



PRASAR BHARATI

भारत का लोक सेवा प्रसारक)

(India's Public Service Broadcaster)

राष्ट्रीय प्रसारण एवं मल्टीमीडिया अकादमी( तकनीकी)

NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA

चंद्रशेखरपुर, ओम्फेड छक, भुवनेश्वर-751017

CHANDRASEKHARPUR, OMFED SQUARE, BHUBANESWAR-751017



NO: BBSR/NABM/32(3)/2018/G

1644

Dated: 12-12-2018

NIT-01/BBSR/NABM/32(3)/2017/G/

**Sub: Quotation for "running Hostel mess of National Academy of Broadcasting and Multimedia, Bhubaneswar" on contract basis.**

National Academy of Broadcasting and Multimedia intends to call quotations for "running Hostel mess" on contract basis. You may submit your most competitive offer along with Bid security deposit of **Rs. 30,000/- (Rupees Thirty thousand only)** by way of account payee demand draft/Bankers cheque from any of the commercial Banks in an acceptable form in favour of **Deputy Director General(Engg.)**, NABM(T), AIR Bhubaneswar Payable at Bhubaneswar, so as to reach this office latest by **dt 04.01.2019(2.00 PM)**. Your offer shall be valid for 01 year from the date of issuance of work order.

The Tenderer must submit their tender in three parts in Separate sealed Covers prominently super scribed as Part I- Bid Security, Part II-Eligibility Bid and Part III- Price Bid and also indicating on each of the cover the tender No., date & time as mentioned above.

**BID SECURITY (BS) (COVER-I)** – Bid security of Rs. 30,000/- as mentioned above shall be placed in cover-I. BS furnished by all unsuccessful tenderer would be refunded normally within one week of acceptance of award of work to successful tenderer. BS shall not carry any interest. BS will be forfeited if the tenderer revokes his tender within the validity period or increase his earlier quoted rates or tenderer does not commence the work within the stipulated period after the orders.

**Eligibility BID (COVER-II) (Annexure B)**- All eligibility details for the above essential documents as asked for under requirements of Annexure -B, shall be enclosed in Part-II/Eligibility Bid along with the copy of the tender specifications and other Annexures duly signed and stamped as a token of acceptance of tender conditions.

**Price BID (COVER-III) (Annexure C)**- The Price bid, besides rates, must contain all the taxes applicable viz. GST etc. Rates and taxes should be quoted both in words & figures-(Part III/Price Bid).

(1) These three separate envelope i.e. cover-I, II & III shall together be enclosed in a fourth envelope and this sealed cover envelope shall be superscribed with "Quotation for running Hostel mess of National Academy of Broadcasting and Multimedia, tender No., due-date & time of opening of tender". Quotations, not received in line with above are liable to be rejected. Eligibility Bids shall be opened on **dt.04.01.2019 at 3 PM**, in the presence of tenders or their representative, who may be present at the time. Price Bid of the eligible bidders shall be opened in due course on any later suitable date.

(2) Initially the work to the successful bidder will be awarded for one year which can be extended for another one more year, if his services/work is found satisfactory.

*Signature*  
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- (3) The firm has to deposit the performance guarantee of **Rs. 50,000/-** in the form of Bank Guarantee or Fixed deposit from a Nationalized Bank before placement of order. The amount will be forfeited if contract is cancelled on account of the lapses by the firm. Issue of three written warning on the same issue during the contract period is sufficient to cancel the contract.
- (4) The right to reject any or all quotations is reserved with Deputy Director General (Engg.) NABM, Bhubaneswar without assigning any reason.
- (5) The site of the work can be seen on any working day between 10.00 AM to 5.00PM.
- (6) Annexure from A to E is enclosed herewith It will be presumed that every participating bidder has read Annexure A (Work Description), Annexure B (Eligibility Bid), Annexure C (Price Bid) & Annexure D (menu for hostel Mess) and Annexure E (terms and conditions of Contract) Carefully.
- (7) The estimated cost for food (all the items mentioned in Annexure C) is **Rs. 350/- (excluding GST)** per person per day.
- (8) A mess Committee duly constituted by Deputy Director General (Engg.), NABM, Bhubaneswar will inspect one of the site where the firm is running mess/has run the mess in last two years to ascertain quality of work executed by the firm. Mess Committee will be empowered to reject the eligibility bid of the firm if credentials of the firm are not found satisfactory.
- (9) This information is also available on [www.allindiaradio.gov.in/](http://www.allindiaradio.gov.in/) [www.ddkbbsr.gov.in](http://www.ddkbbsr.gov.in)

  
(G. K. Biswal) 12.12.18  
Dy. Director Engineering  
For Deputy Director General (Engg.)

SCOPE OF WORK

The hostel mess is to be run at the designated premises within hostel campus. Presently, there are 116 rooms(104 Single-bedded rooms & 12 double-bedded rooms) . Trainings are conducted from time to time and there may be some periods when there will be no training at all. Mess has to be run compulsorily by the contractor no matter how many trainees are there. Total turnover during one year contract period is expected to be **25 lakhs (Approx.)**.

Apart from the day to day management of hostel mess, the contractor shall also be required to supply high-tea, official lunch and official dinner as per specific requirement of the above office from time to time during the contract period.

Contractor must run the mess during the lean period by way of having coffee/tea vending machine , Sandwiches, cold drinks etc. on individual payment basis. Machinery/fridge for this purpose will be provided by the contractor.

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**ELIGIBILITY BID**

1. The tenderer must have executed two successful contracts in the last three year for running hostel mess or office canteen or supplying lunches/dinners in Government Departments, Public Sector Undertakings or Autonomous Bodies. Tenderers must enclose the copies of contracts order obtained & work done satisfactory certificate from the concerned Government Department, Public Sector Undertaking or Autonomous Body on their letter-head. Tender without work done satisfactory certificate will be rejected at once.
2. Tenderers must have enclosed Bid security in form of draft/banker's cheque of **Rs. 30,000/-**.
3. Tenderers must enclose a demand draft of **Rs. 1000/-** towards tender fee.
4. Tenderers must have **PAN No., GST No. and Food Licenses No.**

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## Check List

Sl. No.	Enclosures	Status (Please Tick)
1.	Copies of two contract orders obtained from the concerned Government Department, Public Sector Undertaking or Autonomous bodies during last three years.	Enclosed/ Not enclosed
2.	Copies of work done satisfactory certificate in respect of the above works from the concerned Government Department, Public Sector Undertaking or Autonomous Body on their letter-head.	Enclosed/ Not enclosed
3.	Whether the tenderer has enclosed Bid security in form of draft/banker's cheque of Rs.30,000/-? If Yes, details thereof. (i)Banker's cheque/Draft No. _____ (ii)Date _____ (iii)Drawn on _____ (iv)Amount _____	Enclosed/ Not enclosed
4.	Whether the tenderer has enclosed tender fee in the form of demand draft/ banker's cheque of Rs. 1000/- ? If yes, details thereof. (i) Banker's cheque/Draft No. _____ (ii) Date _____ (iii)Drawn on _____ (iv) Amount _____	Enclosed/ Not enclosed
5.	Copies of PAN No., GST, Registration No. & Food Licenses No.	Enclosed/ Not enclosed

Date:

Address:

Signature of Tenderer:

Name:

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**PRICE BID**

The rates for hostel mess are to be quoted in the following format as per the menu described in Annexure –D. However, the contract would be awarded on the basis of grand total rates per day per person (in Column 10)

**Estimated cost per person per day: Rs. 350/- (Excluding GST)**

**(Please give rate per person per day basis)**

1. Morning Tea with 2 Biscuits in sealed cover Rs. \_\_\_\_\_

[As per the details in Annex. D(A)]

2. Breakfast Rs. \_\_\_\_\_

[As per the details in Annex. D(B)]

3. Lunch Rs. \_\_\_\_\_

[As per the details in Annex. D(C)]

4. Evening Tea Rs. \_\_\_\_\_

[As per the details in Annex. D(D)]

5. Dinner Rs. \_\_\_\_\_

[As per the details in Annex. D(E)]

6. Tea in Class rooms at 11.15 AM and 3.45 PM Rs. \_\_\_\_\_

7. Total of (1+2+3+4+5+6) Rs.

8. Taxes applicable ( in percent) \_\_\_\_\_ %

9. Taxes ( in rupees) Rs. \_\_\_\_\_

**10. Grand Total rates (7+ 9 )**

Amount in words: Rs.

Date:

Signature of the Tenderer

Address:

Name

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**(A) Morning Tea** between (06:00 hrs - 07:00hrs.) – from March to September and between (06:30-07:30 hrs.) – from Oct. To Feb. Hot readymade tea is to be served in Thermos with a sealed pack of two biscuits. Provision is to be kept for tea without sugar. Thermos for this purpose will be provided by contractor.

**(B) Breakfast (Contractor will provide both I and II)**

**(08:00-09:00 hrs.)**

**I. Common items in breakfast for all days**

- Milk (OMFED) with branded cornflakes/white oats.
- Brown Bread Toast (similar to Paris Bakery) with Butter(Amul/Omfed) and Jam(Kissan).
- Boiled Egg (2 Nos.) /Egg Omlet (2 Nos.) for non-vegetarian, Paneer Pakoda for vegetarian.
- Fruit Salad/Fruit Custard with Apple and minimum two other seasonal fruits.
- Tea/Coffee (both with and without sugar)

**II. Day specific items (unlimited) in breakfast will be as under:**

**Monday:** Stuffed (Govi/Alu/Methi/Gajar) Parathas with Curd and Chutney/Pickles.

**Tuesday:** Idly with Sambhar and Coconut Chutney.

**Wednesday:** Puri with Chana Masala.

**Thursday:** Masala Dosa/Plain Dosa with Sambhar and Coconut Chutney.

**Friday:** Plain Parathas with Mixed-Veg Sabji.

**Saturday:** Veg. Upma with Ghuguni/Dalma

**Sunday:** Utapam/Bada with Sambhar.

**(C) Lunch(Unlimited)**

**(13:00 -14:30 Hrs.)**

- Plain Basmati Rice
- Hot Chapatti
- Dal Fry (ARAHAR- 3days, MUNG-2 days, SABOOT MASOOR-1 days, MIXED-1 day)
- Chicken Curry (**Monday & Thursday**), Fish Curry (**Tuesday & Friday**), Mutton Curry (**Wednesday**)  
Fish, Chicken @ 200 gm, Mutton-@ 150 gm per head for non-vegetarian and Sahi Paneer/ Paneer Butter Masala /Palak Paneer /Matar Paneer -@ 150 gm(OMFED Paneer) per head for vegetarian.
- Veg Curry (Seasonal green vegetable)
- Dry Veg: Cabbage with Green Matar/Cauli Flower with Green Matar/ Soybeans and Alu Kasa/Paneer Bharta/ Mushroom/Begun Bharta/Alu Bharta, not to be repeated.
- Veg. Bhaji: Ladies finger/Beans/Jhudanga/Karela/Potato Chips/Parbal/Banana(not to be repeated).
- Raita(Cucumbar/Lauki)/Dahi Bundi/Dahi Baigan
- Seasonal green salad comprising Onion, Tomato, Carrot, Radish, Cucumber, Lemon, etc.
- Papad(similar to Haldiram/Sriram)
- Achar/Chutney(Reputed approved Brand)
- Sweet Curd/Sugar free Curd (OMFED Packet)
- Ice Cream 100 ml of reputed company.

**(D) Evening Tea with Pakodas**

**(18:00- 19:00 Hrs.)**

**(E) Dinner(Unlimited)**

**(21:00-22:30 hrs.)**

- Veg. Soup (Sweet Corn/Tomato/Mushroom soup, on alternate day)
- Plain Basmati Rice
- Hot Chapatti
- Dal Fry/Dalma/Tadka/Rajma/Chole
- Veg Curry/Mushroom masala/Sahi Paneer/ Paneer Butter Masala /Palak Paneer/Matar Paneer (not to be repeated).
- Veg Fry: Ladies finger/Beans/Karela/Potato Chips, not to be repeated.
- Seasonal green salad comprising Onion, Tomato, Carrot, Radish, Cucumber, Lemon, etc.
- Achar/Chutney(Reputed approved Brand).
- Papad (similar to Haldiram/Sriram)
- Sweet Dish: Jalebi(100gm)/Gulab Jamun(100gm)/Chennapoda(50gm)/Rabidi(OMFED Packet)
- Ice Cream 100 ml of reputed company.

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**Note: Proper proportion of vegetables should be maintained in all curries and dry items. Minimum amount of Potatoes should be used. There will be no restriction on any of the items unless and otherwise stated. Non-veg & Special curry will be served once. Contractor has to ensure supply of the above items as per the requirement. Menu may be altered as per decision of Competent Authority.**

**MESS TIMINGS**

<b>1. Morning Tea</b>	<b>06:00-07:00 Hrs.(March-Sept.)</b>
	<b>06:30-07:30 Hrs.(Oct.-Feb.)</b>
<b>2. Breakfast</b>	<b>08:00-09:00 Hrs.</b>
<b>3. Lunch</b>	<b>13:00-14:30 Hrs.</b>
<b>4. Evening Tea</b>	<b>18:00-19:00 Hrs.</b>
<b>5. Dinner</b>	<b>21:00-22:30 Hrs.</b>

**INSTRUCTIONS FOR PREPARATIONS**

1. Rice should be of standard variety namely Basmati or Rajbhog. Sample will be approved by this office.
2. Flour from one of the following brand Shakti Bhog/Nature Fresh/ Pilsbury/Ashirwad or any other brand to be approved by this office. Maida is not allowed.
3. Cooking should be done using Agmark ingredients and fresh vegetables. Refined oil should be Sunflower oil. Sun flower oil from one of the following brand –Saffola/Fortune/Nature fresh or any other brand to be approved by this office. Palm/rap seed oil is not allowed.
4. Tea should be of Branded Company only like Brook Bond/Lipton/Taj Mahal/Nestle/Tata etc. Ginger in winter and Cardamom in summer is compulsorily to be used in tea.
5. Paris Bakery Bread should be used in breakfast and evening tea.
6. Sambhar(2 days) is to be prepared only with Arhar dal.
7. Dal should be No.1 quality.
8. Milk (Full cream) is to be used for tea and curd. It should be of OMFED/Amul.
9. Weekly menu should be prepared with approval of Mess Committee Members/Caretaker and displayed on notice board well in advance and a copy submitted to Hostel Warden. Deviation from the menu as defined in Annexure D can be done only with the recommendation of Mess Committee and approval of such recommendation by DDG (E).
10. Sufficient fresh green vegetables should be used for veg. Curries. Use of Potato should be limited and proper combination of vegetables may be maintained while preparing specific curries.
11. Prepared food should be delicious/tasty with permissible spices, chilly, salt etc. Food service should be fast and smooth. At least one waiter should be available for every 15 trainees taking food in the mess. This is in addition to cleaning, washing and cooking staff.
12. Same Dal/Vegetables should not be repeated frequently. It should not be repeated before third day.
13. Left over food should not be served later on.
14. Menu as in Annexure-D will have to be followed strictly. However, some modifications can be made by the mess committee, if required.
15. The firm will maintain one big dustbin for mess and one for kitchen with black polythene for collection of leftover food etc. It will also provide trays for used plates.
16. The firm will be responsible for proper cleaning of Gas equipment including burners.

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### Terms and conditions of the Contract

#### **Facilities & Infrastructure Provided By the Academy**

This Academy has a well equipped Kitchen with following facilities:

1. Gas stoves with single burner- 03 Nos.  
Gas stove with double burner-01 No.  
Empty gas cylinders-10 Nos.
2. One heavy duty freezer and two Refrigerators are for storing milk, vegetables, Ice-cream, Mineral water and other perishable food items.
3. One 6 pan stainless steel Bain Marie for keeping the cooked food warm.
4. One utensil washing room for big utensils and small utensils with normal and hot water points.
5. Two store rooms (Size: 10' 7" x 8' 2") for keeping groceries etc.
6. Rest room (Size: 11' 5" x 7' 11" ) & Toilet for Canteen personnel use.
7. Free of cost electricity & water to be used for catering purpose only. However it should not be used for private purpose. **Electricity would not be allowed to be used for cooking purpose.**
8. Air conditioned Pantry Dining room with dining tables and dining chairs.
9. China crockery for serving tea etc. will be provided by this academy.
10. NABM mess should not be used by the caterer to serve outside customers/agencies other than NABM. If food is served (with prior permission) to outside agencies charges will be levied as per the decision of mess committee.

- N.B:**
- a. It will be the responsibility of the caterer to keep the equipment, gas stoves and infrastructure in good condition. The caterer shall be responsible for any damage/missing to burners and cylinders or any other item supplied by the Academy. He shall bear the damage/missing charges if any.
  - b. In case, additional gas stove/cylinders are required, the caterer will have to make his own arrangements. Charges for consumption of gas will be borne by the caterer. It will be the responsibility of the caterer to keep sufficient no. of gas cylinders every time.

#### **Operation of Mess**

1. Caterer or his representative has to be physically present on the hostel premises to supervise the mess activity. No sub-contract shall be allowed.
2. Caterer shall have to provide thermos, stainless steel cutlery, kitchen utensils, napkins and linen for day to day use.
3. The service boys and waiters engaged by the caterer will have to wear uniform(preferably white/grey) in the hostel premises. The cook and assisting staff are also required to wear the apron and a cap. The contractor shall ensure that its personnel are well dressed in proper uniform, well trained, well behaved and courteous in dealing with officers, trainees, visitors etc. The contractor shall also ensure that his personnel do not smoke, consume alcohol or any intoxicating drugs/substances while performing duty in premises.

*Engr. [Signature]*  
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4. The contractor shall, at its expense, maintain absolute hygiene, cleanliness inside and around the designated premises of mess/kitchen through permissible measures at all the times.
5. The contractor shall ensure that the utensil being used are hygienically washed and cleaned at all times. Also Refrigerator, Deep-Freezer, Bain-marie, Pastry Rack, Grinder machines, Toaster and other utensils should be cleaned properly in order to obtain optimum hygienic condition. Cleaning/washing agents for utensils will be supplied by contractor.
6. The items to be supplied to the hostellers will be as per approved menu and of required standard. No deviation will be permissible without prior permission of mess committee.
7. NABM mess should not be used by the caterer to serve outside customers/agencies other than NABM. If food is served (with prior permission) to outside agencies charges will be levied as per the decision of mess committee.
8. Caterer has to prepare special vegetarian/Non vegetarian dish in addition to the Menu to supply on demand with extra charge. Special sick food has to be supplied to the hosteller if somebody falls sick during his stay.
9. Working lunch (packed) to be provided to trainees on the days of their visits to AIR/DD installations at the site. One service man has to go with the trainees for delivering the packed lunch and water to the trainees.
10. Any deviation from the Menu items agreed in the contract will be viewed seriously and the contract can be terminated without assigning any reason.
11. The following items may be required on demand at the hostel.

Standard Biscuits (packet).  
Namkeen (100 gms.)  
Soft Drinks(100 ml)  
Mineral Water (Bottle of 1 litre)  
Ice- Cream

The above items, of branded company, in packed conditions should be made available at M.R.P.

**12. Tenderer who had obtained the NABM mess contract earlier in past & left the contract before the expiry of period, are not eligible for this tender.**

### **Administrative**

1. Every month, the bills will be paid to the Contractor only if the mess committee members certify for supply of satisfactory food. For unsatisfactory food, penalty will be imposed in the form of cash deduction as decided by the mess committee depending upon the feedback from the trainees at that time.
2. The caterer will have to sign an agreement with the NABM in such form as may be prescribed by the Academy within a period of ten days after placing the order.

  
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5. For official tea/biscuits or any other items supplied to NABM the caterer has to submit separate bills to NABM.
6. Local trainees, touring official of AIR/DD/Prasar Bharati/other Govt. Deptt. Official, staff of NABM and their occasional guests will also have to be provided meals on demand at the specified rates on payment basis.
7. Family members of trainees, if any, will also have to be provided meals at specified rate.
8. Mess is compulsory for all the trainees staying in the hostel. However if a trainee does not avail mess facility for a day or more with the prior permission of competent authority in writing, he/she will not pay for the absence period.
9. Mess charges may be collected from the trainees in advance for continuous spells of 7 days or up to his date of departure whichever is earlier. In emergency, if a particular trainee wants to go earlier than his scheduled departure, the mess contractor will have to refund the money for remaining days. If the department decides to make the payment for particular set of trainees, payment will be made fortnightly against the bill. No advance payment will be made in this case.
10. For any eventuality/mis-happening or accident at the place of work or outside to his employees or any person engaged by him, this office will have no responsibility to pay any compensation what so ever. It will be the responsibility of the caterer to bear such cost, if any.
11. The Caterer/agency shall be solely responsible for engaging their personnel & in conformity with the Labour laws of Govt. of India. The NABM, AIR & DD, Bhubaneswar will have no liability whatsoever concerning the personnel of the caterer.
12. Caterer has to abide by any terms and conditions added by the Deputy Director General(E) from time to time.
13. No escalation in the product-wise rates, for any reason, whatsoever, shall be allowed during the contract period.
14. The office shall not provide any cash subsidy to the Contractor for running the mess.
15. Payment to the employees of the contractor is to be made by him as per minimum wages act of the Govt.
16. All employees engaged by the caterer will be subject to police verification by the caterer.
17. Income Tax as per rules will be deducted from all payments made to the contractor.
18. Unsigned/incomplete tender would be rejected.
19. The offer shall be valid for one year from the date of issuance of work order. The contract, at the discretion of this office, can be terminated without assigning any reason by giving one month notice if any deviation of any of the points of the contract comes to notice of the mess committee and the contract will be awarded to the Second lowest party.
20. Hostel Mess is to be operated throughout the year without any break on all days by the contractor.
21. The contractor should provide his mobile cell number at the hostel reception.

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*Chief*  
12-12-18