



Reference No: SYS-CBII-CC-0069-2023-1295

Dated: 11-01-2024

**RFP for Engagement of Catering Agency for FIFA Academy, Bhubaneswar**

**January 2024**

*10*

**Sports and Youth Services Department, Government of Odisha Kalinga  
Stadium, Nayapalli, Bhubaneswar – 751012**

## Table of Contents

A. Notice for Request for Proposal – Data Sheet.....	3
B. Disclaimer.....	5
C. Abbreviations.....	8
D. Definitions and Interpretations .....	9
E. Instructions to Bidders .....	12
F. Introduction.....	21
G. Eligibility Criteria .....	22
H. Terms of Reference.....	24
I. General Conditions of Contract.....	29
J. List of Annexures.....	40
Annexure-I: Tender Submission Letter.....	41
Annexure-II: Bidder's Authorization Certificate .....	42
Annexure-III: Format for Financial Capacity.....	43
Annexure-IV: Power of Attorney.....	44
Annexure V: Organizational Background.....	46
Annexure VI: Information on Bidder's Organization.....	47
Annexure VII: Requirement of FIFA Academy - Menu .....	48
Annexure VIII: Work experience Format .....	52
Annexure IX: Financial Proposal Form .....	53
Annexure X: Format for Performance Bank Guarantee .....	54
Annexure XI: Format of Pre-Bid Queries .....	56
Annexure XII: Format of Contract.....	57
Annexure XIII: Format of Affidavit / Undertaking.....	59

## A. Notice for Request for Proposal – Data Sheet

Sports and Youth Services Department, Government of Odisha  
Kalinga Stadium, Nayapalli, Bhubaneswar –751012

Reference No: SYS-CBII-CC-0069-2023- /SYS,

Dated: 11-01-2024.

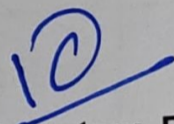
Sports and Youth Services Department, Government of Odisha, invites sealed Bids under two bid-basis i.e., Technical Bid and Financial Bid from reputed catering agencies for **‘Engagement of Catering Agency for FIFA Academy, Bhubaneswar.’**

Sl. No	Information	Details
1	Name of RFP	<b>Engagement of Catering Agency for FIFA Academy, Bhubaneswar.</b>
2	Type of RFP	Open Tender
3	Mode of tendering	Offline Tender
4	Last date for sending queries to DSYS, Government of Odisha	Date: 18/01/2024; Time: 02:00 pm Queries may be sent by email (in MS Word/Excel Format only as per <a href="#">Annexure XI</a> ): <a href="mailto:tender.dsys@odisha.gov.in">tender.dsys@odisha.gov.in</a>
5	Pre-bid meeting	Date: 18/01/2024; Time: 03:00 pm; (to be held via video conferencing) Link: <a href="https://meet.google.com/wfd-qush-fxh">https://meet.google.com/wfd-qush-fxh</a>
6	Issue of responses to pre- bid queries, addendum/ corrigendum, if Required	Date: 19/01/2024
7	Bid Due Date	Date: 01/02/2024; Time: 04:00 pm
8	Opening of Technical Bid	Date: 01/02/2024; Time: 05:00 pm
9	Opening of Financial Bid	Dates for the Financial Bid opening shall be intimated to the technically qualified bidders only
10	Bid Processing Fee/ Tender Document Cost (non-refundable) including GST	Amount: INR 10,000/- (Rupees Ten Thousand only) Payable in DD/ Banker’s Cheque only in favour of ‘Joint Secretary, Sports and Youth Services Department, Government of Odisha’ payable at Bhubaneswar. DD should reach DSYS, Government of Odisha (Addressed to : Sports and Youth Services Department, Government of Odisha, Kalinga Stadium, Nayapalli, Bhubaneswar, Odisha - 751012) on or before the Bid Due Date by registered post/ courier.
11	Earnest Money Deposit (EMD)	The bidder shall deposit Earnest Money of INR. 50,000/- (Rupees Fifty Thousand only) through Demand Draft drawn in favor of “Department of Sports & Youth Services” payable at Bhubaneswar”.

		The EMD shall be valid for 30 days beyond the Bid Validity period.
--	--	--

The sealed bids (technical bid and financial bid in separately sealed envelopes, as per Clause 11, Page 14 of the RfP) of the interested bidders should be submitted to the Sports and Youth Services Department, Government of Odisha (Addressed to: Joint Secretary, Sports and Youth Services Department, Government of Odisha Kalinga Stadium, Bhubaneswar-751012) on or before the Bid Due Date by registered post / courier / hand delivery.

Sports and Youth Services Department, Government of Odisha reserves the right to cancel the bid at any time or amend/ withdraw any of the terms and conditions contained in the RFP Document without assigning any reason thereof.

  
Joint Secretary, DSYS

## B. Disclaimer

1. This Request for Proposal (“RFP”) is neither an agreement nor an offer by Sports and Youth Services Department, Government of Odisha to the prospective bidders or any third party. The purpose of this RFP is to provide interested parties with information to facilitate the formulation of their Bid pursuant to this RFP.
2. This RFP includes statements, which reflect various assumptions and assessments arrived at by Sports and Youth Services Department, Government of Odisha. Such assumptions, assessments and statements do not purport to contain all the information that a party may require. This RFP may not be appropriate for all persons, and it is not possible for Sports and Youth Services Department, Government of Odisha to consider the particular needs of each party who reads or uses this RFP document. The assumptions, assessments, statements and information contained in this RFP document may not be complete, accurate, adequate or correct. Each bidder must, therefore, conduct its own investigations and analysis and should verify the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.
3. Information provided in this RFP to the bidders is on a wide range of matters, some of which may depend upon interpretation of law. The information provided is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Sports and Youth Services Department, Government of Odisha accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
4. Sports and Youth Services Department, Government of Odisha, its employees and their agencies make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations, the law of contract, tort, principles of restitution or unjust enrichment or otherwise for any loss, damage, cost or expense which may arise from or be incurred or suffered in connection with this RFP, or any matter deemed to form part of this RFP, or arising in any way in relation to this RFP process.
5. Neither Sports and Youth Services Department, Government of Odisha nor their employees or their consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP. Sports and Youth Services Department, Government of Odisha also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
6. The bidder should confirm that the RFP document downloaded by them is complete in all respects, including all annexures and attachments, if any. In the event the document or any part thereof is missing, the Bidder shall notify Sports and Youth Services Department, Government of Odisha immediately at the following address:

Sports and Youth Services Department,  
Government of Odisha,  
Kalinga Stadium, Nayapalli,  
Bhubaneswar, Odisha - 751012  
**Email:** [tender.dsys@odisha.gov.in](mailto:tender.dsys@odisha.gov.in)

7. If no intimation is received within the last date for submission of Pre-Bid queries, it shall be considered that the RFP Documents received by the Bidder is complete in all respects and that the bidder is fully satisfied with the RFP Documents.
8. No extension of time shall be granted to any Bidder for submission of its Proposal on the ground that the Bidder did not obtain the complete set of the RFP document.
9. This RFP and the information contained herein are strictly confidential and privileged and are for the exclusive use of the bidder to whom it is issued. This RFP shall not be copied or distributed by the recipient to third parties (other than, to the extent required by applicable law or in confidence to the recipient's professional advisors, provided that such advisors are bound by confidentiality restrictions at least as strict as those contained in this RFP). In the event after the issue of the RFP, the recipient does not continue with its involvement in the Bidding Process for any reason whatsoever, this RFP and the information contained herein shall be always kept confidential by such party and its professional advisors.
10. Sports and Youth Services Department, Government of Odisha may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the statements, information, assessment or assumptions contained in the RFP documents at any time during the RFP process. Agencies are expected to keep track of the same on the portal.
11. The bidders or any third party may not object to such changes/ modifications/ additions/ alterations as provided in Clause 10 above, explicitly or implicitly. Any such objection by the bidder shall make the bidder's bid liable for rejection by Sports and Youth Services Department, Government of Odisha. Further objection by any third party shall be construed as infringement on confidentiality and privileged rights of Sports and Youth Services Department, Government of Odisha with respect to this RFP.
12. Sports and Youth Services Department, Government of Odisha reserves the right in its sole discretion, without any obligation or liability whatsoever, to accept or reject any or all the proposals at any stage of the RFP process without assigning any reasons. The decision of Sports and Youth Services Department, Government of Odisha shall be final and binding in this regard.
13. Bidders shall not make any public announcements with respect to the RFP process or the RFP document. Public announcements, if any, are to be made with respect to the RFP process or this RFP shall be made exclusively by Sports and Youth Services Department, Government of Odisha. Any breach by a bidder in this regard shall be deemed to be in non-compliance with the terms and conditions of this RFP and shall render the proposal liable for rejection. Sports and Youth Services Department, Government of Odisha's decision in this regard shall be final and

binding on the bidder.

- 14.** By responding to the RFP, the Bidder shall be deemed to have confirmed that it has fully satisfied and understood the terms and conditions of the RFP. The Bidder hereby expressly waives any and all claims in respect thereof.
- 15.** The bid is not transferable.

## C. Abbreviations

BG	Bank Guarantee
DSYS	Sports and Youth Services Department, Government of Odisha
EMD	Earnest Money Deposit
FY	Financial Year
GST	Goods and Services Tax
GSTIN	GST Identification Number
I/C	In-Charge
IFSC	Indian Financial System Code
INR	Indian Rupee/ legal tender currency of India
IT	Income Tax
JV	Joint Venture
LD	Liquidated Damages
LLP	Limited Liability Partnership
LOA	Letter of Award
NEFT	National Electronic Funds Transfer
RFP	Request for Proposal
PAN	Permanent Account Number
RTGS	Real Time Gross Settlement
FSSAI	Food Safety Standards Authority of India
FSS	Food Safety Standards



## D. Definitions and Interpretations

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

1. **“Applicable Laws”** means all laws, legislations, statutes, rules, directives, ordinances, notifications, exemptions, regulations, judgements/orders of any court, tribunal, regulatory bodies and quasi-judicial bodies or any interpretation thereof enacted, issued, or promulgated by any authority and applicable to either Sports and Youth Services Department, Government of Odisha or to the Bidders;
2. **“Authorized Signatory”** means the designated person of the agency authorized to represent the agency in all matters pertaining to its Proposal. The designated person should hold the Power of Attorney duly authorizing him/ her to perform all tasks including but not limited to sign and submit the Proposal to participate in all stages of the RFP Process, to conduct correspondence for and on behalf of the agency, and to execute any document required to give effect to the outcome of the RFP Process;
3. **“Bid”** or **“Proposal”** means the documents submitted by a Bidder pursuant to this RFP, including the Technical Bid along with any additional information/clarifications required/ sought by Sports and Youth Services Department, Government of Odisha and the Financial Bid, submitted strictly in the formats provided by Sports and Youth Services Department, Government of Odisha. The Bid shall not be considered to be a Bid if it is not submitted as per the formats prescribed by Sports and Youth Services Department, Government of Odisha;
4. **“Bidder”** or **“bidder”** or **“Agency”** or **“agency”** designates an Agency which has made a proposal, a tender or a bid with the aim of concluding a Service Order/ Agreement with Sports and Youth Services Department, Government of Odisha;
5. **“RFP Process”** or **“Bidding Process”** means the process governing the submission and evaluation of the Bids as set out in the RFP itself;
6. **“Bid Due Date”** shall mean the last date for submission of bids, as given in Sl. No. 7 of the datasheet in the RFP. No bids shall be accepted after the Bid Due Date;
7. **“Bid Processing Fee”** shall be the amount the bidder shall pay to Sports and Youth Services Department, Government of Odisha non-refundable amount (“Bid Processing Fee”), indicated in the Data Sheet, as part of its Technical Proposal. The mode of payment of the Bid Processing Fee is also indicated in the Data Sheet.
8. **“EMD”** means the amount submitted by a Bidder to Sports and Youth Services Department, Government of Odisha for participating in the Bidding Process, in terms of the below clause.
  - The amount of EMD demanded in the tender shall be deposited by the bidder while submitting the tender in the form demand draft.
  - Any bidder that does not submit the EMD shall be rejected by Sports and Youth Services Department, Government of Odisha, as non-responsive.
  - The EMD will be refunded to the bidders whose offers have not been accepted.

- EMD of the bidder whose offer is accepted will be kept up till the time, the Bank Guarantee is not received.
  - The EMD shall be valid for 30 days beyond the Bid Validity period.
  - If the bidder withdraws the bid during the validity period of the bid before the commencement of the project, the EMD money will not be refunded.
  - As per the Government of India guidelines, Rule 170 of GFR, Startups recognized by the Department for Promotion of Industry and Internal Trade (DPIIT) and Micro and Small Enterprises as per the Department for MSME are exempt from depositing EMD in Govt tenders.
9. **“Bid Validity Period”** shall initially remain valid and binding on the bidder for at least 180 (one hundred and eighty) days from the Bid Due Date, as given in the Schedule for the RFP. Any bid with a shorter validity period shall be rejected by Sports and Youth Services Department, Government of Odisha
10. **“Financial Year”** means the 12-month period from 1st April to 31st March corresponding to the audited annual accounts;
11. **“Letter of Award (LOA)”** means the official written intimation by Sports and Youth Services Department, Government of Odisha notifying the Preferred Bidder/ Service provider that the work has been awarded in its favour as per the terms and conditions mentioned therein.
12. **“Net Worth”** shall have the meaning ascribed to it in Section 2(57) of the Companies Act, 2013;
13. **“Request for Proposal”** or **“RFP”** or **“RFP Document”** or **“RFP Paper”** or **“RFP Documents”** or **“Bid Documents”** means documents issued by Sports and Youth Services Department, Government of Odisha vide RFP No. Reference No: **SYS-CBII-CC-0069-2023, Dated: 11/01/2024** for Engagement of an Catering Agency for FIFA Academy, Bhubaneswar, Sports and Youth Services Department, Government of Odisha and shall include any modifications, amendments, corrigenda/ addenda, or alterations thereto. The documents are as follows:
- (a) This RFP document;
  - (b) Any corrigendum(a)/ addendum(a) and clarification(s) to the RFP Document issued by Sports and Youth Services Department, Government of Odisha subsequent to the issue of the RFP Document will also be considered an integral part of the RFP Document. Any reference to the RFP Document in the Agreement shall include such corrigendum(a)/ addendum(a);
14. **“Pre-Bid Meeting”** means Pre-Bid meeting to be held as per the schedule indicated in the Schedule of the RFP hereof between Sports and Youth Services Department, Government of Odisha, and the bidders for clearing doubts if any;
15. **“Related Party”** shall have the meaning ascribed to it in Section 2(76) of the Companies Act, 2013;
16. **“Turnover”** shall have the meaning ascribed to it in Section 2(91) of the Companies Act, 2013.

- 17. “Sports and Youth Services Department, Government of Odisha”** or “DSYS Government of Odisha” shall mean the Sports and Youth Services Department, Government of Odisha, having its registered office at Kalinga Stadium, Bhubaneswar. 751012

All other capitalized words not defined herein shall have the same meaning as ascribed to them in the RFP. Terms and expressions not defined anywhere in the Bid Documents shall have the same meaning as are assigned to them in Indian Contract Act, 1872 and /or in General Clauses Act, 1897.

## E. Instructions to Bidders

1. **Bid Preparation Cost:** The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Sports and Youth Services Department, Government of Odisha or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and Sports and Youth Services Department, Government of Odisha shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the bid, regardless of the conduct or outcome of the bidding process.
2. The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information required by the RFP document or submission of a tender not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the bid.
3. The bidder shall not make or cause to be made by any alteration, erasure, or obliteration to the text of the RFP document.
4. The bid documents shall be shared with the agencies via the portal and DSYS website. There shall be no sale of hard copies of the bid documents. The Bid Processing Fee shall have to be paid at the time of bid submission, unless exempted to be paid by the competent authority.
5. **Bid Processing Fee:** The bidder shall pay to Sports and Youth Services Department, Government of Odisha a non-refundable amount ("Bid Processing Fee"), indicated in the Data Sheet, as part of its Technical Proposal. The mode of payment of the Bid Processing Fee is also indicated in the Data Sheet.
6. **Consortiums / Joint Ventures (JVs)** are not allowed. Proposals from Bidders, applying individually shall be considered for evaluation. Firms/Agencies desirous of participating in this Bid should not have been debarred/blacklisted by any Government agency.
7. **Preparation of Bids**
  - 7.1 **Language:** Bids and all accompanying documents shall be in the English language. In case any accompanying materials are in other languages, an English Translation shall accompany it. The English version shall prevail in matters of interpretation which is notarized by component authority.

**7.2 Form of Bid:** The form of a bid shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder. Relevant power of attorney for signing the bid should be attached.

**7.3 Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian National Rupee (₹ / Rs.), and payment under this contract will be made in Indian National Rupee (₹ / Rs.)

## **8. Clarifications by Bidders**

**8.1** Bidders requiring any clarification on the RFP document may contact DSYS, Government of Odisha in writing by e-mail/post/courier within such date as specified in the Schedule of Bidding Process.

**8.2** All correspondence for clarifications should be submitted as per the format attached at 'Annexure XII' to the address mentioned in the data sheet in writing by Mail/post/courier.

**8.3** DSYS, Government of Odisha shall endeavour to respond to the queries raised or clarifications sought by the Bidders. To be fair to all prospective bidders, the responses to queries shall be uploaded on the DSYS, Government of Odisha website. However, DSYS, Government of Odisha reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring DSYS, Government of Odisha to respond to any query or to provide any clarification.

**8.4** At any time prior to the Bid Due Date, DSYS, Government of Odisha may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder(s), modify the RFP document by way of issue of Addendum/ Corrigendum/ Clarifications. Any Addendum/ Corrigendum/ Clarifications thus issued shall be uploaded on the DSYS, Government of Odisha website.

## **9. Pre-Bid Meeting**

**9.1** To clarify and discuss issues with respect to the Project and the RFP Document, a pre- bid meeting ("Pre-Bid Meeting") will be held as per the details provided in point 5 of data sheet.

**9.2** Prior to the Pre-Bid meeting, the Bidders may submit a list of queries and proposed suggestions in the word format as per Annexure - XI, if any, to the RFP requirements.

**9.3** Bidders may note that DSYS, Government of Odisha will not entertain any deviations to the RFP Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified, and the Bidders would be deemed to have accepted the terms and conditions of the RFP Document with all its contents. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

**9.4** Bidders' representatives attending the Proposal opening shall bring an authorization letter from the Bidder.

**9.5** A maximum of two officials/ representatives from each bidder may attend the pre- bid meeting. All costs of the bidder related to attending the pre-bid meeting shall be borne by the bidder. This meeting is to be conducted to clarify and redress all doubts and difficulties of the bidders.

- 9.6** Attendance of the bidders at the Pre-Bid Meeting is not mandatory. Sports and Youth Services Department, Government of Odisha will endeavour to respond to all queries received by the scheduled date as per Clause 9.1 from all bidders, irrespective of attendance of the bidder in the Pre-Bid Meeting.
- 9.7** In case of any change in the schedule of the Pre-Bid Meeting, the same will be communicated by Sports and Youth Services Department, Government of Odisha.
- 9.8** No interpretation, revision, or other communication from DSYS, Odisha regarding this solicitation is valid unless in writing. Sports and Youth Services Department, Government of Odisha may choose to send to all Bidders whose Proposals are under consideration, in writing, or by any standard electronic means such as Mail or by uploading on the website(s) of responses, including a description of the inquiry but without identifying its source to all the Bidders.

## **10. Format and Signing of Bid**

- 10.1** The documents comprising the bid shall be typed, and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- 10.2** The bid shall contain no alternations, omissions, or additions except those to comply with an instruction issued by Sports and Youth Services Department, Government of Odisha or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed by the person signing the bid.
- 10.3** The proposal shall be properly bound, indexed, and serially numbered.

## **11. Submission of Bids**

- 11.1** The bidder shall submit their offer under two bid-basis.

Envelope 1 – EMD and Bid Fee

Envelope 2 – Technical Bid

Envelope 3 – Financial Bid

Envelope 4 – contains Envelope 1,2 and 3

The sealed envelopes are to be submitted at the below mentioned address.

**Joint Secretary, Sports and Youth Services Department, Government of Odisha, Kalinga Stadium, Bhubaneswar-751012.** on or before the Bid Due Date by registered post/ courier/by hand delivery.

The Bids that are submitted beyond the stipulated date and time under any circumstances whatsoever will not be considered.

- 11.2** The bidder shall submit their offer under two bid-basis. Technical Bid and the Financial Bid. The Financial Bid shall be submitted as per the schedule and separate to the technical bid. The bidder shall ensure that the technical and financial bids are submitted as per the two-bid basis. In case, the financial bid is submitted as part of the technical bid, the bid shall be liable to be declared non-responsive and shall be rejected. The Bids that are submitted beyond the stipulated date and time under any circumstances whatsoever will not be considered.
- 11.3 Technical Bid:** Bidders shall have to submit their Technical Bid as per the process mentioned in Clause 11.1. The Technical Bid should consist of clear and legible scanned copies of all the required documents and should be submitted within the Bid Due Date, as indicated in the Schedule for the Tender. The Technical Bid shall contain no information on the Price Bid of the Bidder.

- 11.4 Financial Bid:** Bidders shall have to submit their Financial Bid as per the Financial Proposal form in Annexure – IX in both word and figure and in case of any discrepancy between the word and figure of the quoted rate, the rate mentioned in words shall prevail. The financial bid shall be submitted as per Clause 11.1
- 11.5** It is the responsibility of the bidder to go through the Bidding Document before offering rates as per price schedule.
- 11.6** The percentage service charge quoted should be inclusive of all charges which may be required to execute the scope of work.
- 11.7** Service Charges shall be quoted with a minimum threshold limit of 3.85% and maximum limit of 7% on the bill amount before GST.
- 11.8** Any bidder quoting service charges less than and above the threshold limit as specified above will be treated as unresponsive.
- 11.9** Successful bidder shall be the one who quotes the lowest service charges after observing the threshold limits.
- 11.10** In case one or more bidders quote the same percentage, ranking will be done on the basis of highest average turnover during the last three years or other measures as deemed appropriate by DSYS.
- 11.11** Diet Charges (fixed) as per menu given in the scope of work of RFP
- 11.12** The space for running mess services will be provided free of cost.
- 11.13** Electricity and tap water will also be provided free of cost.
- 11.14** Cost of fuel and cleaning material @ Rs. 80 per day per person shall be paid as overhead charges.
- 11.15** Rates should be exclusive of all statutory taxes.
- 11.16** The financial proposal shall be valid for a period of 180 days from the date of submission. If accepted, the applicable rates shall be valid for a period of 12 months from the date of ward of supply order. However, owing to special circumstances, DSYS, Govt of Odisha reserves option to have a new rate contract for additional meals requirement or purchase by issuing another tender.
- 11.17** The no of hostel inmates mentioned is indicative and may increase or decrease. Payments shall be made as per the actual number of hostel inmates.
- 11.18** In case of any dispute arises in regard to the tender, the decision of Commissioner-cum-Secretary, DSYS, Government of Odisha will be final and binding.
- 11.19** In case of litigation, the courts at Bhubaneswar only will have the jurisdiction for deciding the case according to Indian law and force.
- 11.20** DSYS, Govt. of Odisha taking into accounts past performance of party, reserves the right to reject any tender.
- 11.21** It must be noted that this is just an enquiry and doesn't amount to any commitment on the part of DSYS, Government of Odisha to order any products offered. The decision of DSYS, Government of Odisha in this regard would be final and be entirely, at its discretion.
- 11.22** The purchaser, without prejudice to any other contractual rights and remedies available to it (the purchaser) may, by written notice of default sent to the bidder, terminate the contract in whole or in part, if the bidder fails to meet any of the terms and conditions mentioned as part of the RFP, subsequent contract and work order unless a waiver on the same is received by the bidder from DSYS.
- 11.23** Successful bidder will be provided maximum 15 days from date of work order to start the catering services at the FIFA Academy, Bhubaneswar.

**12. Firm Price**

- 12.1** The service charges quoted by the bidder and also the diet money, overhead charges if any shall remain fixed and firm during the currency of the contract.
- 12.2** Any other tax (except GST), if applicable in respect of this contract shall be payable by the bidder and DSYS will not entertain any claim whatsoever in respect of the same. However, in respect of GST, the same will be claimed by the service provider in its bill to DSYS and DSYS will pay in terms of extant rules and order of the subject. The service provider will furnish quarterly GST return to DSYS on account of payment made to GST so received from DSYS.

**13. Material Deviation**

Material Deviation received in the bids shall include, inter alia, the following

- 13.1** The Technical Bid or any accompanying document or Financial Bid submitted by the Bidder is not in accordance with the formats given in this RFP document.
- 13.2** The Technical Bid is not accompanied by all the documents required to be submitted in terms of this RFP document.
- 13.3** It does not contain all the information (complete in all respects) as requested in this RFP document (in accordance with the formats provided in this RFP document);
- 13.4** The Technical Bid is not accompanied by documentary evidence of the credentials of the Bidder(s).
- 13.5** The Technical Bid or Financial Bid submitted by the Bidder is conditional or qualified.
- 13.6** The bid submitted by the Bidder is not valid for the minimum bid validity period.
- 13.7** It is otherwise substantially/ materially in deviation of the terms and conditions of the RFP document.
- 14.** DSYS, Government of Odisha may waive any nonconformity in the Bid that does not constitute a material deviation, reservation or omission. DSYS, Government of Odisha may request that the Bidder submit information or documentation, within a reasonable period of time to rectify nonmaterial nonconformities in the Technical Bid related to documentation requirements. Requesting information or documentation on such non- conformities shall not be related to any aspect of the Financial Bid. Failure of the Bidder to comply with the request of DSYS, Government of Odisha by the date specified therein may result in the rejection of its Bid.

**15. Late and Delayed Bids:**

- 15.1** Bids must be received no later than the date and time stipulated in the RFP document. DSYS, Government of Odisha may, at its discretion, extend the deadline for submission of bids in which case all rights and DSYS, Government of Odisha and the bidder will be the same.
- 15.2** Any bid received by DSYS, Government of Odisha after the deadline for submission of bids, as stipulated above, shall not be considered.

**16. Acknowledgement by the Bidder:** It shall be deemed that by submitting its bid, the Bidder has:

- i) made a complete and careful examination of the RFP documents, including the draft form of contract;
- ii) received all relevant information requested from Sports and Youth Services Department, Government of Odisha;



- iii) accepted the risk of inadequacy, error or mistake in the information provided in the RFP documents or furnished by or on behalf of Sports and Youth Services Department, Government of Odisha relating to any of the matters related to this RFP or otherwise;
- iv) satisfied itself about the scope of work and services to be delivered/rendered and the extant conditions and all matters, things and information necessary and required for submitting an informed bid and for providing the required services in accordance with the RFP documents including the contract (to be signed with Sports and Youth Services Department, Government of Odisha) and performance of all of its obligations thereunder;
- v) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information DSYS to be in the bidding documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from Sports and Youth Services Department, Government of Odisha;
- vi) agreed to be bound by the undertakings provided by it under and in terms;

Sports and Youth Services Department, Government of Odisha shall not be liable for any omission or commission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP documents or the bidding process, including any error or mistake therein or in any information or data given by Sports and Youth Services Department, Government of Odisha.

## **17. Opening and Evaluation of Technical Bid**

**17.1** Technical Bids will be opened as per the schedule indicated in Schedule of the RFP

**17.2** The Technical Bid of the bidder would be evaluated as per the eligibility criteria set out in the Section G of the RFP document. Bids will be evaluated based on the information submitted by the bidders. However, Sports and Youth Services Department, Government of Odisha reserves the right to seek clarification/documents from the bidders if Sports and Youth Services Department, Government of Odisha considers it necessary for proper assessment of the bid.

**17.3** The Technical Bids will be evaluated based on the criteria and only those Bidders whose Technical Proposals are in compliance with the eligibility criteria shall be considered technically qualified.

## **18. Opening of Financial Bid and Final Evaluation**

**18.1** The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidders' representatives who choose to attend.

**18.2** The bidder with the lowest financial bid i.e service charge in the threshold limit of 3.85 % to 7 % will be the successful bidder.

**18.3** DSYS reserves the right to increase or decrease the scope of work, at the time of signing of the contract.

**18.4** The Financial Bid should be including all costs related to the scope of work mentioned in the RFP, contract and work order issued. The tender does not entail any commitment on the part of DSYS, Government of Odisha either financially or otherwise. DSYS, Government of Odisha reserves the right to accept or reject any or

all tenders without incurring any obligation to inform the applicants.

**18.5** No advance payment will be made. It will be mandatory for the bidders to indicate their bank account number. The payment of bills will be made on submission of the following documents to the paying authority along with the bill:

- a) Biometric attendance sheet of beneficiaries will be certified by In- Charge of the FIFA Academy / or representative.
- b) Attendance of the staffs to be deployed by the catering agency as part of the contact.
- c) Deposit of challan of GST of the previous month.
- d) Any other documents/ records as required by DSYS.
- e) **Details for Payment:** Account Holder's Name, Bank Name, Branch Name and Address, Account Type, Account Number, IFSC code, MICR code (if these details are not incorporated in supply order/contact)

**18.6** Failure of the Successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the LOA. In such an event, Sports and Youth Services Department, Government of Odisha reserves the right to,

- (a) invite the next-ranked bidder and negotiate upon the following scenario, or
- (b) take any such measure as may be deemed fit in the sole discretion of Sports and Youth Services Department, including annulment of the Bidding Process.

#### **19. Penalty Clause:**

Failure to supply food in terms of quality, quantity and as per the menu indicated in this document will attract penalty. For not adhering to contractual conditions, the department shall be free to impose monetary fine as deemed fit on the catering agency. Fines imposed shall be adjusted against payment due to the contractor.

- a. Vegetables should be fresh and of good quality. If vegetables, kept for use is found to be rotten or of poor quality, then a fine of Rs 1000/- for each occasion will be imposed.
- b. Items like Aji-no-moto, Baking soda, non-permissible food colors, vanaspati (dalda) etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs.5000/- for each occasion will be imposed.
- c. Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 1000/- for each occasion will be imposed.
- d. For damages/shortage caused by the contractor to the kitchen equipments, vessels and other items, if any supplied by the licenser, & not replaced/repaired, twice the current cost of the equipment will be recovered.
- e. Any complaint of insects found in any food item would invite a fine of Rs. 1000/- on the contractor.
- f. Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs1000/-per complaint.
- g. Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs1000/-to Rs2000/-depending on the size of the stone/ pebble per complaint.
- h. 5 or more complaints of unclean utensils in a day would lead to a fine of Rs. 2000/-on the contractor.
- i. If FIFA Academy authority agrees that certain item of a meal was not cooked properly then a fine of Rs.3000/-would be imposed on the contractor.
- j. Changes in approved menu of any meal without permission of In-charge of the FIFA Academy/ representative(s) would result in a fine of Rs. 5000/-on the contractor.
- k. Personal hygiene of workers, misbehavior by workers etc.) will lead to fine of

Rs. 5000/-on contractor for every instance.

- I. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the In-charge of the Centre/ his representative(s).

Severity of hygiene failure shall be assessed and decided by the FIFA Academy Authority and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

The Catering agency agrees and acknowledges that the above referred penalty is reasonable in nature and the contractor agrees to abide by the same. In the event of recurring circumstances of above referred lapses, besides Penalty, DSYS shall be entitled to terminate the Agreement with immediate notice without any liability whatsoever.

## **20. Right to accept any Bid and to reject any or all bids**

- 20.1** Sports and Youth Services Department, Government of Odisha is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tendering process.
- 20.2** Sports and Youth Services Department, Government of Odisha may terminate the contract/cancel the LOA if it is found that the bidder is blacklisted on previous occasions by any of the central/ state government ministry/ department/ institutions/local bodies/ municipalities/ PSUs, etc.
- 20.3** Sports and Youth Services Department, Government of Odisha may also terminate the contract/cancel the LOA in the event the Successful Bidder fails to furnish the performance security or fails to execute the agreement.

## **21. Award of Contract**

- 21.1** Sports and Youth Services Department, Government of Odisha will award the contract to the Successful Bidder to perform the contract satisfactorily as per the terms and conditions incorporated in the RFP document.
- 21.2** Sports and Youth Services Department, Government of Odisha will communicate the outcome to the Successful Bidder by mail confirmed by letter transmitted by registered/speed post that its bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Award") shall prescribe the amount which Sports and Youth Services Department, Government of Odisha will pay to the Successful Bidder in consideration of the execution of work/services by them as prescribed in the contract.
- 21.3** The Successful Bidder will be required to commence the assignment at the earliest, as communicated by Sports and Youth Services Department, Government of Odisha in this regard.
- 21.4** The Successful Bidder will be required to execute the contract for the services within a period of 48 Hours (2 Days) from the date of issue of Letter of Award.

## **22. Performance Security**

- 22.1** The Successful Bidder shall be required to furnish a Performance Security prior to sign the contract (for an amount which is **5% of total project estimated cost/contract value**) in the form of Bank Guarantee from a scheduled Bank in an acceptable form in favor of **Sports and Youth Services Department, Government of Odisha, payable at Bhubaneswar**. The Performance Security shall be valid for

a period of 60 (sixty) days beyond the date of completion of all contractual obligations. In case the contract period is extended, further, the validity of Performance Security shall also be extended by the Successful Bidder accordingly. The format for Bank Guarantee for Performance Security is provided at **Annexure -X**

**22.2** Failure of the Successful Bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and other actions as deemed necessary.

**23. Payment Terms:**

**23.1** The payment shall be made on monthly basis.

**23.2** No advance payment will be made. It will be mandatory for the bidders to indicate their bank account number. The payment of bills will be made on submission of the following documents to the paying authority along with the bill:

- a) Biometric attendance sheet of beneficiaries will be certified by In- Charge of the FIFA Academy / or representative.
- b) Deposit of challan of GST of the previous month.
- c) Any other documents/ records as required by DSYS.
- d) **Details for Payment:** Account Holder's Name, Bank Name, Branch Name and Address, Account Type, Account Number, IFSC code, MICR code (if these details are not incorporated in supply order/contact)

## **F. Introduction**

Odisha's Sports Ecosystem has been strengthened over the years through efforts on many fronts, including infrastructure development, the creation of High-Performance Centres, the hosting of national and international sporting events, and implementation of initiatives for grassroots sports promotion, talent identification, etc. To enhance initiatives of grassroots sports promotion, FIFA Academics has been set up across different districts of Odisha.

To ensure that the athletes are healthy and fit, nutrition and diet plays an important role. In this regard, the department intends to hire a catering agency which would meet the scope of work as per the requirement.

The quantities along with the required tentative menu is provided in Annexure VII.

## G. Eligibility Criteria

Criteria	Requirements	Documentary Evidence
Legal Entity	The bidder should be a company/ firm/ sole proprietor registered in India and should be in existence for at least five years on the bid submission date	Certificate of Incorporation / Certificate of Registration
Financial Capacity	The bidder should have a minimum average annual turnover of Rs. 1 crore for the three financial years ending FY 2022-23.	Certificate from statutory auditor/CA certificate/ audited financial statements for previous three (3) financial years.  Duly attested Financial Capacity as per Annexure III by statutory auditor/CA
Bidder Experience	Bidder should have executed at least two similar catering contracts of a minimum period of one year each having cost of Rs.50 Lakhs for each contract, in the last Three years for government departments/ autonomous bodies/ PSUs/ undertakings/ reputed private institutions.  The bidders having experience only in the cafeteria (Snacks and Beverages services) will not be considered	Work Order/ Agreement/ Completion Certificate to be submitted with clear mention of work order details and value.
Blacklisting Affidavit	The bidders should not have been debarred/blacklisted by any state/central government/ PSUs /reputed private institutions for the last three years.	As per Annexure XIII
Registrations	Registration Number:  (I) Goods & Service Tax Registration No:  (II) PAN Number of the firm:  (III) Registration under Contract Labor ACT, 1970.  (IV) FSSAI License	Provide relevant documents

- Bidder must comply with all the above mentioned criteria. Non compliance of any of the criteria can entail rejection of the offer. Self-attested photocopies of relevant documents/certificates should be submitted as proof in support of the claims made for each of the above mentioned

criteria as and when the DSYS decides. Originals/certified copies should be shown for verification purpose. DSYS reserves the right to verify/evaluate the claims made by the bidder independently. Any deliberate misrepresentation will entail rejection of the offer.

Note

1: The bidding companies /firms /agencies are required to attest (self attestation) the scanned copies of documents, along with the bid, signed on each page with seal, to establish the bidders' eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/ correct, the company/ firm / agency of the bidder will render itself liable for punitive action including black-listing for purpose of procurement of any service (s), in addition to attracting penal provisions of the agreement.

2: The bidders shall execute necessary instrument and documents required by DSYS in relation to the bidding documents and shall adhere to all notification/amendments as may be issued by the DSYS from time to time. All costs (including taxes, stamp duties and registration charges if any shall be borne by the bidders)

3: The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.

4: It may be noted that tenders not accompanied by any one of the above documents or satisfactory explanation thereof are liable for rejection forthwith.

5: DSYS reserves the right to verify/evaluate the claims made by the bidder independently. Any deliberate misrepresentation will entail rejection of the offer ab initio.

**Financial Bids for only those bidders who are meeting the eligibility criteria / conditions shall be opened**

## H. Terms of Reference

### Scope of Services

The Selected Agency shall be responsible for providing catering services to FIFA Academy, Bhubaneswar as per the below:

SI. No	Name/Type of Services	Location
1	Procurement of food commodities as per specifications/Menu. Cooking & serving of safe hygienic meals-Breakfast, Lunch, Snacks/ pre & post training snacks, and dinner. Cleaning of utensils, kitchen & serving items. Cleaning of cooking; dining and auxiliary areas etc. Security of the equipment, utensils and other items in the mess. Maintenance of the equipment in the kitchen and dining areas. Deployment and supervision of required manpower for the said job	FIFA Academy, Bhubaneswar

### Scope of Work:

1. Broadly the services involve following tasks:-
  - a) Catering and Mess Services for inmates of FIFA Academy, Bhubaneswar
  - b) Catering and Mess Services on Special Occasions
2. The service provider shall provide the following:
  - Bed Tea/Early Morning Snacks, Breakfast, Lunch, Evening Snacks/Pre, During & Post Training Meal and Dinner as per the basic menu, based on the ration details given in schedule of requirement, in the following FIFA Academy for a period of One year from the date conveyed through the letter of award.
    - a) FIFA Academy, Odisha Football Academy, Gajapati Nagar Bhubaneswar
3. Details of hostel inmates availing mess facility
  - On an average 60 FIFA Academy inmates to avail mess facility at FIFA Academy, Bhubaneswar.
  - Actual Number of inmates may vary.
4. In case of requirement, contractor shall be asked to supply food to the guest at rates applicable under various categories.
5. Although all rates and Ration/menu will remain the same during the period of contract, however it is also subject to revision as per the decision of DSYS.
6. No request from the contractor to revise Rates/Menu/Rates & Menu will be entertained during the currency of the contract.
7. Diet details with cost
  - Diet Charges Rs. 920 per head per day + Rs. 80 over head charges per head per day (Fuel & Cleaning) (Menu attached)





Prunes 2 no	Prunes 2 no	Prunes 2 no	Prunes 2 no	Prunes 2 no	Prunes 2 no	Prunes 2 no
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Idly 4/ Uthappam 3 Pieces	Oats Milk Porridge 1 bowl/ Vegetable Oats Upma 1 bowl	Wheat Vegetable Pasta 100 gm/ Wheat Vegetable Dalia 100 gm	Multigrain Roti/Bread 4 no	Methi Paratha 2 no's/ Vermicelli vegetable upma 200 gm	Quinoa Vegetable Upma 1 Bowl/ Vegetable Poha 1 bowl	Ragi Dosa 4 pieces/ Moong Cheela 4 pieces
Sambar 1 katorie	2 Whole egg	Milk 1 glass	Peanut Butter 2 Tbsp	Vegetable Sabji 1 katorie	Boiled egg 2 no's	Black Chana 1 katorie
Peanut Chutney 2 Tbsp	Mix crushed Dry fruits 1 serving on porridge	Scramble egg (2 whole eggs)	Milk 1 glass	Mint Chutney 2 tsp	Moong Sprouts 1 katorie	
Boiled egg white 2 pieces	2 Tbsp of Pumpkin + Sunflower seeds on Porridge		1 cup steamed broccoli + green beans	Scramble egg (2 whole eggs)		Boiled egg (2 whole eggs)
Boiled baby Corn 50 gm						
Watermelon 200 gm + Custard apple 1 medium	Pomegranate 1 piece	Pineapple 1 cup + Papaya 1 cup	Pomegranate 1 piece	Sapota 1 piece + 1 cup grapes	Guava 1 No	Orange/ Tangerine 1 piece
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4
Mixed Vegetable Moong Dal 1 katori (200 gm)	Bengal Gram Dal 200 gm	Mixed lentil + moong Vegetable Dal	Spinach Moong Dal 200 gm	Mixed Vegetable Dal	Channa Dal 200 gm	Mixed Vegetable Dal
Mutton Curry (Matar Paneer) 1 Katori	Lobster Fish Curry 150 gm (Soya chunks Curry) 1 Katori	Chicken Curry (Matar Paneer)	Chicken breast Curry/ Salmon Fish Curry (Paneer curry)	Rajma curry	Chicken curry (Soya Keema)	Low fat Paneer Tikka
Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper spread.	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper spread.	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper spread.	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper spread.

Mushrooms + Green beans + Peas) pinch of black pepper spread.	spread.	spread.			Mushrooms + Green beans + Peas) pinch of black pepper spread.	
Mixed Vegetable Sprouts Salad	6 slice of tomatoes + 6 slice of cucumber + 10 slice of carrot	Corn Salad	Mixed Vegetable Salad	Mixed Vegetable Salad	Mixed Vegetable Salad	Mixed Vegetable Salad
Curd 200 ml	Curd 200 ml	Curd 200 ml	Curd 200 ml	Curd 200 ml	Curd 200 ml	Curd 200 ml
<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>
Double-toned milk 250 ml (1 glass) [Milk on off training days]	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)
Dried Apricots 5 No's	Banana 1	Dried Prunes/ Apricots 5 No's	Dried Prunes/ Apricots 5 No's	Dried Prunes/ Apricots 5 No's	Dried Prunes/ Apricots 5 No's	Dried Prunes/ Apricots 5 No's
Raisins 30 gm	Raisins 30 gm	Raisins 30 gm	Raisins 30 gm	Raisins 30 gm	Raisins 30 gm	Raisins 30 gm
<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>
Plain water 500 ml	Plain water 500 ml	Plain water 500 ml	Plain water 500 ml	Plain water 500 ml	Plain water 500 ml	Plain water 500 ml
ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter
Dried Figs 5 no's						
<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>
Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml
Boiled Sweet Potato 150 gm	Egg Sandwich 2 pieces (4 pieces of bread + 2 egg omelette)	Apple Banana milk Smoothie (Apple 1/2 cup + banana 1 whole + Double Toned Milk 300 ml) + 1 tbsp of pumpkin + sunflower seeds each	Avocado/ Peanut butter Toast (4 toast + 2 tbsp peanut butter/ 1 avocado)	Chicken Sandwich 2 no's	Paneer Sandwich 2 no	Chickpea salad 200 gm
2 eggs Scramble			Low fat paneer bhurji (100			Boiled egg 1 whole, whites

Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
Rice/ Roti 4 no	Roti 3-4 no	Mixed Vegetable Pulao	Alu Paratha 2 to 3	Jeera Rice 200 gm	Rice/ Roti 3 to 4	Rice/ Roti 3 to 4
Arhar Dal 200 gm	Dal Tadka	Mixed Vegetable Dal	Mixed Vegetable Dal	Mixed Vegetable Dal	Mixed Vegetable Dal	Mixed Vegetable Dal
Grilled Chicken Breast (100 gm) (Peas Paneer Curry)	Vegetable Chicken soup (Paneer Curry)	2 Whole Egg Curry (Soya chunks and green peas Curry)	Chicken do pyaza (White Rajma curry)	Soya Curry	Mutton Paya soup Containing mutton liver (Palak Paneer)	Tuna/ Hilsa Fish curry 200 gm (Chana paneer Curry)
Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)
Bed Time	Bed Time	Bed Time	Bed Time	Bed Time	Bed Time	Bed Time
Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel

**NOTE-**

1. The cooking oil used is recommended to be Cold Press or Wood press oil, and it is better to avoid refined oil.
2. Avoid Aluminium cooking utensils.
3. It is recommended to use digital spoons to serve food to athletes for better measurement of particular needs, and further assessment is required to carry out exact Individual macronutrient requirements.

**ISO-Lemonade Formula** = 1 litter of water + 240ml of unsweetened fruit juice (orange, pineapple, or any of your choice) + 1/4 teaspoon of Himalayan pink salt + 1 tablespoon (15 g) of honey or maple syrup or Brown Sugar + Juice of a lemon

## I. General Conditions of Contract

### 1) Duration of the Contract

- (a) The contract shall be for a period of 1 (one) year with effect to the date mentioned in the award of contract. The contract can further be extended for another 2 years based on the satisfactory performance of the successful bidder and mutual consent of both the parties.

### 2) Procurement of Raw Material

#### a) Quality Control

- i) The Contractor shall ensure that the articles of food satisfy the requirements of Food Safety & Standard Act 2006 and the rules and regulation made there-under at all stages of procurement of raw material, processing, preparation and serving to the inmates.
- ii) The quality of articles of food & provisions shall be of good standard. All food ingredients used in the preparation of food as per menu should be FSSAI registered and/ or as per brand names/others specified in Table 1 below.
- iv) All perishable food items (vegetables, fruits, paneer, non-vegetarian foods etc.,) should be of 1st Quality and /or FSSAI registered. The Contractor shall not himself or by any person on his behalf procure, prepare & serve any article of good.
  - a) which is unsafe; or
  - b) which is misbranded or sub-standard or contains extraneous matter; or
  - c) for which a license is required, except in accordance with the conditions of the license; or
  - d) which is for the time being prohibited by the Food Authority or the Central Government or the State Government in the interest of public health; or in contravention of any other provisions of FSS Act 2006 or of any rule or regulations made thereunder
- v) The Contractor shall not be entitled to serve pre-cooked food items purchased from an outside vendor except items like Mineral Water, Sweets, Ice-creams, in the mess premises.
- vi) However, the responsibility for food quality shall vest with the contractor for all purposes.
- vii) The contractor shall procure only good quality fresh vegetables, fruits, non-veg (perishables) from the market on daily basis.
- viii) The contractor shall ensure that a sufficient stock of other raw material (non-perishable) is stocked in the store for consumption for a minimum period of 15 (fifteen) days.
- ix) The contractor shall ensure that First-In-First-Out (FIFO) principle is followed for all purposes.
- x) The In-charge of the FIFA Academy/ his representative(s) shall have the right to check the quality of food articles and vegetables from time to time.
- xi) The contractor shall adhere to the directions of the In-charge with respect to quality of food and other directions as may be issued from time to time.
- xii) All vegetables, fruits etc. used shall be washed properly and should be fresh and shall not be rotten or overripe. Milk and milk products such as curd, yogurt, cheese etc. shall be of good quality and should be prepared and served fresh.
- xiii) All the items being used shall be stored properly and used before the expiry.
- xiv) Non-vegetarian dishes shall be made from fresh and good quality mutton, chicken or fish; and shall be purchased from the standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.
- xv) The Contractor shall store the material purchased by him in a neat, tidy and hygienic

- manner in the space provided by DSYS. The contractor shall be responsible for their hygiene and safety. The security of such material will be the sole responsibility of Contractor.
- xvi) The Contractor should adopt modern and hygienic kitchen practices.
  - xvii) The Contractor should ensure that tables (and not floor) should be used for kitchen work.
  - xviii) Separate color-coded food grade plastic/ marble chopping boards and stainless steel knives should be used for vegetarian and non-vegetarian food items to prevent cross contamination.

**b) Suggested Brands (All food Items)**

- i) The Contractor shall use only FSSAI/Food Department approved branded and or best quality raw materials for preparing the food. Brands, for the sake of illustration, of certain mess items are given in Table below. The Contractor shall not use any trans fat while preparing the food items.
- ii) The contractor may use any other approved brands only if permitted by the In-charge of the FIFA Academy, in writing. In such case, the contractor will submit two or three reputed brands for each grocery item and the In-charge will select the brands for cooking.
- iii) In-charge of the FIFA Academy/representative(s) will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served to be poor or not adhering to contractual conditions, the In-charge of the FIFA Academy/representative(s) will be free to impose a monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor or will be called for from the defaulter, if no payment is due. The imposition of fine shall be without prejudice to other rights and remedies as available to DSYS.
- iv) If the contractor fails to ensure the quality of the raw material, the DSYS/Authority, in order to ensure quality, shall be entitled to name a departmental store/supermarket from where the Contractor should purchase the raw material at his own risk and cost and the contractor shall purchase goods only from the shops/stores as referred by DSYS.
- v) Inferior ingredients, if any, found are liable to be removed from the premises of the Mess at the contractor's risk and cost.

**Table 1: Suggested Brands of all major food items**

S. No	Items	Brand
1	Salt	Tata , Ashirbad , Annapurna
2	Spices	MDH, Everest , Badsah , Bharat , MTR , Catch
3	Ketchup	Maggi, Kissan, Heinz, Weikfield, Delmonte
4	Oil Sunflower	Sundrop, Saffola, Fortune, Freedom
5	Pickle	Mother's recipe, Priya, Nilons, MTR
6	Atta/Besan/ Maida/ Suji	Ashirvad, Shaktibhog, Ganesh, Annapurna
7	Dal/Dalhan	Tata , Ashirbad , Annapurna
8	Rice/Poha	Laxmibhog, Diamond, Neckless, India Gate, Dawat, Bullet
9	Rice (Half boiled)	Diamond, Necklace
10	Papad	Lijjat, MTR
11	Butter	Amul, Britannia, Motherdairy, Omfed
12	Bread	Elite, Sachita
13	Cornflakes	Mohans, Kellogg's
14	Jam	Kissan, Maggi, Tops
15	Ghee	Amul, Mother Dairy, Britannia, Govardhan, Omfed

16	Milk	Mother Dairy, Omfed, Pragati, Milk Moo
17	Paneer	Amul, Mother dairy, Omfed
18	Tea	Brook Bond, Lipton, Tata, Wagh Bakri, Taj Mahal
19	Sugar	No particular Brand(Local Packaging)
20	Coffee	Nescafe, Bru,
21	Ice Cream	Amul, Vadilal, Kwality, Celesty
22	Biscuits	Parle, Britannia, Priya Gold, Anmol, Sunfeast
23	Fruit Juice	Tropicana , Real, Minute Maid
24	Chicken	Best Quality
25	Oats	Quaker, Saffola, Kellogs
26	Noodles	Top Ramen, Yippee, Maggi
27	Frozen Yoghurt	Mother Dairy, Omfed
28	Soya	Nutrella, MTG,
29	Museli	Saffola, Kellogs
30	Frozen peas	Safal (off season),
31	Cheese	Amul, Omfed
32	Vinegar	Weikfield, Lal's
33	Semiya	Bambino, MTR, Bharat
34	Raisins	Best Quality
35	Tamarind	GSR, Rajni
36	Idli Rava	Rista, Raja
37	Dry Fruits	1 st quality
38	Mutton	Best Quality
39	Fish	Best Quality

### c) Catering Service

- i. Bed Tea/Milk/Early Morning Snacks, Breakfast, Lunch, Evening Snacks/Pre, During & Post Training Meal and Dinner should be served as per the menu which shall be given by In-Charge / his representative from time to time.
- ii. In addition to Bed Tea/Milk/Early Morning Snacks, Breakfast, Lunch, Evening Snacks/Pre, During & Post Training Meal and Dinner, DSYS may ask for event-based services from the contractor for meeting requirement of snacks/special lunch/tea/coffee etc. for an additional cost. The contractor shall equip himself with resources and manpower to cater to such additional requirements. For providing event-based services, the Contractor shall not disturb the manpower engaged for FIFA Academy.
- iii. For any special events such as festivals, menu may be different or in addition to the normal notified menu, the rates for which shall be mutually decided prior to organizing the event.
- iv. A Special Meal/Dinner should be provided once every month, in consultation with the In-charge of the Centre.
- v. The contractor should comply with the quantities indicated in the tendering document. The quantity may be increased or decreased as per the needs of DSYS.
- vi. Food items such as curd, non-vegetarian foods, milk, eggs, sweet/dessert and fruits must be given as per portion size mentioned in the Menu. Region specific seasonal vegetables will be decided by the In-charge of the FIFA Academy/ representative(s) once in two months.
- vii. Catering should be done only on the basis of the menu provided to the caterer by the Incharge of the FIFA Academy/ his representative (s). Various items of the menu may be changed by the In-charge of the FIFA Academy/representative(s) to provide variety. Change in the menu without the permission of the In-charge of the FIFA Academy/representative(s) would result in a fine as decided by the In-charge of the FIFA Academy. The In-charge of the FIFA Academy/representative(s) reserves the right to make any variations in the quantities specified in the menu

- within the cost agreed upon.
- viii. Vegetarian and nonvegetarian cooking shall be done separately.
  - ix. The food shall be neither too spicy nor too oily. Food shall be wholesome and shall cater to the taste of the residents. Wet pastes used in recipes like ginger and garlic paste should be prepared every day.
  - x. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
  - xi. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
  - xii. The contractor shall be solely responsible in case of incidence(s) of partially cooked food, foreign particles found in food, using sub-standard raw materials and or adulterant, unhygienic cooking conditions, food poisoning, etc and shall bear the complete expenditure arising out of this for medical treatment, claim, if any etc of the hostel inmates. In addition, the penalty may be imposed on the contractor as decided by the Incharge of the FIFA Academy/ representative(s) for such incidence(s).
  - xiii. The contractor shall ensure that only freshly cooked food is served in every meal and that stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible.
  - xiv. The contractor shall exercise all reasonable imagination, creativity and good taste in the preparation and serving of the meals.
  - xv. The meal is to be served on counter/buffet. However, water and chapatti will be placed in a designated area.
  - xvi. The used plates/glasses etc will be taken away from the demarked area in/near the dining hall manually or with the use of trolleys to the dish wash area.
  - xvii. The Contractor shall provide food to the sick sportsperson(s) during their sickness period and no extra charge will be paid for the same. The food will be recommended by the Nutritionist on Doctor's advice. The contractor shall be informed of sick meals at least 4 hours prior to meal preparation time.
  - xviii. Tentative Meal Timings
    - a. Bed Tea/Early Morning Snacks: 5.45 to 6.15 AM
    - b. Breakfast : 8.30 to 9.30 AM
    - c. Lunch: 12.30 to 1.30 PM
    - d. Evening Snacks (Pre, during & Post training): 3.45 to 4.15 PM
    - e. Dinner: 7.30 to 8.30 PM
  - xix. The Mess Timings along with the Day's Menu should be displayed and the Contactor should abide by it.
  - xx. Timing of the meal and menu shall be changed only by the department.

#### **d) Operation**

##### Maintenance of Register

The Contractor should maintain Records and Registers which will be checked by the In charge of the Centre. The list is as follows:

- a. The administrative records
  - i. Kitchen Equipment Purchase and Maintenance Record
  - ii. Losses/Missing Articles Register
  - iii. Damage/Breakage Register
  - iv. Inventory/Stock Register
  - v. Pest Control Register
  - vi. Sanitation and Cleaning material record
  - vii. Biometric Attendance Register
  - viii. Hygiene Inspection Register
  - ix. Electrical and Civil Fixtures register



- x. Complaint Register
- b. Records of financial transactions.
  - i. Bill Register
  - ii. Food items Purchase & Issue Register
    - a. Short shelf life-high risk foods (Perishable items: Milk, Bread, Vegetables, Fruits and Non vegetarians)
    - b. Medium shelf-life foods (butter, jam, ice cream, sweets, panner, etc.)
    - c. High shelf-life Dry Rations (Cereals, pulses, millets, dry fruits, condiments and spices, etc.)
  - iii. Fuel Consumption Register
- c. Records of Manpower working in the mess.
  - i. Mess Staff Particulars Register
  - ii. Attendance Register of Kitchen Staff
  - iii. Medical record of kitchen staff register
  - iv. Wages Payment register.
  - v. Others as mentioned in the Tender document.

### **3) Premises, Furniture and Equipment**

- i) DSYS will provide mess premises comprising cooking and dining facilities, furniture, appliances/kitchen equipment, electricity, and tap water.
- ii) The Contractor shall use his own utensils, crockery, cutlery etc., of good quality for cooking and serving.
- iii) The serviceability of the utensils, furniture, appliances, and kitchen equipment shall be done and ensured by the contractor at his own cost. All items provided by DSYS shall be counted once in a month in the presence of In-charge of the Centre/ his representative(s) and the contractor will be responsible for the loss/damage of any items and make up for the loss if found in shortage/damaged condition by replacing/repairing with the same quality and quantity as provided to the agency.
- iv) The replacement of electrical items/fixtures such as bulbs, tubes etc. would be made by the contractor in case of damage caused during his occupancy. The contractor should advise his employees to strictly observe the normal practice for use of electrical fixtures and fittings. Table linen and frills must be arranged by the contractor and ensure clean, neat and hygiene.

### **4) Water and Electricity**

- i) Tap water and electricity facilities will be provided free of cost to operate the mess.
- ii) The contractor shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, water coolers, mixer/grinder, oven and other equipment for cutting/grilling vegetables etc.
- iii) The contractor should not overuse or misuse the water and electricity apart from the assigned activity.

### **5) Fuel**

- i) It is the sole responsibility of the contractor to get the refills from the gas company to run the mess on his own cost. Any fluctuations in the gas price must be absorbed by the Contractor only.

### **6) Attendance**

- i) A biometric verification system will be made available to record the daily head count of

the inmates dining in the hostel and also the staff engaged by the contractor. It will be the responsibility of the caterer to ensure that a member records his presence at every instance, in the biometric verification system before the plate (for food) is issued to him. The daily head count reported by the biometric verification system will be used for calculating the total man-days.

## 7) Food Safety and Hygiene

- i) The contractor shall be responsible for the overall cleanliness of the Mess building, surrounding, kitchen, store; wash and food service area. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored/ preserved / re-served after meals.
- ii) When circumstances warrant, the contractor should cater to a large number of sportspersons at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated accordingly.
- iii) Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
- iv) Food contact areas used for pre and post food preparations must be cleaned thoroughly to avoid cross-contamination as per FSSAI standards.
- v) The contractor shall ensure the temperature of the food as per FSSAI standards
- vi) The contractor shall be responsible for providing potable water (meeting IS 10500 standard requirement) for i. Cooking and drinking ii. Utensils and equipment cleaning facility iii. Raw material washing facility
- vii) Water cooler and purifier should be cleaned and maintained regularly. Water dispenser must be cleaned by the contractor every day.
- viii) Dining and kitchen hall should be mopped, after each meal by the contractor. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and moped, daily and will be disinfected once in a week or as and when required.
- ix) Any laxity in the cleaning of these areas will attract severe penalty decided by In-charge of the Centre/ his representative(s)
  - a) After each meal (breakfast, lunch, evening tea and dinner) all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned with hot water using detergent powder/soap solution after every meal, dried and kept ready for next meal. All the vessels used for cooking also should be washed with hot water using detergent/soap solution should be made available for use for the next meal.
  - b) Complaints of un-clean serving plates/cutlery/utensils in a day will lead to a penalty.
  - c) Hand towels/napkins, soap oil dispensers at dining hall and mess area shall be provided by the contractor. The towels have to be changed for service and the soap oil should be refilled, more frequently.
  - d) Monthly fumigation of Kitchen / Dining area and maintenance of exhaust fans should be done.
  - e) The doors and windows, grills of the mess area shall be cleaned daily. The responsibility of cleaning the Mess premises, daily/routine including fans, glass panes, walls, etc. will be the sole responsibility of the contractor.

## 8) Cleaning Material

- i) Dining and kitchen hall should be mopped, after each meal by the contractor. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and moped, daily and will be disinfected once in a week or as and when required.
- ii) The Contractor shall be responsible for providing cleaning material of first-class quality with ISI standards for the cleaning kitchen, wash area, dining hall, service area and storage area.
- iii) The quality of the cleaning material (detergent/ soap/ hand wash/ hand towel etc...) will be approved by the In-charge of the FIFA Academy.

- iv) The quantity of the cleaning chemicals shall be adequate; the chemicals, sanitizers and other cleaning compounds shall be used depending upon the nature of the surface to be applied.
- v) The illustrative list of Cleaning material is given below in Table 2

**Table 2: List of Cleaning Materials**

S. No	Cleaning Materials
1	Black Phenyl
2	White Phenyl
3	Detergents/ Chemicals
4	Scented Disinfectant
5	Bombay Brooms
6	Coconut Brooms
7	Cotton Swab with a stick
8	Soap Oil
9	Washing Brush
10	Mop Stick
11	Dust Clearing Stick
12	Floor Wiper
13	Table Cleaning Wiper
14	Dustbins
15	Dust Pans
16	Buckets
17	Duster Cloth
18	Scrubbers
19	Cobweb with Stick
20	Napthalene Balls
21	Doormat

**9) Waste Disposal**

- i) The waste material and unused/leftover food from mess will be removed from mess premises every day. The contractor will ensure that all the waste material and unused/leftover food should be disposed off to the nearest dustbin placed by the area corporation. The contractor will also ensure that stray cattle, such as pigs, dogs, cows, birds etc do not consume any food within the mess premises.
- ii) The contractor shall ensure that solid waste materials are not dumped into the drains. All such wastes must be removed from the utensils prior to washing.
- iii) Safe disposal of all the bio-waste and non bio-waste in separate bins will also be the sole responsibility of the Contractor.
- iv) Municipal Tax for waste disposal is to be borne by the contractor

**10) First Aid**

- i) The contractor shall provide necessary First Aid Facilities to his personnel and ensure a First Aid Box in the mess premises.

**11) Transportation**

- i) The Contractor shall make his own arrangements for transportation of raw materials and prepared foodstuff to the mess and to the various service points.
- ii) The contractor shall ensure adequate protection against seasonal weather conditions by transporting the food items by his own suitable conveyance as may be necessary at his own cost and for satisfactory and timely service

- iii) DSYS will not provide any facility for transporting the raw materials/food items to the site or the food service point(s)

## 12) Inspection

- i) In-charge of the FIFA Academy/ representative(s) will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provisions, which are found to be of unsatisfactory standard and on the ground of hygiene & food quality.

## 13) Manpower

- i) The minimum staff requirement shall be as under for every 50 hostel inmates. Based on the number of hostel inmates, the catering agency shall deploy sufficient number of manpower.

S. No	Manpower	Minimum Qualifications	Number Required		Total
			1st Shift ( 6 AM – 2 PM)	2nd Shift ( 2 PM – 10 PM)	
1	Head Cook	Diploma in Catering	1	1	2
2	Cook	Matriculate	1	1	2
3	Store Clerk	12th Pass	1	0	1
4	Bearer	Non – Matriculate, Unskilled	1	1	2
5	Washer		1	1	2
6	Cleaner		1	1	2
TOTAL			6	5	11

- ii) There must be adequate number of staff to ensure smooth completion of activities described in the scope of work. In case of absence/ shortage of staff, the number must be ensured by providing a suitable alternative within a day ensuring non-disruption of activities described in the scope of work. Noncompliance of providing sufficient staff shall invoke a penalty.
- iii) The Contractor shall engage a sufficient number of trained cooks and other kitchen staff for cooking vegetarian, non-vegetarian, South and North Indian delicacies, Chinese and Tandoor items etc.
- iv) The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by him/her and DSYS will not be responsible in case of any eventuality.
- v) In case of any labour problems related to the workmen staff of the Contractor deployed in DSYS premises, the same shall be settled at the Contractor's end only.
- vi) It shall be the duty of the Contractor to clearly inform his own personal/staff that they shall have no claim whatsoever against DSYS and they shall not raise any industrial dispute, either directly and/ or indirectly, with or against DSYS in respect of any of their service conditions or otherwise. There shall be no employer- employee relation between the personals hired by the contractor and DSYS.
- vii) The Contractor shall arrange to issue identity cards to all his staff through DSYS, which has to be produced for inspection as and when required by DSYS and/or suitably displayed.
- viii) The Contractor shall ensure that all instructions, guidelines, and specifications issued to the Contractor by DSYS are clearly and effectively communicated and are strictly adhered to by the personnel of the Contractor.
- ix) The Contractor shall also ensure that action taken by the Contractor and/or its

- employees and/or personnel shall not violate laws and regulations.
- x) Employment of child labor (as per norms) & persons above 60 years of age is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
  - xi) The contractor shall engage the services of efficient, neat & clean (trim haircut, mustache, nail cut etc), healthy, honest, well behaved and skilled persons for cooking, serving and cleaning of kitchen, dining halls, wash area, storage area and service areas at his own cost. The contractor shall ensure that the food handlers, the bearer, dishwasher etc. wear a neat uniform including head caps, hand gloves, aprons.
  - xii) The contractor and his workers must behave politely with hostel inmates, guests & other staff members. The contractor shall be responsible for any theft, dishonesty and/or disobedience and discourteous behaviour on part of the manpower provided by him /her. The contractor and his team, under any circumstances, should not involve in arguments with the hostel inmates, staff or guests of the mess. In case of such situations or under any other emergency, the Contractor should intimate immediately to the designated Staff/Officer of DSYS.
  - xiii) Smoking, consuming gutka, tobacco, drinking liquor etc is strictly prohibited in the Institute premises. Storage/consumption of any alcoholic drink/liquor is strictly prohibited. The contractor shall not serve any of such substance/drink in mess/hostel.
  - xiv) The contractor shall get done the police and medical verification of the manpower employed by it at its own cost and expenses and provide a copy of police verification and medical fitness to DSYS. The Contractor shall organize medical examination and furnish medical fitness certificate from the authorized Govt. Hospital of all the staff before initial deployment which will be repeated on a half-yearly basis. Any person found to be medically unfit or unsuitable shall have to be removed by the Contractor from the services and suitable replacement shall have to be arranged forthwith. The Contractor shall not employ any person who is suffering from the infectious, contagious or loathsome disease.
  - xv) The contractor shall not permit the Mess Area or any portion thereof to be used for residential purposes by any of its employees.
  - xvi) The Contractor is solely responsible for the payment of all statutory liabilities including Minimum wages through Bank transfer in their respective accounts as per Central Government Rule for their employees as per the Government norms and observing provisions of labour laws, including EPF, ESI, etc.
  - xvii) The persons employed by the contractor should not have any adverse police records/criminal cases against them. The contractor should get Police verifications of the personnel to be engaged. The Contractor shall provide the proof of background check of its staff deputed for catering service at the site of DSYS.

#### 14) Pest Control

- i) The persons employed by the contractor should not have any adverse police records/criminal cases against them. The contractor should get Police verifications of the personnel to be engaged. The Contractor shall provide the proof of background check of its staff deputed for catering service at the site of DSYS. The Contractor shall ensure adequate, safe and effective insect, pest and rodent control measures in the store, kitchen, service, dining and wash area of the Mess premises.
- ii) The Contractor shall make proper arrangement for spraying with appropriate World Health Organization (WHO) approved pest control materials in and around all the dining halls on a daily basis /regularly.
- iii) The Contractor should carry out control measures to avoid fly/mosquito/cockroach/rodents, control measures regularly / as need based during seasons.
- iv) The chemicals/disinfectant will be inspected by the designated person of the In-charge of the Centre/ his representative(s) before use.
- v) The contractor shall take adequate measures to ward off domesticated/stray animals/birds from the mess.

**15) Others**

- i) The persons employed by the contractor should not have any adverse police records/criminal cases against them. The contractor should get Police verifications of the personnel to be engaged. The Contractor shall provide the proof of background check of its staff deputed for catering service at the site of DSYS.
- ii) The contractor shall be solely responsible for compliance with the provisions of various labour and industrial laws, such as wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at DSYS or for any accident caused to them and the DSYS shall not be liable to bear any expense in this regard.
- iii) The Contractor shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/ amendments/ modifications.
  - i. The Payment of Wages Act 1936
  - ii. The Employees Provident Fund Act, 1952
  - iii. The Factory Act, 1948
  - iv. The Contract Labour (Regulation) Act, 1970
  - v. The Payment of Bonus Act, 1965
  - vi. The Payment of Gratuity Act, 1972
  - vii. The Employees State Insurance Act, 1948
  - viii. The Employment of Children Act, 1938
  - ix. The Motor Vehicle Act, 1988
  - x. Minimum Wages Act, 1948
- iv) The successful bidder is required to deposit interest free Performance Security for an amount which is 5% of total project estimated cost/contract value within stipulated time. The security deposit can be in the form of Bank Guarantee from a commercial bank in an acceptable form safeguarding DSYS's interest in all respects. The Performance Security should remain valid for sixty days beyond the expiry date of the contract and shall be refunded subject to adjustment of any due/ arrears/penalties/damages. The Contract shall replenish the performance security as and when forfeited by DSYS.
- v) The contractor shall obtain necessary license, permit, consent, sanction, etc., as may be required or called for from/by local or any other authority for doing such work. The Contractor shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State or local Govt. as applicable to him or to this contract without any liability and responsibility to DSYS, whatsoever it may be.
- vi) The contractor shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Contractor shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by the DSYS from time to time.
- vii) The contractor shall provide and be responsible for payment of wages, salaries, bonus, social charges, insurance, food, accommodation, transport, medical and canteen facilities and other statutory privileges and facilities as applicable to its personnel as per relevant & applicable law/rules/regulations and orders of the Central Government/State Government/ local authorities or other authorities as are in force from to time.
- viii) Payment of bills shall be released only if it is accompanied by the proof of the following:-
  - a) Biometric attendance sheet of the beneficiaries will be certified by Incharge of the Centre/ his representative(s).
  - b) Deposit of challan of GST of the previous month.
  - c) Undertaking and proof from the contractor to the effect that he has paid minimum wages and other statutory liabilities including VDA as admissible to the workers employed by him for the work under Agreement and also undertaking to the effect that he has paid EPF, ESIC, Bonus etc as admissible as per rules to the respective authorities/workers. Relevant documents in support thereof are also made available.
  - d) Any other documents/records as required by the DSYS.
- ix) No extra payment will be made against any tax except GST. However, statutory variations, if enforced after submission of the offer & if otherwise admissible will be paid.
- x) The contractor will collect the guest charges directly from the guests as per the tariff approved by DSYS. The contractor should ensure availability of extra food to cater to

the additional demand.

- xi) The contractor should also ensure that the food provided to the kitchen staff if any will be borne by the contractor. Kitchen staff hiding the food inside various locations in mess premises and knowingly serving less than the specified amount is highly discouraged and will be fined accordingly by the In-charge of the Centre/his representative(s).

## J. List of Annexures

Sl. No	Description	Annexure
1.	Tender Submission Letter	Annexure-I
2.	Bidder's Authorization Certificate	Annexure-II
3.	Format of Financial Capacity	Annexure-III
4.	Power of Attorney	Annexure-IV
5.	Organizational Background	Annexure-V
6.	Information on Bidder's Organization	Annexure – VI
7.	Requirements of Catering at FIFA Academy, Bhubaneswar	Annexure–VII
8.	Work Experience	Annexure-VIII
9.	Financial Proposal form	Annexure-IX
10.	Format for Performance Bank Guarantee	Annexure-X
11.	Format of Pre-Bid Queries	Annexure-XI
12.	Format of the Contract	Annexure-XII
13.	Format of Affidavit / Undertaking	Annexure-XIII



## **Annexure-I: Tender Submission Letter**

To  
Joint Secretary,  
Sports and Youth Services Department, Government  
of Odisha, Kalinga Stadium, Nayapalli, Bhubaneswar  
Odisha – 751012

**Sub:** RfP for Engagement of Catering Agency for FIFA Academy, Bhubaneswar

**Ref:** RFP No. SYS-CBII-CC-0069-2023- /SYS Dt.11-01-2024

I/ We, the undersigned, offer to provide the above services to Sports and Youth Services Department, Government of Odisha. We are hereby submitting our bid.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of the tender document attached hereto and hereby agree to abide by the DSYS terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to Sports and Youth Services Department, Government of Odisha any additional information it may find necessary or require clarifying, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between Sports and Youth Services Department, Government of Odisha and us subject to the modifications, as may be mutually agreed to, between Sports and Youth Services Department, Government of Odisha and us.
- (g) We agree to keep this bid valid for acceptance for a period of one hundred eighty (180) days from the date of opening the bid.

We understand that Sports and Youth Services Department, Government of Odisha is not bound to accept any tender that Sports and Youth Services Department, Government of Odisha receives.

Yours faithfully,

Authorised Signatory  
(with Name, Designation, Contact no. and Seal)  
*Note: On the Letterhead of the Bidder*

**Annexure-II: Bidder's Authorization Certificate**

To

Sports and Youth  
Services Department,  
Government of Odisha,  
Kalinga Stadium,  
Nayapalli, Bhubaneswar  
– 751012

Sub: RFP for Engagement of Catering Agency for FIFA Academy, Bhubaneswar

Ref: RFP No. SYS-CBII-CC-0069-2023- /SYS, Dt.11/01/2024

Dear.

I/We {Name/Designation} hereby declare/certify that {Name/Designation} is hereby authorized to sign relevant documents on behalf of the company/firm in dealing with tender No dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you while processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you, Name  
of the Bidder:

Authorised Signatory:

Verified Signature:

Seal of the Organisation:

Date:

Place:

Note: Please attach the valid power of attorney in favour of the person signing this authorisation letter

**Annexure-III: Format for Financial Capacity**

<b>Financial Year</b>	<b>Annual Turnover of the Bidder</b>
2018-19	
2019-20	
2020-21	
2021-22	
2022-23	

**Note:** All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports and a certificate from the statutory auditor of the company.

**Annexure-IV: Power of Attorney**

(To be executed on INR 100 non judicial stamp paper and to be duly notarized)

Know all men by these presents, We, ..... (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr / Ms

.....son/daughter/wife

and presently residing at ....., who is presently employed with/ retained by us and holding the position of.....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for Engagement of Catering Agency for FIFA Academy, Bhubaneswar. Project proposed to be developed by the

..... (the

e "Authority") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the DSYSd Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our DSYS Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our DSYS Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we, ..... The above- named principal have executed this power of attorney on this.....day of ....., 20.....

For .....  
(Signature, name, designation, and address)

1.

2.

Notarised

Accepted .....

(Signature, name, designation, and address of the  
Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate

### **Annexure V: Organizational Background**

Provide here a brief (two pages) description of the background and organization of your firm/entity.

- Organization Structure
- Past Experience in similar work
- Clientele of company/firm/agency
- Geographical Presence of Firm/Agency/ Company

**Annexure VI: Information on Bidder's Organization**

Sl. No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST Registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	
12.	Details of clients to whom Catering Services have been supplied in the last 10 years with details of value of supplies (Copies of award letters/supply orders)	
13.	Declaration of the bidder that no case/dispute/claim with arbitration court/consumer forum etc. are pending as on date of release of RFP (Declaration on Rs. 100 stamp paper)	

**Details of last 5 years to be produced in following format**

Turnover amount	Financial Year

Note: Please attach all the relevant documents like Power of Attorney (Annexure IV), Certificate of Incorporation, GST IN, TAN, PAN

.....

Name of the Bidder

.....

Name and Signature of the  
Authorized Signatory





Roasted Salted Pistachios 5 pieces	Roasted Salted Pistachios 5 pieces	Roasted Salted Pistachios 5 pieces	Roasted Salted Pistachios 5 pieces	Roasted Salted Pistachios 5 pieces	Roasted Salted Pistachios 5 pieces	Roasted Salted Pistachios 5 pieces
Prunes 2 no	Prunes 2 no	Prunes 2 no	Prunes 2 no	Prunes 2 no	Prunes 2 no	Prunes 2 no
<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>
Idly 4/ Uthappam 3 Pieces	Oats Milk Porridge 1 bowl/ Vegetable Oats Upma 1 bowl	Wheat Vegetable Pasta 100 gm/ Wheat Vegetable Dalia 100 gm	Multigrain Roti/Bread 4 no	Methi Paratha 2 no's/ Vermicelli vegetable upma 200 gm	Quinoa Vegetable Upma 1 Bowl/ Vegetable Poha 1 bowl	Ragi Dosa 4 pieces/ Moong Cheela 4 pieces
Sambar 1 katorie	2 Whole egg	Milk 1 glass	Peanut Butter 2 Tbsp	Vegetable Sabji 1 katorie	Boiled egg 2 no's	Black Chana 1 katorie
Peanut Chutney 2 Tbsp	Mix crushed Dry fruits 1 serving on porridge	Scramble egg (2 whole eggs)	Milk 1 glass	Mint Chutney 2 tsp	Moong Sprouts 1 katorie	
Boiled egg white 2 pieces	2 Tbsp of Pumpkin + Sunflower seeds on Porridge		1 cup steamed broccoli + green beans	Scramble egg (2 whole eggs)		Boiled egg (2 whole eggs)
Boiled baby Corn 50 gm						
Watermelon 200 gm + Custard apple 1 medium	Pomegranate 1 piece	Pineapple 1 cup + Papaya 1 cup	Pomegranate 1 piece	Sapota 1 piece + 1 cup grapes	Guava 1 No	Orange/ Tangerine 1 piece
<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4	Cooked Rice 200 gm/ Roti 3-4
Mixed Vegetable Moong Dal 1 katori (200 gm)	Bengal Gram Dal 200 gm	Mixed lentil + moong Vegetable Dal	Spinach Moong Dal 200 gm	Mixed Vegetable Dal	Channa Dal 200 gm	Mixed Vegetable Dal
Mutton Curry (Matar Paneer) 1 Katori	Lobster Fish Curry 150 gm (Soya chunks Curry) 1 Katori	Chicken Curry (Matar Paneer)	Chicken breast Curry/ Salmon Fish Curry (Paneer curry)	Rajma curry	Chicken curry (Soya Keema)	Low fat Paneer Tikka
Vegetable Saute (carrot)	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers +	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers +	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms +	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms	Vegetable Saute (carrot	Vegetable Saute (carrot + Cauliflower + Broccoli + Bell papers + Mushrooms

+ Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper spread.	Mushrooms + Green beans + Peas) pinch of black pepper spread.	Mushrooms + Green beans + Peas) pinch of black pepper spread.	Green beans + Peas) pinch of black pepper spread.	+ Green beans + Peas) pinch of black pepper spread.	+ Cauliflower + Broccoli + Bell papers + Mushrooms + Green beans + Peas) pinch of black pepper spread.	+ Green beans + Peas) pinch of black pepper spread.
Mixed Vegetable Sprouts Salad	6 slice of tomatoes + 6 slice of cucumber + 10 slice of carrot	Corn Salad	Mixed Vegetable Salad	Mixed Vegetable Salad	Mixed Vegetable Salad	Mixed Vegetable Salad
Curd 200 ml	Curd 200 ml	Curd 200 ml	Curd 200 ml	Curd 200 ml	Curd 200 ml	Curd 200 ml
<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>	<b>Pre-Eve Session (45 min Prior Training)</b>
Double-toned milk 250 ml (1 glass) [Milk on off training days]	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)	Peppermint Beetroot Juice 1 glass (No Sugar)
Dried Apricots 5 No's	Banana 1	Dried Prunes/ Apricots 5 No's	Dried Prunes/ Apricots 5 No's	Dried Prunes/ Apricots 5 No's	Dried Prunes/ Apricots 5 No's	Dried Prunes/ Apricots 5 No's
Raisins 30 gm	Raisins 30 gm	Raisins 30 gm	Raisins 30 gm	Raisins 30 gm	Raisins 30 gm	Raisins 30 gm
<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>	<b>During-Eve Session</b>
Plain water 500 ml	Plain water 500 ml	Plain water 500 ml	Plain water 500 ml	Plain water 500 ml	Plain water 500 ml	Plain water 500 ml
ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter	ISO-Lemonade 1 litter
Dried Figs 5 no's						
<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>	<b>Post-Evening Training</b>
Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml	Tender coconut water 300 ml
Boiled Sweet Potato 150 gm	Egg Sandwich 2 pieces (4 pieces of bread + 2 egg omelette)	Apple Banana milk Smoothie (Apple 1/2 cup + banana 1 whole + Double Toned Milk 300	Avocado/ Peanut butter Toast (4 toast + 2 tbsp peanut butter/ 1 avocado)	Chicken Sandwich 2 no's	Paneer Sandwich 2 no	Chickpea salad 200 gm

		ml) + 1 tbsp of pumpkin + sunflower seeds each				
2 eggs Scramble			Low fat paneer bhurji (100 gm)			Boiled egg 1 whole, whites 2 no's
<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>
Rice/ Roti 4 no	Roti 3-4 no	Mixed Vegetable Pulao	Alu Paratha 2 to 3	Jeera Rice 200 gm	Rice/ Roti 3 to 4	Rice/ Roti 3 to 4
Arhar Dal 200 gm	Dal Tadka	Mixed Vegetable Dal	Mixed Vegetable Dal	Mixed Vegetable Dal	Mixed Vegetable Dal	Mixed Vegetable Dal
Grilled Chicken Breast (100 gm) (Peas Paneer Curry)	Vegetable Chicken soup (Paneer Curry)	2 Whole Egg Curry (Soya chunks and green peas Curry)	Chicken do pyaza (White Rajma curry)	Soya Curry	Mutton Paya soup Containing mutton liver (Palak Paneer)	Tuna/ Hilsa Fish curry 200 gm (Chana paneer Curry)
Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)	Salad (2 cups boiled spinach + 1 cups of tomatos + 2 tbsp of onion + 1/2 cup of chopped cucumber + 1/4th cup of beetroot + 1/2 cup of carrot)
<b>Bed Time</b>	<b>Bed Time</b>	<b>Bed Time</b>	<b>Bed Time</b>	<b>Bed Time</b>	<b>Bed Time</b>	<b>Bed Time</b>
Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel	Turmeric Black pepper Milk 1 glass (250 ml) + 2 Whole Walnut Kernel

Requirement	Quantity per meal
FIFA Academy Students	50
Staff	10
<b>Total Requirement</b>	<b>60</b>

**Annexure VIII: Work experience Format**

<b>Years</b>	<b>Organization Name</b>	<b>Similar Works Experience (Similar Catering Service provided to clients)</b>	<b>Work Order No/ Date</b>	<b>Amount</b>

Work order copies/agreement copies/client certificate to be provided for all similar works.

(Signature of the Bidder)

With Address and Seal of the Organization

**Annexure IX: Financial Proposal Form**

(To be submitted in a separately sealed envelope and not as part of the Technical Proposal)

Sl. No.	Description	% in word	% in figures
1	Service Charge as %	To be Quoted	To be Quoted

**Notes:**

- 1) Service charge as % shall be quoted for the Diet Charges Rs. 275 per head per day + Rs. 80 over head charges per head per day (Fuel & Cleaning).
- 2) Service Charges shall be quoted with a minimum threshold limit of 3.85% and maximum limit of 7% on the bill amount before GST.
- 3) Any bidder quoting service charges less than and above the threshold limit as specified above will be treated as unresponsive.
- 4) Successful bidder shall be the one who quotes the lowest service charges after observing the threshold limits.
- 5) Financial proposal is to be submitted separately sealed envelope and not as part of the Technical Bid Documents.
- 6) Rates should be exclusive of all statutory taxes.
- 7) The financial proposal shall be valid for a period of 180 days from the date of submission. If accepted, the applicable rates shall be valid for a period of 12 months from the date of award of supply order. However, owing to special circumstances, DSYS, Govt. of Odisha reserves option to have a new rate contract for additional items or purchase by issuing another tender.
- 8) The service charge quoted shall be applicable for supply anywhere in the state of Odisha for a period of 12 months from the date of award of supply order.
- 9) In case the preferred bidder is unable to provide the agreed quantity and quality of Catering Service, as per specifications and/or within stipulated time DSYS, Govt. of Odisha reserves the right to negotiate with the next preferable bidder.

**Annexure X: Format for Performance Bank Guarantee**

**Form of Performance Bank Guarantee**

To

Sports and Youth Services Department,  
Government of Odisha, Govt. of Odisha,  
Kalinga Stadium, Nayapalli,  
Bhubaneswar - 751012

WHEREAS \_\_\_\_\_[Name and address of the Service Provider] (hereinafter called "the Agency") has undertaken, in pursuance of Contract No. \_\_\_\_\_ to provide the services on terms and conditions set forth in this Contract \_\_\_\_\_[Name of contract and brief description of works] (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the DSYS Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of \_\_\_[amount of Guarantee] \_\_\_[in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_[amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contractor of the services to be performed thereunder or of any of the Contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

"This guarantee shall also be operatable at our .....Branch at , Odisha, from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under claimed, the DSYSd branch shall accept such invocation letter and payment of amounts so demanded under the DSYSd invocation."

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_(Rs. \_\_\_\_\_) and the guarantee shall remain valid till. Unless a claim or a demand in writing is made upon us on or before \_\_\_all our liability under this guarantee shall cease.

Notwithstanding anything contained hereinabove."

- A. Our liability under this guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
- B. This bank guarantee shall be valid up to \_\_\_\_\_.
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before.

Signature and Seal of the Guarantor \_\_\_\_\_

In the presence of Name and Designation

1 \_\_\_\_\_ (Name, Signature & Occupation)

Name of the Bank Address

2 \_\_\_\_\_ (Name & Occupation)

**Annexure XI: Format of Pre-Bid Queries**

To

Joint Secretary  
Sports & Youth Services Department,  
Govt. of Odisha, Nayapalli,  
Bhubaneswar - 751012

**Sub:** RFP for Engagement of Catering Agency for FIFA Academy, Bhubaneswar**Ref:** RFP No. SYS-CBII-CC-0069-2023- /SYS,Dt 11/01/2024

Dear Sir,

The following are the Clarifications and Comments from the Terms and Conditions and Scope of Work for the subject RFP. These Clarifications are exhaustive.

Sl.No.	Clause No. and Page reference	RFP text	Query
1			
2			
...			

Yours faithfully,

Authorized Signatory

(with Name, Designation, Contact no. and Seal)

*Note: On the Letterhead of the Bidder*



**Annexure XII: Format of Contract****Contract No****Dated**

This is in continuation to this office's Notification of Award of Rate Contract No \_\_\_\_\_ dated \_\_\_\_\_

1. Name & address of the Service provider:
2. RFP Reference No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Coorigemdum No \_\_\_\_\_, dated (if any), issued by the DSYS.
3. Service provider's Bid No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the supplier and the purchaser in connection with this Bid.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this Rate Contract:
  - (i) General Conditions of Contract (Section I);
  - (ii) Schedule of Requirements (Annexure VII);
  - (iii) Bid Form furnished by the supplier;
  - (iv) Service Charge Quoted by the supplier in its Bid (Annexure IX – Financial Bid);
  - (v) Letter of Award
5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of the services which shall be provided by the service provider are as under:-

Sl. No	Name/Type of Services	Location
1	Procurement of food commodities as per specifications/Menu. Cooking & serving of safe hygienic meals-Breakfast, Lunch, Snacks/prepost training snacks, and dinner. Cleaning of utensils, kitchen & serving items. Cleaning of cooking; dining and auxiliary areas etc. Security of the equipment, utensils and other items in the mess. Maintenance of the equipment in the kitchen and dining areas. Deployment and supervision of required manpower for the said job	FIFA Academy, Bhubaneswar

**Any other additional services (if applicable) and cost thereof:**

- (i) RFP Reference No.
- (ii) Contract valid up to:
- (iii) Service Charge:
- (iv) Details of Performance Security:
- (v) Payment terms:

(Signature, name and address of the  
purchaser's authorised official)  
Joint Secretary

Received and accepted this Contract

[Signature with date, name and designation]  
for and on behalf of Messrs

[Name & address of the manufacturers]

(Seal of the supplier)

**Date:**

**Place:**

### **Annexure XIII: Format of Affidavit / Undertaking**

NOTE: To be submitted on non-judicial stamp paper of Rs. 10/- duly certified by Public Notary

I/ We have read and understood the instructions and the terms and conditions contained in the document. I/We accordingly accept all terms and conditions of the tender enquiry document including the essential conditions specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, , dispute resolution mechanism applicable law. I/ We confirm that I/we do not stand deregistered/debarred/banned/blacklisted by any Govt. Authorities. I/ We do hereby declare that the information furnished/ uploaded is correct to the best of my/our knowledge and belief. I/We hereby certify that the prices offered by us in this tender is not higher than the prices we had offered to any other Govt. of India Organization (s)/PSU(s) during the last one year and shall provide the justification for reasonableness of our offered price whenever asked during evaluation of our submitted bid. I/ We also hereby certify that if at any time, information furnished by us is proved to be false or incorrect; I/ We are liable for any action as deemed fit by the Sports & Youth Services Department, Government of Odisha in addition to forfeiture of the earnest money.

Date: (Signature of the bidder)

Name & Address of the bidder