



SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH

(Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities, Govt. of India)
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.
Website: www.svnirtar.nic.in, E-mail: nirtar@nic.in & svnirtar@gmail.com

Tender No- DKSG-02

Date: 04.12.2022

NOTICE INVITING TENDER

For arrangement of food for the “Divya Kala Shakti” programme at Guwahati.

Name of work	Last Date and time of submission of Tender	Date and time of opening of Technical Bid
Arrangement (cooking, packaging & serving) of food for participants, escorts, guests, media and officials etc. during the period from 13.12.2022 to 19.12.2022 for the “Divya Kala Shakti” programme at Guwahati	11.12.2022 14:00 hrs	11.12.2022 14:30 hrs

Quotations are invited from Catering service providers possessing valid PAN & GST registration, who have executed similar works for other Government departments/ Public sectors/ reputed Organizations, for execution of the above work.

The tender papers are available on the website i.e. www.svnirtar.nic.in which can be downloaded, filled-up, signed and submitted along with required documents. Interested parties may send their Tender Papers super-scribing as “Tender for arrangement of accommodation for the “Divya Kala Shakti” programme at Guwahati” addressed to The Director, SVNIRTAR and sent through Speed Post/ Registered Post/ Courier to the address mentioned below or to drop inside the Tender box available at the address mentioned below so as to reach on or before the last date and time for submission of tender.

The Director,
Swami Vivekanand National Institute of Rehabilitation Training & Research
CRCSRE, Hostel Road, GMCH Campus
Guwahati

The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Sd/-
Director
SVNIRTAR



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GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

1. Price to be filled up in the prescribed format at **Schedule-A** clearly both in figures as well as in words (wherever asked so). Any ambiguity in quoting the rates shall disqualify the bidder.
2. Bidders are requested to visit the sites, check the present conditions, and understand the requirements properly before quoting the rates.
3. The rates are to be quoted in Indian currency only. The rates and taxes etc. will remain unchanged throughout the contract period.
4. Quotation must accompany the following documents:
 - a) Copy of PAN
 - b) Copy of valid GSTIN
 - c) Proof of experience in catering service done for other Government departments/ Public sectors/ reputed Organizations
5. All the items mentioned in the BOQ are to be arranged by the selected Catering service provider, during the period mentioned before.
6. SVNIRTAR would award the contract either for all the items or some of the items mentioned in the BOQ. The requirements/ quantities may be altered by SVNIRTAR, as and when required depending upon the situation.
7. No residential accommodation can be provided to the Catering service provider or his team of workers during execution of work.
8. The standards, specifications and safety norms are to be maintained by the Catering service provider, as per respective Government rules/ notifications.
9. The Catering service provider shall use own materials, cooking/ catering tools & equipments etc. as required for the execution of work.
10. The Catering service provider is responsible for due compliance of laws/ norms relating to safety during execution of work. The entire risk and responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the Catering service provider.
11. The contract shall be covered by Contract Labour (Regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) Central Rule 1971 with all amendments.
12. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
13. The Catering service provider must have sufficient & competent work force to execute the work promptly.
14. The Catering service provider shall execute the contract through own work force. Sub-contracting will not be allowed.
15. All works shall be executed in consultation with and as per instructions of Officers-in-charge. All equipments/ materials/ menu/ quality etc. shall be got approved by Officers-in-charge before using them during the event.
16. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work/ service is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.
17. The Catering service provider shall not cause any damage to the work, nor shall hinder other Catering service providers' works. The cost of any damage done by the Catering service provider

to the existing infrastructure of the Institute or other Catering service providers' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.

18. The Catering service provider shall prepare food using quality materials, approved by the Officer-in-charge.
19. The Catering service provider shall make all arrangements for the cooking, packaging using hygienic packaging methods approved by the Officer-in-charge, serving of food and cleaning of waste food & disposed plates etc. Food shall be prepared and served fresh and hot.
20. The Catering service provider shall also arrange for drinking, as approved by the Officer-in-charge, water during all servings.
21. In case the date of event is modified, the same shall be intimated well in advance and accordingly the date of rehearsal shall be on the two previous days.
22. Execution of contract (as per terms of contract) is the entire responsibility of the Catering service provider.
23. Payment shall be released approximately within 15 days after satisfactory execution of work, as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.
24. The menu for the food items shall be as follows.

Menu for food :

Breakfast: to be served at the location of staying of the participants

1. Puri-sabji / Chole bathure / idli, sambar & chatni
2. Bread toast & butter
3. Banana – 2 nos.
4. Tea & Coffee
5. Boiled egg – 2 nos.

Tea & snacks at 11 am: to be served at the rehearsal venue i.e, GMCH auditorium

1. Biscuit / Cookies
2. Cake
3. Tea & Coffee
4. Fruit juice – 200 ml (packaged)

Lunch: to be served at the rehearsal venue i.e, GMCH auditorium / at location as required within Guwahati

1. Rice
2. Tawa roti
3. Dal – Arar / Moong / Chana
4. Sabji – seasonal veg / Malai kofta / Paneer matar
5. Fish (boneless) / chicken (boneless)
6. Baby potato fry
7. Papad
8. Salad / chatni
9. Sweet dish – Halwa / Rasgolla / Gulab jamun

Tea & snacks at 4.30 pm: to be served at the rehearsal venue i.e, GMCH auditorium

1. Biscuit / Cookies
2. Cake
3. Tea & Coffee

Dinner: to be served at the location of staying of the participants

1. Rice
2. Tawa roti
3. Dal – Arar / Moong / Chana / Rajma / Tadka
4. Sabji – seasonal veg / Malai kofta / Paneer matar
5. Hot milk – 100 ml

Evening snacks : to be served at the rehearsal venue i.e, GMCH auditorium

1. Biscuit/ Cookies
2. Cake
3. Veg. sandwich/ burger
4. Tea & Coffee

VIP snacks: to be served at the rehearsal venue i.e, GMCH auditorium

1. Biscuit/ Cookies
5. Veg. sandwich/ burger
2. Mix. dry fruits
3. Dates
4. Banana
5. Tea & Coffee
6. Fruit juice (packaged)

Special dinner : to be served at the rehearsal venue i.e, GMCH auditorium

1. Plain rice
2. Pulao
3. Tawa roti/ Naan
4. Noodles
5. Dal fry
6. Mix.veg.
7. Chilly gobi with paneer
8. Fish masala (boneless)
9. Chicken dry (boneless)
10. Salad
11. Papad
12. Kheer
13. Gulab jamoon

(Note: Drinking water shall be provided during all the above.)

25. The quantities of items mentioned in BOQ are approximate quantities. The quantities actually required at site may vary. Requirements for each meal shall be intimated well in advance. Payment shall be made for actual quantities of items executed at site.
26. In case the Catering service provider commits any breach of contract, the Institute may at any time by Notice in writing summarily terminate the contract without compensation to the Catering service provider for any reason.
23. DISPUTES & ARBITRATION:
 - a) All the disputes relating to the meaning and instructions under this contract hereinbefore mentioned shall be referred to the High Court of Odisha, Cuttack and any decision in this regard would be final for both the parties.
 - b) Director of Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR), Olatpur reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.

Director

The bidder has to sign below as a token of acceptance of the above terms and conditions.

Authorized signatory with seal and date :

Name of bidder/ firm with complete postal address :

SCHEDULE – A : BOQ (To be filled up by the bidder)

Name of work : Arrangement of food for participants, escorts, guests, media and officials etc. during the period from 13.12.2022 to 19.12.2022 for the “Divya Kala Shakti” programme at Guwahati

S.N.	Description	Qty.	Rate (₹)	Amount (₹)
1	Preparing and servicing breakfast as per menu above for quantities (approx.) during the following period : 14.12.2022 – for 20 persons 15.12.2022 – for 150 persons 16.12.2022 – for 180 persons 17.12.2022 - for 180 persons 18.12.2022 – for 20 persons	For 550 persons		
2	Preparing and serving of Tea & snacks at 11 am as per menu above for quantities (approx.) during the following period : 15.12.2022 – for 180 persons 16.12.2022 – for 180 persons 17.12.2022 - for 180 persons	For 540 persons		
3	Preparing and servicing lunch as per menu above for quantities (approx.) during the following period : 14.12.2022 – for 40 persons 15.12.2022 – for 180 persons 16.12.2022 – for 180 persons 17.12.2022 - for 180 persons 18.12.2022 – for 180 persons	For 760 persons		
4	Preparing and servicing Tea & snacks at 4:30 pm as per menu above for quantities (approx.) during the following period : 15.12.2022 – for 180 persons 16.12.2022 – for 180 persons 17.12.2022 - for 180 persons	For 540 persons		
5	Preparing and servicing dinner as per menu above for quantities (approx.) during the following period : 13.12.2022 – for 20 persons 14.12.2022 – for 80 persons 15.12.2022 – for 180 persons 16.12.2022 – for 180 persons 18.12.2022 – for 100 persons	For 560 persons		
6	Preparing and servicing Evening snacks as per menu above for quantities (approx.) during the following period : 17.12.2022 - for 250 persons	For 250 persons		
7	Preparing and servicing VIP snacks as per menu above for quantities (approx.) during the following period : 17.12.2022 - for 30 persons	For 30 persons		
8	Preparing and servicing Special dinner as per menu above for quantities (approx.) during the following period : 17.12.2022 - for 400 persons	For 400 persons		
Total :				
GST :				
TOTAL : (Rupees)				

Date :

Authorized signatory :