

TENDER DOCUMENT FOR

CANTEEN/MESS SERVICES AT

OMFED 05 LLPD PLANT



THE ORISSA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.

D-2, SAHID NAGAR, BHUBANESWAR

August-2021

Cost: Rs.500+12%GST



**The Odisha State Cooperative Milk Producers' Federation Ltd., D-2,
Sahid Nagar, Bhubaneswar-751007.**

PhoneNo:0674-2544576,2546030,2546121,2540417,2540273.

Fax:0674-2540974

E-mail: omfed@yahoo.com Website: www.omfed.com

NOTICE INVITING TENDER

OMFED invites sealed tender from experienced, reputed technically and financially sound bidders for "Canteen/Mess Services" at premises of new Plant 5 LLPD, of OMFED. Interested bidders may download the Tender Document from OMFED website www.omfed.com & submit their sealed offer in separate envelopes with complete technical details. The tender cost of Rs.500/- + 12% GST with E.M.D. of Rs. 50,000/- (Fifty Thousand Only) both in shape of Demand Draft in favour of OMFED drawn on any Nationalized Bank payable at Bhubaneswar, should reach at the above addressed office latest by 04/09/2021 up to 13.00 hours. The sealed offers shall be opened on the same day at 16.00 hours in presence of participant bidders. For details please visit OMFED website www.omfed.com

The corrigendum, if required, shall only be published in OMFED website but not in any other media/news papers.

OMFED reserves the right to accept or reject any or all the tender documents or part thereof without assigning any reason.

Managing Director



The Odisha State Cooperative Milk Producers' Federation Ltd., D-2, Sahid Nagar, Bhubaneswar-751007.
Phone No: 0674-2544576, 2546030, 2546121, 2540417, 2540273.
Fax: 0674-2540974

E-mail: omfed@yahoo.com Website: www.omfed.com

DETAILS

Tender for	Cleaning and Sanitation
Reference No.	184/PROJ/5LLPD/NDP/Canteen
Cost of Tender Form	Rs.500/- + 12%GST
Schedule-I	Eligibility Criteria
Schedule-II	General terms and Conditions
Schedule-III	EMD & Security Money
Schedule-IV	Facilities to be Provided by OMFED
Schedule-V	Rate submission format
Schedule-VI	Technical Details
Earnest Money Deposit	Rs.50,000 (Rupees Fifty Thousand only)
Last date and time for submission of tender document	Dt.04/09/2021 till 13.00 hours
Date & Time for opening of Tender	Dt.04/09/2021 till 16.00 hours
Envelop-A	EMD to be submitted.
Envelop-B	Technical documents to be submitted.
Envelop-C	Financial bid to be submitted.
Address for communication	Managing Director Orissa State Cooperative Milk Producers' Federation Ltd., D-2, Sahid Nagar, Bhubaneswar-751007 (Odisha)

Managing Director

**The Orissa State Cooperative Milk Producers' Federation Ltd., D-2, Sahid Nagar,
Bhubaneswar-751007.**

SCHEDULE –I

ELIGIBILITY CRITERIA OF BIDDER

1. Contractor should have valid FSSAI certificate for running Canteen/Mess Services.
2. Contractor should have valid food license with minimum 02 years of experience & professionally competent service in any Educational Institute of Repute/Government/Semi-Govt./ Public Sector Undertaking/Autonomous Body/ Reputed Corporate is eligible to apply.
3. Contractor should have minimum turnover of Rs.12 Lakhs each year in the last two years.
4. Undertaking for not ever been black listed by the Govt. /Non-Govt. Agency as per format provided in the tender document.
5. The GST number either in the name of proprietor or the firm. (Copy should be enclosed along with technical bid.)
6. The Contractor should have valid PAN number either in the name of proprietor or firm. (Copy should be enclosed along with technical bid).
7. A demand draft of Rs.50,000/- (Rupees Fifty thousand only) to be deposited as Earnest Money Deposit in favour of "OMFED, Bhubaneswar" along with tender paper.
8. They should have their own Bank account (in the name of the Firm/Agency)

SCHEDULE – II

General Terms & Conditions:

I. For the purpose of this particular contract, bidder should meet the following minimum qualifying criteria.

1. The Canteen operator is allowed to serve foods to the visitors, only after the consent of Competent Authority or Plant Manager on the approved price list as agreed and approved by OMFED. The Price List shall be displayed in the canteen at OMFED, 5 LLPD PLANT.
2. The rate and items served by canteen operator shall be approved by competent authority of OMFED.
3. All milk and milk products to be used by canteen operator shall be of OMFED.
4. A subsidy of Rs.4.00 per plate for lunch/dinner (Normal Thali) served to OMFED employees/man power engaged through contractors in the canteen shall be provided by OMFED.
5. The contractor shall sell items in the canteen against cash payment.
6. The Canteen operator shall have the option to revise the rates of subsidized items once in a year with approval of OMFED.

7. OMFED shall bear and pay the cost of repairs and maintenance of the canteen space together with any improvement as would be deemed necessary, with the approval of competent authority of OMFED. The Canteen operator shall keep the canteen space in good and usable conditions. If any damage caused by the canteen operator shall be repaired at its own cost.
8. The Canteen operator shall not store or allow storing of any inflammable or obnoxious article in the canteen space excepting those, as may be required for the use of the canteen operator, which is covered by any lawful license.
9. Officials of OMFED will have the right to inspect the entire canteen space and dining area during the day and night time and shall also test the sample of food items for quality checking.
10. If there is any complaint on the hygiene aspect or quality of food, which will appear justified by OMFED, the contract is liable to be terminated after a hearing in the matter.
11. The Canteen operator shall be allowed to use water, urinal and toilet on common usage basis.
12. The Canteen operator shall obtain all the necessary licenses and approvals including all insurance covers for running its business in the canteen at OMFED 5 LLPD Plant.
13. No liquor/**alcohol** would be served in the Canteen. **Tobacco in any form is not permitted inside factory premises.**
14. Number of canteen staff to be decided in consultation with the Admin. Deptt. of OMFED. All staff engaged by the agency shall have photo identity cards with construe signature of the Plant Manager.
15. The Canteen operator shall not sell any cigarette, bidi, pan, alcohol etc. in the canteen and in the plant premises, if anyone is found indulging in these activities, the person shall be asked to leave the campus immediately and the Tenderer shall be liable to lose the contract for breach of this condition.
16. The Canteen operator shall use the premises ONLY for which it has been given by the OMFED under the contract. The use of the premises for other purposes will lead to the suspension/termination of the contract.
17. The Agreement will be initially valid for a period (01) ONE years with an option for renewal of the same for one year as per discretion of OMFED on the same or similar terms and conditions.
18. OMFED reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, OMFED shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Bhubaneswar court shall be our Jurisdiction.

Signature of Bidder

II. Quality & Hygiene to be maintained by the Contractor:

1. The contractor shall procure all food and other items to be sold in the canteen of good quality to the satisfaction of the Canteen/Mess Committee constituted by OMFED.
2. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale is not recycled. Stale food shall be removed from Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within three hours in summer months and six hours in winter months, shall be deemed to be stale and unfit for consumption.
3. The food preparation shall be wholesome and shall generally cater to the taste of the employees.
4. The oil that remains from deep frying at the end of the day shall have to be disposed off and shall not be recycled for the purpose of cooking again.
5. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard.
6. The utensils shall have to be maintained sparkling clean at all time.
7. All utensils shall be sterilized each morning before serving any item.
8. The contractor shall pay special attention to maintain the Canteen neat and tidy at all times. For this purpose, the Canteen shall be cleaned thoroughly after each meal regularly by the employees of the contractor.
9. The contractor shall ensure that only hot food is served to the employees. Complaint, if any, in this regard shall be viewed seriously.
10. The contractor shall ensure that sufficient man power is deployed at all times for preparation and serving each meal including cleaning, washing and overall upkeep of Canteen assets and premises.

SCHEDULE – III

EARNEST MONEY DEPOSIT:

1. All the parties shall be required to deposit EMD of Rs.50,000/- (Rupees Fifty Thousand only) along with the tender submission paper. Without the requisite EMD the tender shall be rejected.
2. EMD in the form of Demand Draft (DD) drawn on any Nationalized Bank in favour of "Managing Director, The Orissa State Cooperative Milk Producers' Federation Ltd." payable at Bhubaneswar should reach physically in the office of MD,OMFED on or before Dt. 04/09/2021 till 13.00 hours
3. EMD of successful tenderer shall be retained till the completion of the work. No interest will be paid on this deposit for the period during which the deposit is kept with OMFED.
4. EMD of the bidders whose rates are not accepted will be returned within 30 days from the date of tender opening.

Signature of Bidder

Security Deposit, Dispute, Arbitration & Final Authority.

1. Security Deposit of Rs.50,000/-(Rupees Fifty Thousand only) for **new plant 5 LLPD at Arilo-Govindpur** shall be deposited by the successful bidder in shape of Demand Draft in favour of OMFED drawn on any Nationalized Bank payable at Bhubaneswar No interest will be paid against the Security Deposit.

At the time of submitting the tender, tenderer shall supply detailed information about their activities in the enclosed form.

2. Disputes:

- a. The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Managing Director, OMFED will be final & binding in case the disagreement or dispute is not resolved by mutual negotiation.
- b. Legal dispute, if any, concerning to this contract shall be subject to the jurisdiction of the courts at Bhubaneswar.

SCHEDULE – IV **FACILITIES TO BE PROVIDED BY COMPANY**

Following facilities will be provided by company to the contractor for fulfilling their obligation and discharging their responsibilities under this agreement.-

1. A subsidy of Rs.04/-(rupees four) by OMFED only per plate for lunch/dinner (Normal Thali) .
2. Furniture and fixtures, Utensils, including refrigerator, deep freezer.
3. Water.
4. Serving trays, Thales, Stainless steel jugs, Mugs, Glass, Spoons etc, which are required to replace due to normal wear and tear will be replenished by OMFED subject to verification of the damaged items.
5. The LPG commercial cylinders will be provided by OMFED considering actual consumption.(maximum 08 Nos per month).
6. OMFED shall arrange pest control services free of cost.
7. Payment of subsidy shall be made on monthly basis on produced of signed documents along with invoice duly certified by Admin & HR Group.
8. OMFED will bear and pay the cost of repairs and maintenance of the canteen.
9. OMFED will bear electricity charges on consumption basis, but not allowed to use heater or Induction for making/cooking food.
10. At the time of expiry or termination of Contract, the contractor will hand over the items back to the OMFED. In case of any shortage, he will pay the cost for the same.

Signature of Bidder

SCHEDULE-V

FINANCIAL BID

(RATES SHOULD BE SUBMITTED IN THIS FORMAT)

Canteen/Mess Services at OMFED 05 LLPD Plant

ANNEXURE -I

Sl. No.	Item Description	Unit	Qty.		Max. Rates (incl. all taxes) (in Rs.)	Rates Quoted by the tenderer (including all taxes) (in Rs.)
1	Tea	Each	Cup	150 ml	10	
2	Coffee	Each	Cup	150 ml	15	
3	Biscuits/Chips/Cakes	Each	Pack	Packaged	MRP	
4	Packaged Water (1Ltr)	Each	Bottle	Packaged	MRP	
5	Standard Cold Drinks	Each	Bottle	Packaged	MRP	
6	Samosa/Bread Chop	Each	1 Piece	Standard	15	
7	Pakora (veg/mix/paneer)	Each	1Plate	Standard	20	
8	Egg Omelet and two big bread	Plate	02 Eggs	Standard	30	
9	Idli sambar/sambar-bada	Plate	4 piece	Standard	25	
10	Puri Sabji	Plate	5 Piece	Standard size	25	
11	Tawa Roti	Each	1 Piece	Standard size	08	
12	Steamed Rice-Plain	Plate	Half/Full	Standard size	20/30	
13	Vegetable Fried Rice	Plate	Half/Full	Standard size	30/50	
14	Egg/Fish Curry	Plate	2 Piece	Standard size	35	
15	Chicken Curry	Plate	2 Piece	Standard size	35	
16	OMFED Products- Rabidi , Lassi , Sweet Curd, etc	Each	Pack	Packaged	MRP	
17	Executive Thalīs for meeting/seminars/training containing Arwa Rice, 3 Roti, 2 Types Vegetable Curry, Dal Fry, Salad, Papad, Achaar & Sweet Dish	Pre-plated	1 Plate	Standard mess plate	50	
18	Normal Thali containing 2 type of vegetables, Boiled rice or Roti, Salad, Dal, Papad & Chutney/Aachaar	Pre-plated	1 Plate	Standard mess plate	As per Omfed Norms	
GRAND TOTAL						

Signature of Bidder

Grand Total of items mentioned at ANNEXURE -I

1. Rate Rs

2. TOTAL Rs

(.....)

(in words)

Signature of Bidder

Seal & Date

UNDERTAKING

I/We.....hereby
solemnly agree to abide by the Terms & Conditions and the rates enumerated above.
Any violation of the Clause(s) will render my/our contract null and void.

I/We have understood completely about this tender document and the terms and conditions therein. I/We agree to sell the eatables/snacks/Tea/High Tea/Juices, etc. on the rates mentioned in the tender rate list annexed with. I/We have also understood that I/We have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

Date

Signature of the Contractor

(Full signature of the Tenderer with seal)

Name of the Contractor _____

SCHEDULE-VI
(TECHNICAL BID)

APPLICATION FOR CANTEEN/MESS SERVICES AT OMFED 5 LLPD DAIRY

1. Name of Tendering Contractor : _____

2. Cost of Tender Paper : Rs. _____
(Original D/D or M/R is to be enclosed.)

3. Details of Earnest Money Deposit : DD No. _____ date _____ of
Rs. _____ drawn on _____
_____ Bank.

4. Name of Proprietor/Partner/Director: _____

5. Full Address of Registered Office : _____

Telephone No. : _____
FAX No. : _____
E-mail Address : _____

6. Full address of Operating/Branch Office : _____
Telephone No. : _____
FAX No. : _____
E-mail Address : _____

7. Name & telephone no. of Authorized Officer/person to liaise with Unit(s). : _____

8. Performance/experience (Minimum 2 year essential) (copy of certificate enclosed) : _____

9. Details of the License (Valid labour contract license Obtained from competent authority, Xerox attested copy to be enclosed) : _____

10. PAN/ GIR No. (Attach attested copy) : _____

11. GST Registration No. : _____
(Attach attested copy)

12. E.P.F. Registration No. : _____
(Attach attested copy)

13. E.S.I. Registration No. : _____
(Attach attested copy)

14. Financial turnover of the tendering Contractor
for the last 2 Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2019-20		
2020-21		

15. Additional information, if
any:(Attach separate
sheet, if required)

Date:

Place:

Signature of Bidder

Name:

Seal:

AGREEMENT

This Agreement is made on this day of _____

BETWEEN

The Odisha State Co-Operative Milk Producers' Federation Ltd., a society registered under the Co-Operative Societies Act, 1962 having its registered and corporate office at D-2, Sahid Nagar, Bhubaneswar hereinafter referred to as "OMFED" (which expression shall, unless repugnant to the context or meaning there of, include its successors in interest and assigns) of the ONE PART;

AND

M/s. _____
referred to as the "THE CONTRACTOR" (which expression shall, unless repugnant to the context or meaning thereof, include their successors in interest and assigns) of the OTHER PART;

AND

WHEREAS the OMFED has its Plant located at Cuttack- Arilo-Govindpur, Cuttack (hereinafter referred to as the 5 LLPD) and is engaged in Canteen/Mess Services at the said PLANT;

AND

WHEREAS the Contractor is in the business of providing Canteen/Mess Services for commercial establishments;

NOW THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

- 1) The Agreement will be initially valid for a period (01) ONE years with effect from Dated _____ with an option for renewal of the same for one year as per discretion of OMFED on the same or similar terms and conditions or such terms and conditions as may be mutually agreed upon.
- 2) The Contractor will provide additional personnel as and when required by OMFED in exigency on the same rates, terms & conditions specified in this agreement.
- 3) Any damage/pilferage to OMFED's property due to mishandling, carelessness of the contractor or his workmen will be recoverable from the contractor's bill and all materials issued to contractors shall be the sole responsibility of the contractor during the period of the contract.

- 4) The Agreement is terminable with one-month notice in writing or payment of one month charges from either side during the agreement period. The Contractor shall, however, not leave the job either during the agreement period or after the period of agreement till alternate arrangement is made by OMFED. In no case, this period shall exceed three months.
- 5) The contractor shall make a security deposit of Rs. 50,000/- by means of Demand Draft in favour of "OMFED Ltd.". The security deposit shall be refunded after successful completion of the contract period. The claim of refund can be raised by the contractor after the contract period, which shall be refunded after 3 (three) months from the end of contract period after necessary adjustment/recovery of any amount payable by the agency to the Federation and without any interest. If any loss arises due to negligence on the part of the contractor, OMFED shall deduct such amount from the Security Deposit of the contractor.
- 6) The Canteen shall remain open from 8:30 A.M. to 10:00 P.M. from Monday to Sunday (including Local/National Holidays) on all working days, however, depending on the exigencies, as the per requirement of OMFED.
- 7) The contractor will ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen. The contractor will make the arrangements for keeping all eatables in covered showcase, free from flies and insects. Adequate number of dustbins will be provided by the contractor to ensure proper disposal of garbage. There should not be any littering of unused food or any other articles within the canteen. The contractor will also ensure that no used utensils viz. Cups, plates are lying in the plant and these should be removed immediately and frequently.
- 8) The contractor shall not engage the services of any sub-contractor or transfer the contract to any other person. If it is found at any time that the contractor is unable to provide the canteen services and has subcontracted to any other party, the OMFED has right to terminate the contract and to forfeit all security deposits.

- 9) In case of the breach of the terms of the agreement, security deposit of the contractor is liable to be forfeited.
- 10) No liquor would be served in the Canteen.
- 11) In the event of either party failing to act in accordance with the provisions of the agreement, the aggrieved party shall at the first instance try to settle the dispute mutually and amicably, failing such attempt, the same shall be referred to the Managing Director, OMFED by either party and the decision of M.D., OMFED shall be final.
- 12) During execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and buildings, etc. Non-adherence to this clause will attract imposition of suitable fines, as decided by the OMFED Management.
- 13) The Contractor shall not use the canteen premises for any other activity except for the purpose, for which it has been provided for.
- 14) The Canteen operator shall not store or allow storing of any inflammable or obnoxious article in the canteen space excepting those as may be required for the use of the canteen operator which is covered by any lawful license.
- 15) Daily dusting and cleaning of furniture provided in offices, proper upkeep and maintenance of mosaic floor, wall, tiles and exterior wall etc.
- 16) OMFED reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, OMFED shall be Arbitrator in case of any disputes and his decision shall be final and binding on both the parties. For all legal matters & dispute the courts at Bhubaneswar shall have the jurisdiction.

17) The terms and conditions of the tender document will form part of this agreement.

**"The Contractor"
Canteen/Mess Services**

**"The Federation"
THE ODISHA STATE CO-OPERATIVE
MILK PRODUCERS' FEDERATION LTD.,
D-2, Saheed Nagar Bhubaneswar-751007**

IN WITNESS WHEREOF THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS ON THE DATE, MONTH AND YEAR FIRST ABOVE WRITTEN:

For and on behalf of

For and on behalf of

The Contractor.

THE ODISHA STATE
COOPERATIVE MILK
PRODUCERS' FEDERATION LTD.

In the presence of:

In the presence of:

1. _____

1. _____

2. _____

2. _____