



जीव विज्ञान संस्थान  
**INSTITUTE OF LIFE SCIENCES**  
(An Autonomous Institute of the Department of Biotechnology, Govt. of India)



**EXPRESSION OF INTEREST**  
for **Canteen / Catering Services**

No.I-160-AM/2017-18/ILS/643

09 March 2020

Institute of Life Sciences(ILS), Bhubaneswar, an autonomous Institute of Department of Biotechnology, Government of India, located at Nalco Square, Chandrasekharapur, Bhubaneswar-751023 invites application of Expression of Interest from reputed registered caterers / restaurants/ hotels to fulfil the need of canteen and catering services required at its premises (Campus-I & II) on daily basis.

**ELIGIBILITY CRITERIA :**

- The agency must be holding valid license under, Food License, Contract Labour and must be registered with EPF/ESI/GST and PAN.
- Must have provided Canteen Services to reputed Government Offices/Autonomous Bodies and Institutes and other reputed Educational Institutions for at least three years or more. The agency should provide the copy of the work order and performance certificates from the serving institution(s) for the last 3 years.
- Must have annual turnover of Rs.20.00 lakhs or more for each financial year (Should provide proof of the turn over for FY 2018-19, 2017-18 & 2016-17).
- The caterer must submit an undertaking that the Agency is not blacklisted in any organization and no case is pending with the Police or Court of law against their name.

**SCOPE OF WORK :**

- Institute will provide space, dining furniture, kitchen equipment, utensils etc. for providing food to the staff/ students of ILS.
- During working days, breakfast & dinner is to be provided in Campus-II whereas Lunch/BF/Dinner is to be provided everyday in Campus-I. However, on non-working day Lunch along with B/F & Dinner is to be provided at Campus-II.
- The agency is required to provide lunch/dinner/breakfast to the students (approx..200) every day using own cooking gas cylinders and raw material of the food.
- The agency should provide wholesome and hygienic prepared food and maintain cleanliness in the provided space.
- The agency should maintain the equipments/space at his own risk and cost.
- The agency should provide Bank Guarantee of Rs.1.00 lakhs interest free as a security deposit upon getting the letter of intend and will get it back on completion/termination of its agreement with ILS.
- The canteen menu is to be decided by the Canteen Committee / Student representative on monthly basis.

- The agency should run and open the canteen from 7:00 am to 10:30 pm every day. Besides, breakfast/lunch/dinner, the agency should provide other tiffin/tea/coffee and immediate requirement as and when asked for by the office on payment basis.
- The agency is required to provide special lunch/dinner (Buffet/Packed & limited Thali) as and when required by the office on chargeable basis.

#### APPLICATION / EVALUATION OF EXPRESSION

The Agency should submit the Expression of Interest in two envelopes enclosing all the relevant documents & testimonials mentioned above to fulfil the eligibility criteria. However, they need to quote their best rate in the attached Sheet for participation in the tendering process. The agency needs to submit their documents in two sealed envelopes addressing to Director, Institute of Life Sciences, Nalco Square, Chandrasekharapur, Bhubaneswar -751023 as in detailed below.

First Envelope : The agency need to submit all the relevant documents, testimonials and certificate etc. as mentioned above to fulfil the eligibility criteria along with an application in plain paper for expressing interest to provide canteen services at ILS. The sealed envelope must be super scribed “Expression of Interest in Canteen/ Catering Services at ILS – Documents”

Second Envelope : The agency need to quote the best rate in the attached format in another sealed envelope which must be super scribed as “Expression of Interest in Canteen/Catering services at ILS – Price Bid”.

Both the envelope should address to Director, Institute of Life Sciences, Nalco Square, Chandrasekharapur, Bhubaneswar -751023 which should reach the office **on or before 20<sup>th</sup> March, 2020.**

On getting the expression of interest from different agencies, the committee will scrutinize the documents. The committee with few student representatives will visit the canteen of the shortlisted caterer to taste the quality of food. The price bid shall be opened in respect of eligible agencies only after verification of documents and quality of food. Upon getting the remarks of the team, qualified caterer will be called-for a meeting and representatives of eligible agencies shall be present for opening of price bid. The interested caterer will be allowed to visit the canteen place.

#### TERMS AND CONDITIONS OF THE CONTRACT

1. The selected agency should be given contract initially for one year and extendable for the second year subject to review of performance.
2. The agency should submit all statutory requirement as stated in the Eligibility Criteria.
3. The agency should not engage child labour as per Contract Labour Act.
4. The agency should follow the Institute’s Rules & Regulation to maintain discipline in the Institute.

5. The Institute will not be responsible for the dispute between the workman and the agency. However, the agency will take care of their workman for any incident or accident during their involvement at ILS.
6. The agency should not sub-let or engage third party contract during the services at ILS.
7. The agency is sole responsible for disposal of waste and cleaning the periphery of the canteen.
8. The agency should maintain high quality hygiene of the place by maintaining house keeping and cleaning the canteen/dining place.
9. ILS reserves the right to verify / check the maintenance of hygienic / quality of food and service professional engaged by the agency.
10. Taste and quality of food should be maintained properly. However, 40% of the consumer, if complained in writing (Complain Register to be kept in Canteen at the Front Desk) on any food, payment there-of will not be chargeable to the consumer.
11. Food poisoning shall invoke a penalty of cancellation of the contract right away without any notice and non-refund of the amount deposited as security money.
12. Any dispute shall be addressed to Director, ILS and the decision of the Director, ILS will be final.
13. The Court at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.
14. The Institute reserves the right to cancel the contract without assigning any reason.
15. Termination Clause : The contract with the selected agency may be terminated by giving a prior notice of two months.
16. Director, ILS reserves the right to accept/reject the bid without giving any reason to any of the bidder.

*D. Pradhan*  
Administrative Officer