) Mixed Vegetable Curry ? Paneer Curry</p> <p>( 6 ) Ice Cream</p> <p>( 7 ) Sweets</p> <p>( 8 ) Fruits</p>	

Note:

- Tea/coffee /milk should be supplied with or without sugar as per the requirement.
- The service of all food items, except tea / coffee / milk / sweet / curd, will be on buffet basis as per the requirement of the participants/guests/ STC Officials as specified above.
- No pre-portioning is allowed.
- Sounf, lavang, elaichi, tooth-picks and tissue papers of good quality to be supplied after breakfast, lunch and dinner every day.
- The bowls/ containers for curries shall be of at least 150 ml size.

## ANNEXURE '8'

All the food ingredients to be used for preparing the tea / coffee/ milk, breakfast, meals and snacks should be of good quality and should correspond to the standards specified below: Ingredients Standard Specified :

- ( a.) COOKING OIL - Sun Flower Oil / Fortune /Engine / Freedom and standard brands  
Desi Ghee of standard brand. RICE Should be of Balami Arua
- ( b ) FLOUR - Reputed Agmark brands like Aashirwad, Annapurna, Fortune
- ( c ) PULSES & BESAN Reputed Agmark brands like Tata Sampurn / Aashirwad
- ( d ) Sweets
  1. The items such as Rasgulla, Gulab Jamun and other sweets are to be purchased from shop approved by STC, if not prepared on premises
  2. Kheer, Sevan, fruit custard are to be prepared in milk.
- ( e ) TEA /TEA BAG Taj Mahal, Assam, Brook Bond, Lipton, Tata Tea
- ( f ) PICKLES Mother's Recipe, Nilons, Pravin,
- ( g ) MILK/MILK PRODUCTS – Omfed, Amul, Gokul. Milkmo
- ( h ) BUTTER : Omfed, Amul, Mother Dairy, Nutrela
- ( i ) JAM (MIXED FRUIT) Kissan,
- ( j ) SAUCE (TOMATO/CHILLI) Kissan, Maggi
- ( k ) ICECREAM Kwality, Mother Dairy, Vadilal, Amul,
- ( l ) VEGETABLES Should be fresh and not stale
- ( m ) FRUITS Should be fresh and ripe
- ( n ) SPICES - Reputed brands like MDH, Ashoka, Everest, Badshah, MTR, Ruchi, Bharat

Note: PRINCIPAL STC, CUTTACK may change these Brands of food material from time to time if the aforesaid Brands are not available in the market, or discontinued, or the Competent Authority feels that the Brand(s) need(s) to be changed so as to ensure the quality of materials.

## BID SECURITY DECLARATION FORMAT :Annexure –“ 9 ”

(To be submitted by all Vendors who participate in the tendering process)

***Please Type the Declaration in Company / Firm's Letter Head***

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### **BID SECURITY DECLARATION**

I/We on behalf of M/S \_\_\_\_\_ as a firm will abide by all the tender conditions as contained in the tender document floated for printing and supply of Pre-printed continuous computer stationary for Policy Bonds & booklet by LIC OF INDIA,Cuttack Division..

I/We declare that, if selected and granted the tender, we will provide the aforesaid supply for the full contract period. In case I/ We \_\_\_\_\_ fail to supply the goods / services as required under the tender, or if we modify any of the tender conditions in any form, Life Insurance Corporation Of India, Cuttack Division will be at liberty to suspend us as approved vendor for the time specified in the tender conditions.

Date and Place:

Signature of the Bidder with Rubber Seal / Stamp of the Bidder's Establishment.

**ANNEXURE - A**

**FINANCIAL / PRICE BID**  
**SCHEDULE OF RATES FOR THE FOOD ITEMS AS DETAILED IN ANNEXURE '7'**

Actual Rates to be quoted by the Bidder are to be filled in only in the "Financial Bid"

Sl	Particulars	RATE (₹) - PER PERSON - PER DAY: EXCLUDING GST	
		In figures	In words
1	Bed Tea		
2	Break fast		
3	Mid-session (Forenoon): Tea / Coffee / Milk		
4	Lunch		
5	Mid-session (Afternoon): Tea / Coffee / Milk		
6	Snacks		
7	Dinner		
<b>A</b>	<b>GRAND TOTAL ( COST PER PERSON PER DAY ):</b>	₹. (in figures)	(Rupees in words.....)

( Signature of the Vendor with Seal )

Serving to Guests/Staff/Faculty, if any, will be considered for Payments on the basis of rate quoted for particular service as mentioned herein above.

**Note:**

1. The rate quoted above towards catering charges shall be inclusive of cost of materials, remuneration/wages of workmen engaged and all types of expenses, charges, levies, duties, etc. if any but Excluding GST. GST will be paid by LIC as per Government Notification.
2. The Contractor should quote the rates taking into account the Minimum Wages and various other statutory payments to be paid by him/her.
3. Amount mentioned in word will only be considered wherein, there is a discrepancy in words and figures, words will be considered.
4. When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly, the rate per plate quoted by the bidder shall be taken as correct and not the amount.
5. The items to be served in hot
6. "Information to the Bidder" should be taken into consideration before quoting rates.
7. **Grand Total will be reckoned for selection of Financial Bid**

(Signature of the Vendor with Seal)