



Prisons and Correctional Services,  
Home (Prisons) Department, Government of Bihar.

## Bihar Institute of Correctional Administration (BICA)

Notice No -02/2022-23

### Notice Inviting Tender (NIT)

*For- "Selection of Agency for Catering Services and Maintenance of Kitchen at Bihar Institute of Correctional Administration (BICA), Hajipur".*

Bihar Institute of Correctional Administration (BICA), Hajipur intends to hire agency for Providing catering services in Bihar Institute of Correctional Administration (BICA), Hajipur.

e-Tender is being invited to welcome interested capable and reputed firm(s)/agency(s) having experience in *Supply of Manpower/Infrastructures/Catering facility/Maintenance/Cleanliness of kitchen for Food Management Service etc".*

All Tender activities should be processed through E-Procurement mode only, Tender Document containing further information about the, eligibility criteria, terms & conditions can be downloaded from :-

<https://www.eproc.bihar.gov.in/BELTRON>

### Tender Schedule/Programme

S.n	Activity	Date/Time / Duration
1.	Online Sale/Download date of Tender documents	From 19.09.2022 (From 10:00 AM.) ( <a href="https://www.eproc.bihar.gov.in/BELTRON">https://www.eproc.bihar.gov.in/BELTRON</a> )
2.	Pre Bid Meeting	26.09.2022 at 11:00 Hrs In office of The Director, BICA Hajipur
3.	Bid Clarification	29.09.2022 (15:00 Hrs) Should be uploaded through Corrigendum
4.	Date/Time for submission/ uploading of offer/Bid	10.10.2022 Up to (17:00 Hrs ) ( <a href="https://www.eproc.bihar.gov.in/BELTRON">https://www.eproc.bihar.gov.in/BELTRON</a> )
5.	Submission of EMD through online mode only	10.10.2022 up to 16:00 Hrs
6.	Date & time for opening of Technical Bid	11.10.2022 at 11:00 Hrs In office of The Director, BICA Hajipur online at portal:- ( <a href="https://www.eproc.bihar.gov.in/BELTRON">https://www.eproc.bihar.gov.in/BELTRON</a> )
7.	Contact person/Nodal Officer for queries	Mrs. Gyanita Gaurav, Dy. Director, BICA, Hajipur Email: <a href="mailto:director.bica@bihar.gov.in">director.bica@bihar.gov.in</a>
8.	Financial Bid Opening Date and Time	Date to be announced later by competent authority. ( <a href="https://www.eproc.bihar.gov.in/BELTRON">https://www.eproc.bihar.gov.in/BELTRON</a> )

  
Dy. Director,  
BICA

- Detailed descriptions of the item and instructions for submitting your offer can be downloaded from e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>).
- Tender Fee/Cost has to be paid through e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>).
- Tender Processing Fee (TPF) amount to be paid through e-Payment mode (i.e. NEFT, Internet Banking, Credit / Debit Card) only.
- Bids along with necessary online payments (Tender Processing Fee) must be submitted through e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>) at the respective stage only.
- The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>).
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- For support related to e-tendering process, bidders may contact at following address "e-Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001. Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at (<https://www.eproc.bihar.gov.in/BELTRON>).
- Corrigendum/ Addendum, if any, will be published on the departmental website and e-Procurement, Bihar (<https://www.eproc.bihar.gov.in/BELTRON>) itself.

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 Deputy Director

**BICA Hajipur**

## e-Procurement Standing Instruction

1. Bihar Institute of Correctional Services (BICA), Hajipur has invited under two bid system **Technical and Financial** from reputed **organizations/companies** by this Department for Selection of Agency for Catering Services and Maintenance of Kitchen at Bihar Institute of Correctional Administration (BICA), Hajipur.
2. The bidder must have Class II Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website (<https://www.eproc.bihar.gov.in/BELTRON>) for submission of e-Bid.
3. The payment of Tender Processing Fee needs to be paid through e-Payment mode only.
4. Form fee and EMD can be paid through e-Payment mode only.
5. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate / documents in the e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>) only.
6. The bidder shall digitally sign the supporting documents / certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
7. The Financial Bid of the successful bidders shall be opened on a suitable date, which will be duly informed later on. The Technical Bid and Financial Bid needs to be filled, uploaded and submitted through e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>)
8. The authority reserves the right to reject or cancel the tender or any part thereof without assigning any reasons thereof.
9. Corrigendum/ Addendum, if any, will be published on the departmental website and e-Procurement, Bihar (<https://www.eproc.bihar.gov.in/BELTRON>) itself.
10. Bidders are advised to keep updated their e-Procurement profile with correct / valid email id as all important activity / events emailed to their registered email as per e-Procurement Portal.



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Deputy Director, BICA



**Prisons and Correctional Services,  
Home(Prisons)Department, Govt of Bihar**

## **Tender Document**

**For**

**“Selection of Agency for catering services and Maintenance of Kitchen in Bihar Institute of Correctional Administration (BICA), Hajipur”.**

**Tender No-02/2022-23**

**Bihar Institute of Correctional Administration (BICA)  
Hajipur, Bihar**

*Handwritten signature and date: 31/12/22*



## TERMS AND CONDITIONS

### 1. Scope of work

- 1.1 Providing catering services at Hostel and Administrative Block at Bihar Institute of Correctional Administration (BICA), Hajipur.

The above rooms are meant for guests and trainee officers. The purpose of this tender is to engage a competent Agency for taking care of the entire catering arrangements. The scope of work of the contract as well as terms and conditions will be as under:-

- 1.2 The Agency shall provide catering services in the Dining Area and/or administrative building premises for the guests.
- 1.3 The Agency shall provide regular catering service to the guests/ participants in the dining hall or Guest House premises as per the following Menu/courses
- (a) Morning Tea
  - (b) Breakfast
  - (c) Lunch
  - (d) Evening Tea and Snacks
  - (e) Dinner
- (Details as per Appendix-I and Appendix-II).

- 1.4 It is envisaged that approximately 100 residential trainees will be availing catering services at any given time. In addition to the residential trainees, non-residential trainees will also be provided catering services (tea, snacks and lunch). However, the above number of residential trainees can change on need basis.

- 1.5 The Agency shall provide varieties in Menu/Cuisine in consultation with BICA and shall get the weekly menu approved from authorized officer of BICA.

- 1.6 Agency shall provide adequate approved crockery and cutlery and table cloth, mats etc. of superior quality in the kitchen and dining halls.

- 1.7 The Agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service.

- 1.8 The Agency shall provide trained manpower services both in the dining hall and Kitchen.

- 1.9 The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves neat and clean daily.

- 1.10 The Agency shall arrange for all equipment's and apparatus required for cooking etc. in the Cafeteria and Kitchen at its own cost.

  
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## **2. Basic Eligibility criteria:**

- 2.1 The Bidder may be an individual, proprietary firm, Partnership firm, Limited Company, Corporate body or society legally constituted and possessing the required licenses, registrations etc. as per law valid, at least for 12 months on the date of the opening of tender.
- 2.2 The firm should have at least two years of continuous experience in providing catering services. The service may have been provided to any Institution/ Government department/ public sector undertaking (Enclose experience certificate issued by the concerned Institution/ Government department/ public sector undertaking).
- 2.3 The firm should not have been blacklisted (Self declaration in support thereof has to be filed along with Technical Bid through e-proc).
- 2.4 The firm should have a minimum average annual turnover of Rs 20.00 lakhs during the last two financial years 2020-21 and 2021-22 (Enclose supporting evidence in the form of self attested photocopy of Income Tax return or GST return for Assessment Year 2019-20 and 2020-21 or of audited account.)
- 2.5 Documents to be enclosed:

a) Self-attested Scan copies of the following should be submitted through e-Procurement mode only:-

- (i) PAN
- (ii) GST Registration Certificate
- (iii) Registration under Shop and Establishment Act
- (iv) Food and Safety License
- (v) Outdoor Catering Certificate



### **3. General Terms and Conditions for Catering Service**

#### **3.1 Catering services within Guest House premises and related terms & conditions**

The Agency shall provide Catering Services in Hostel, Administrative Block, Dining hall & rooms as per details given below. The services like cleaning ,maintenance ,disposal of garbage provisioning of Potable drinking water or other materials/consumables etc. Meals will be provided at fixed rates as per the menu approved by BICA. The details are given in Appendix - I and Appendix - II.

#### **3.2 Personal Hygiene:**

The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange the regular Health checkups. The staff should trim their nails regularly and wear caps & gloves at the workplace. Smoking, eating or chewing of Pan, tobacco/ zarda/ gutka etc. ,spitting is strictly prohibited.

#### **3.3 Quality Maintenance:**

- 3.3.1 The Agency shall be equipped to undertake Hygiene audit as per Appendix – III on daily basis and report submitted to BICA. BICA Authority will also undertake independent hygiene and quality audit as and when deemed necessary.
- 3.3.2 The catables served by the Agency to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.
- 3.3.3 Vegetarian and Non Vegetarian dishes shall be prepared and served separately.
- 3.3.4 All vegetables, fruits etc. used shall be fresh and shall not be rotten or over ripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used before the expiry.

  
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### **3.4 Operation:**

Normally, the timings for providing catering services as per Menu are given below:

<b>Morning Tea</b>	<b>06.00 a.m. onwards</b>
<b>Breakfast</b>	<b>08.30 a.m. to 09.30 a.m.</b>
<b>Tea During Class</b>	<b>11.30 a.m. to 11.40 a.m.</b>
<b>Lunch</b>	<b>01.30 p.m. to 03.00 p.m.</b>
<b>Tea/Coffec During Class</b>	<b>04.00 p.m. to 04.10 p.m.</b>
<b>Evening Tea/Coffee and Snacks</b>	<b>05.00 p.m. to 05.30 p.m.</b>
<b>Dinner</b>	<b>08.00 p.m. to 09.30 p.m.</b>

- 3.4.1 The Agency, however, shall be required to adjust/ change the above timings as and when required depending upon the arrival/ request of the Guests staying. It shall be ensured that tea/ coffee is served steaming hot. The Cafeteria/ Kitchen shall remain open on all days.

### **3.5 Inspection:**

- 3.5.1 BICA will check the quality of grains, oil, vanaspati oil, aata (flour), fruits, vegetables and provisions used or stored in the store room for cooking. Any deficiency pointed out shall be promptly removed.
- 3.5.2 The Agency shall allow the food inspector /BICA Officer to inspect the foods items and services for their quality, as per prevailing rules and regulations. The Agency shall abide by all laws applicable.
- 3.5.3 The Agency shall submit in the prescribed format on a daily basis a check list for the maintenance of Catering Services.
- 3.5.4 In case of dispute regarding the services, quality or the quantity of the food stuff, snacks, tea etc. the decision of BICA Director will be final and binding.





### **3.6 Maintenance of Cafeteria/Dining Hall**

- 3.6.1 The Agency shall prepare and serve the breakfast/lunch/dinner, as per Menu, in a pleasing and presentable manner. White clothes and colored frill clothes required for covering the serving table and dining tables shall be provided by the Agency.
- 3.6.2 Table Mats shall be provided on white table cloth and maintained in a neat and clean condition.
- 3.6.3 Disposable paper napkins( of approved quality) /Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.

### **3.7 Provisioning of Certain Services on Payment basis:**

- 3.7.1 The Agency shall provide consumables like Biscuits /Snacks/ Cold drinks /Juice /Tea /Coffee etc. to guests on payment basis (not exceeding M.R.P.) As approved by BICA whenever requested..
- 3.7.2 BICA shall not be responsible for any amounts due to the Agency arising out of supply of any of the above service or material including food stuffs supplied by him to any guests/unauthorized persons/ individuals.

### **3.8 Penalty**

- 3.8.1 Non-compliance with terms and conditions or Non availability or short supply of any declared item of the menu of any meal may entail imposition of penalty on the mess service provider. The penalty amount would be decided by the BICA in consultation with the concerned service providers, as and when necessary. Deficient up-keeping and non-maintenance of hygiene in the cooking/cleaning/dining area may also entail imposition of penalty to be fixed by the said authority as deemed fit. Repeated offense may result in forfeiture of security deposit and termination of assignment/contract.

  
Sd/-  
Sd/-

### **3.9 Provision of equipments, cleanliness and Staff in canteen:**

- 3.9.1 The agency will arrange the utensils (for cooking and service) on its own.
- 3.9.2 The Agency will be responsible for proper maintenance and safety of all furniture & fixtures, materials, goods, electronic items in Hostel premises, etc. The cost of missing items /shortages of stocks / materials etc. will be deducted from the monthly Payments / any others sum / deposit due to the Agency's.
- 3.9.3 The Agency will maintain its gadgets-&equipment's, etc. in good working conditions with all safety measures at its own cost and expenses.
- 3.9.4 The Agency shall devote its full attention to the work of Catering and shall discharge its obligations under the agreement most diligently and honestly.
- 3.9.5 The Agency shall provide summer and winter uniforms, identity card, name badges and safety items/kits, shoes etc. to its employees, as required under law and as per BICA instructions at his own cost and expenses. All personnel of the Agency will wear the same in clean condition while on duty. BICA shall not pay any extra charges to the Agency against these items.
- 3.9.6 Desired level of cleanliness in the entire canteen area will be maintained and for this all materials / instruments / tools etc. will be provided by the agency. The supervisor of the Agency will attend to complaints on urgent basis round the clock.
- 3.9.7 Provision of the following services and specialized staff will be ensured,
- 3.9.8 Service boys to ensure up keep of office room, reception counter /store room / lobby /canteen / kitchen etc. with provision for adequate manpower for prompt cleaning of the premises including corridors.
- 3.9.9 Skilled, semi skilled and unskilled staff wherever required.
- 3.9.10 Provision of daily services -
- (a) Removals of waste material from open areas and or other areas not covered under horticulture.
  - (b) Filling water in water coolers etc. wherever provided.
- 3.9.11 The agency shall ensure that staff deployed are trained in catering services, bear good conduct and physically fit and healthy. The agency will get their antecedents, character and conduct verified.
- 3.9.12 The skilled, semi skilled and /or unskilled persons deployed by the agency shall be of sound physical & mental health and should not be under the influence of any drug or liquor during duty and have full knowledge & experience to competently complete the job assigned to them.
- 3.9.13 The agency shall deploy adequate trained man power in all facets of Housekeeping and Catering work. The Agency shall provide necessary undertaking and documentary evidence in this regard.




### **3.10 Contract Period:**

Contract for rendering catering services in Hostel, BICA Campus will be for three years but at first, contract will be made for one year and it will be extended for next year if the services are found satisfactory. Contract can be further extended (after three years) on mutual consent basis for a further period of one year.

### **3.11 Manpower deployment and office management:**

- 3.11.1 The agency shall arrange to deploy sufficient manpower so as to see that no inconvenience is caused to the guests/ trainees.
- 3.11.2 The Agency shall provide details of positions and number of personnel staffs on each position.
- 3.11.3 The agency or its authorized representative shall employ only adult labourer /workers for this work and those staff acceptable to BICA as per Govt. rules applicable from time to time. Before engagement, the Agency shall at its cost get all the workers engaged by it, medically examined as directed by BICA and get their fitness certificate which will be handed over to BICA for records. The Agency shall also arrange police verification of all the employees to be deployed and submit such verification report to BICA.
- 3.11.3 The Agency shall recruit labourers/workers for the contract at its own risk. The Agency's staff shall not be treated as BICA staff for any purpose, whatsoever, and facility/benefits applicable to BICA staff will not be applicable to Agency's employees. Any dispute connected with the Agency's staff shall be settled by the Agency at its own cost and risk.
- 3.11.4 The Agency shall be responsible for fulfilling the requirement of all the statutory provisions of all the labour and industrial enactments at its own cost and risk in respect of all the staff employed by it.
- 3.11.5 The Agency shall be responsible for its employees to observe the security and safety regulations of BICA.
- 3.11.6 In the event of any catering or kitchen personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
- 3.11.7 Minimum 8 manpower should be deputed per 100 trainees.

  
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#### **4. Submission of Bid:**

4.1 The Bid submitted by the Bidder through E-Procurement mode i.e <https://www.eproc.bihar.gov.in> only.

4.2 The Bidder shall submit Rs. 1,00,000/- as Earnest Money Deposit through e-payment only.

#### **4.3 Technical Bid**

With required documents for qualification criteria. To be opened on the date & time as specified in the Bidding Schedule through e-procurement mode only over (<https://www.eproc.bihar.gov.in>)

#### **4.4 Financial Bid**

Bidders whose technical bid will be shortlisted as per the qualifying criteria only those Bidder's financial bids will be opened. Rate has to be submitted as in the Tender Performa through e-procurement mode only over (<https://www.eproc.bihar.gov.in>)

4.5 All scan documents and certificates should be duly signed, stamped and submitted through <https://www.eproc.bihar.gov.in> only.

4.6 The rates quoted by the Agency shall be firm and inclusive of all catering and other services, consumables, labour, equipment's, tools appliances and any other expenses that the Agency may incur in executing the job and include all contractual obligations to carry out the above job. Further the rates would be inclusive of all taxes, if any.

#### **5. Bid opening :**

The Committee will open the Bids received in the presence of Bidders or their representatives, who may wish to be present as per time, date and place specified in the Bidding Schedule. In the event of the specified date for the submission of Bids being declared a holiday, the Bids will be opened at the appointed time and location on the next working day.

#### **6. Evaluation :**

6.1 The Technical Bid shall be opened and evaluated first and then the marked "Financial Bid of those bidder who qualify in Technical bid evaluation will be opened. If the cost of the Bidding Documents/ E-payment is not there, or incomplete, the remaining Bid Documents will not be opened, and the Bid will be rejected and the Bidder will be responsible for the same and shall have no right for further participation.

6.2 The evaluation of Technical Bids will commence after its opening and evaluation will be made with respect of Bid Security, Qualification Criteria and other information furnished.

6.3 On the basis of such evaluation a list of the responsive Bids will be drawn up. The Financial Bids of only those Bidders, who qualify in the evaluation of the Technical Bids, will be considered.

6.4 Bidders or their duly authorized representative(s), whose Technical Bids are found responsive may attend the meeting of opening of Financial Bids.

6.5 In such conditions, If the rates tendered by two parties are found equal, the selection will be made by draw of lottery.



## **7. Other terms and conditions:**

- 7.1 The contract shall be valid for a period of one year may be extended for next year if the services are found satisfactory. In case either party wants to discontinue the contract for any reason, before completion of the contract period, it should give 3 months advance notice to the BICA.
- 7.2 The rates for food items will remain constant (will not increase) during the contract period.
- 7.3 The contractor shall not appoint any sub-contractor for the work assigned to him.
- 7.4 In case the furniture/ furnishing, Utensils, equipments are damaged due to misuse by the Agency or its employees except normal wear and tear, the Agency will be liable to get the same exchanged/repaired at its cost.
- 7.5 The bid shall be kept valid for a period of one hundred twenty (120) days from the last date of submission of bids. The overall offer for the assignment and bidder's quoted prices shall remain unchanged during the period of validity. In case the bidder withdraws, modifies or changes his offer during the bid validity period, the Earnest Money deposit paid by him shall be forfeited without assigning any reason.
- 7.6 Consumption of electricity will be chargeable by the catering agency.
- 7.7 Director BICA reserves the right to accept or reject any or all proposals without giving or assigning any reason for its decision. The whole work may be split between two or more Contractors or accepted in part and not entirely, if considered expedient by BICA.
- 7.8 Tenders are liable to be rejected in case any of the particulars / prescribed information is either missing or incomplete in any respect and / or if the prescribed conditions are not fulfilled.
- 7.9 Canvassing in connection with the tender is strictly prohibited and proposals submitted by bidders who resort to canvassing will be liable to rejection.
- 7.10 BICA Authority will not pay for any insurance charges against loss or damage incidental to the work specified in scope of work section.
- 7.11 Patna High Court shall have jurisdiction to adjudicate on matters arising out of this contract.

## **8. Payment Terms:**

- 8.1 The Agency will submit training-wise bill after completion of the training programme. In long-term training programmes, bill will be submitted monthly.
- 8.2 The Agency should ensure, Price remain remain fixed and firm during the tenure of contract and shall not vary on any account whatsoever.

  
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- 8.3 Income tax and GST will be deducted from catering bills as well as if any other statutory obligations.
- 8.4 If the Agency fails to provide proper service as agreed upon or neglects to comply with any directions given to it, Director, BICA shall be competent to terminate the contract by giving a notice of one month and security deposit paid by the Agency will be forfeited.
- 8.5 The Agency shall be liable to pay for any expenses, loss or damage, which BICA may incur or sustain for reason attributable to Agency's lapses if it exceeds the amount of security deposit.
- 8.6 The Agency is liable for payment of penalty for unsatisfactory services, inadequate deployment of staff on the discretion of Director BICA, subject to a maximum of 10% of the monthly catering bill of the Agency.
- 8.7 The Agency's personnel will not engage themselves in any business activities in the BICA premises.
- 8.8 The Agency is required to give a list of employees in advance to BICA, and submit an extract of the same along with the monthly bill.
- 8.9 If the Agency fails at any time to render the services under this contract satisfactorily in the opinion of the Director BICA whose decision shall be final and binding on the contractor, he may at his option get the work done by the other parties at contractor's risk and cost. In such an event the Agency is liable to reimburse the loss/extra expenditure incurred by BICA on this account.

  
Deputy Director  
BICA

**APPENDIX- I**  
**FOOD MENU FOR TRAINEES**

Days	Break Fast (07:50AM to 09:50 AM)	Lunch (01:10PM to 02:10 PM)	Tea/Coffee (05:00PM to 06:00 PM)	Dinner (08:00PM to 10:00 PM)
Monday	Tea, Milk, Comflakes, Puri Chola,	Roti, Rice, Dal, Chicken/Paneer, Salad, Green Vegetable	Tea/ Coffee	Roti, Dal, Rice Salad, Mix Veg, Suji Ka Halwa
Tuesday	Tea, Milk, Comflakes, Aaloo Parantha, Curd, Pickle, Banana or any Seasonal fruit	Roti, Veg Biriyani, Fried Dal, Seasonal Vegetable-2, Salad,	Tea/ Coffee	Puri, Aaloo Dum, Rice Dal, Salad, Dhaniya Chatni, Khir
Wednesday	Tea, Milk, Idli/ Dhosa Sambhar, Rasam Banana/ Boiled Egg	Roti, Rice, Dal, Chicken/ Palak Paneer, Salad	Tea/ Coffee	Roti, Dal, Rice Seasonal Vegetable, Aaloo Bhujia, Salad, Rasogulla
Thursday	Tea, Milk, Cornflakes, Puri Sabji, Pickle Egg/Banana, Sprouts	Roti, Rice, Dal Fry, Veg Kofta, Papad, Bundi Rayta, Seasonal Vegetable, Salad	Tea/ Coffee	Puri, Chana Ghugni, Rice Dal, Channi, Salad, Kher/Sewai
Friday	Tea, Milk, Cornflakes, Aaloo Sandwich, Sprouts	Roti, Rice, Dal, Fish Curry/Mushroom, Seasonal Vegetable, Salad	Tea/ Coffee	Roti, Rice, Dal Tadka Vegetable Raita, Seasonal Vegetable, Rasogulla
Saturday	Tea, Milk, Cornflakes, Aaloo Chana, Litti Sprouts, Egg/Banana	Khichadi/ Dal Rice, Papad, Pickles, Chockha, Curd, Bhujia	Tea/ Coffee	Roti, Rice Dal Seasonal Vegetable, Rasogulla, Salad.
Sunday	Tea, Milk, Cornflakes, Chola Bhatura, Egg/Banana Sprouts,	Roti, Rice Dal Makhani, Aaloo Bhujia, Salad, Seasonal Vegetable, Mutton/Paneer	Tea/ Coffee	Roti, Rice Dal Mushroom Salad, Sewai

**Notes :-**

Banana	-	02 Pieces
Chicken	-	03 Pieces
Veg Kofta	-	03 Pieces
Halwa/ Sawai/Kheer	-	01 Cup
Rasougulla	-	01 Pieces
Egg	-	01 Pieces
Milk	-	100 ml

- Either Egg or Banana Will only be provided.
- Either Vegetarian or Non Vegetarian meal will be provided
- **One Paneer Dish** (Anyone, at a time) -Shahi Panner / Matter Pancer / Kadhai Paneer
- **Seasonal Vegetable Mix Veg /Kofta /Bhindi/ Cabbage/ Cauliflower/ boiled Vegetables/ Dum Aloo/ baby corn. (Anyone, at a time)**
- **Dal** - Yellow Dal Tadka/ Dal Makhani/ Rajma/ Chana/ Sambar dal
- **Rice** - Steamed Rice/ Zeera Rice /Veg Pulao/ Fried Rice
- **Curd** - Plain Curd/ Boondi Raita /Mixed Raita
- Food Menu for Special Occasion- Will be change as per requirement

  
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## APPENDIX-II

<b>SPECIAL FOOD MENU FOR SPECIAL PROGRAMME/TRAINING</b>				
Days	Break Fast	Lunch	Snacks, Tea/ Coffee	Dinner
<b>Monday</b>	Idli, Sambhar, Cornflakes, Milk, Fruit, Sprouts, Egg, Bread, Butter, Jam, Tea/Coffee	Rice, Dal Fried, Roti/Puri, Mushroom kadai, Mix Veg with Broccoli & Babycorn, Seasonal Kalonji, Salad, Dahi, Sweet Dish Non-Veg- Chiken Karahi/Fish fried	Samosa, Tea/ Coffee	Rice, Fried Dal, Tandoori Roti, Seasonal Vegetable, Bhujia, Sweet Dish (Halwa/Kheer/Sewai), Salad
<b>Tuesday</b>	Poha, Jalebi, Cornflakes, Milk, Sprouts, Egg, Bread, Butter, Jam, Tea/Coffee	Veg-Biryani, Roti/Palak Puri, Dal Fried, Manchurian, Raita, Mix veg, Dahi, Sweet Dish, Salad	Burger/Pizza, Tea/ Coffee	Rice, Dal, Paratha (Aaloo/ Sattu/ Muli/Gobi), Paneer Pyaza, Bhujia, Sweet Dish.
<b>Wednesday</b>	Grilled Sandwich, Sprouts, Fruits, Cornflakes, Milk, Egg, Bread, Butter, Jam, Tea/Coffee	Fried Rice, Roti/ Puri, Dal Makhani, Paneer Butter Masala, Green Vegetable Kalaungi, Dahi, Sweet Dish, Salad Non-Veg- Butter Chicken/Fish curry	Chat/PaniPuri, Tea/ Coffee	Rice, Dal, Naan Roti, Seasonal Vegetable, Aaloo Bhujia, Salad, Sweet Dish
<b>Thursday</b>	Chhole Bhature, Acchar, Salad, Cornflakes, Milk, Sprouts, Egg, Bread, Butter, Jam, Tea/Coffee	Rice, Roti/naan/tandoori Roti, Besan curry, mushroom masala, Seasonal Vegetable, Seasonal Kalonji, Dahi, papad, Salad, Sweet Dish	Spring roll, Tea/ Coffee	Puri/Roti, Rice, Dal Tadka, Matar-paneer, Seasonal Vegetable, chutney, Salad, Sweet Dish.
<b>Friday</b>	Aaloo Paratha, Curd/Puri, Sabji, Jalebi, Cornflakes, Milk, Sprouts, Egg, Bread, Butter, Jam, Tea/Coffee	Fried Rice, Roti/Palak Puri, kofta, Dal fried, paneer Kadai, Bhunjia, Dahi, Sweet Dish, Salad Veg/Non-Veg(Mutton), Egg curry/Fish fried	Pakouda, chutney, Tea/ Coffee	Tandoori Roti, Rice, Dal Tadika, Seasonal Vegetable, Boondi raita, Bhindi Masala, Sweet Dish, Salad
<b>Saturday</b>	Masala Dosh, Sambhar, Cornflakes, Milk, Sprouts, Egg, Bread, Butter, Jam, Tea/Coffee	Chicken/Veg Biryani, Nan/Puri, Dal makhani, kalaungi, Raita, Mix veg, Dry mushroom Chillj, Salad, Dahi, Sweet Dish	Cutlet, Tea/ Coffee	Litti-Chokha/Sattu Paratha, Chutney, Achar, Rice, Dal Fried, Seasonal Veg, Sweet Dish
<b>Sunday</b>	Puri, Sabji, Jalebi, Cornflakes, Milk, Sprouts, Egg, Bread, Butter, Jam, Tea/Coffee	Fried Rice, Roti/ Puri, Moong Dal Tadka, Mushroom, Mix Veg, Bhindi masala, Dahi, Rasgulla, Salad, Sweet Dish	Noodles/ dhokla, Tea/ Coffee	Roti, Rice, Dal, Mushroom masala, Seasonal veg, Salad, Sweet Dish

**Notes:-**

- Both Vegetarian or Non vegetarian Meal will be Provided.
- Best Quality of highest Standard.
- Food Menu for Special Occasion will be changes as per requirement.
- Dal-Yellow Dal Tadka/Dal Makhani/Rajma/Sambhar Dal.
- Seasonal Vegetable-Mix Veg/Cofta/Bhindi/Cauli Flower/Cabage/Boiled Vegetable/Dum Aloo.
- Sweet Dish: Ice cream/ Custard/Kheer/Sevai/Halwa/Pastry/Mithai.

*(Signature)*

## Appendix- III

### PROFORMA FOR HYGIENE AUDIT

- |  |         |
|--|---------|
| 1. Headgears/caps are worn   | Yes /No |
| 2. Gloves are worn   | Yes /No |
| 3. Smoking, eating or chewing of tobacco, zarda , gutka etc spitting ,are strictly prohibited –<br>Prohibition observed or not | Yes /No |

#### (A) Food Preparation

- |   |         |
|---|---------|
| (i) Is the food prepared properly under hygienic conditions | Yes /No |
| (ii) Are the prepared items covered properly                | Yes/No  |
| (iii) Proper cleaning of the utensils                       | Yes/No  |

#### (B) Kitchen /Pantry Hygiene

- |  |        |
|--|--------|
| (iv) Floors are hygienically clean             | Yes/No |
| (v) Walls are dust /damp free                  | Yes/No |
| (vi) Furniture is regularly cleaned            | Yes/No |
| (iv) Washing area provide hygienic environment | Yes/No |
| (vii) Cooking counter is a adequately clean    | Yes/No |

#### (C) Condition of Equipment in Food Preparation

- |                      |        |
|----------------------|--------|
| (i) Work worthy      | Yes/No |
| (ii) Clean           | Yes/No |
| (iii) Safe to handle | Yes/No |

#### (D) Food Handler's Health

- |                                     |         |
|-------------------------------------|---------|
| (i) Health check up done or not     | Yes /No |
| (ii) Nail are cut clean and healthy | Yes/No  |

#### (E) Hygiene of Eating Place

- |                                      |         |
|--------------------------------------|---------|
| (i) Floor is hygienically clean      | Yes/No  |
| (ii) Walls are dust/damp free        | Yes/ No |
| (iii) Furniture is regularly cleaned | Yes/No  |

#### (F) Food Quality

- |  |        |
|--|--------|
| (i) Palatability is tasted by the Company's Representative | Yes/No |
|--|--------|

  
3/1/2020

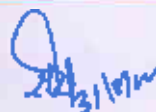


## Appendix- IV

### TECHNICAL BID

Through E-Procurement mode only  
(<https://www.eproc.bihar.gov.in/BELTRON>)

Sl. No.	Particulars required	Relevant Information
1.	Name & Address of the Contractor/ Organization/Agency with phone number, Year of incorporation, e-mail etc.	
2.	Clearly indicate the status i.e. Individual/ Firm/ Partnership/ Registered Society/ Limited Company	
3.	Name, Designation and address of contact person with telephone/ mobile number etc include relevant document.	
4.	Similar work experience during 2020-21 & 2021-22 (Copies of work order, agreement, performance certificate to be attached in support of their of )	
5.	The firm should have a minimum average annual turnover of Rs 20.00 lakh per year from catering services during the financial years 2020-21 & 2021-22 (Please enclose copies of audited balance sheet and profit & loss account)	
6.	Number of employees to be deployed for the work along with category.	
7.	Is the establishment registered with Government Please give details with document / evidence.	
8.	Undertaking of the Agency confirming the availability of adequate manpower of requisite qualification and experience for deployment in BICA	
9.	Are you covered by the labour Legislations such as ESI, EPF etc. If so attach self attested copy of above documents .	
10.	Attach self attested copy of Food safety license under FSS act.	

  
22/3/2022



11.	PAN Number (Please attach copy)	
12.	GST No. (Please attach copy)	
13.	Trade License No.(Please attach copy)	
14.	Acceptance of terms and conditions (Yes/No). Please sign each page of terms and conditions. acceptance and submit as part of tender document	
15.	Power of Attorney/authorization for signing the bid documents	
16.	Please submit an affidavit that no case is pending with the police against the Proprietor/Firm/Partner or the Organization (Agency). (Indicate if any).	
17.	EMD Paid (Yes/No) (Details of Cost of Quotation document and Earnest Money Deposited.)	
18.	Self-declaration on non judicial stamp that firm is not black listed or debarred or there is no case of contract rescinded.	

*[Handwritten signature]*  
21/12/20

## Appendix- V

### FINANCIAL BID

Through E-Procurement mode only  
(<https://www.eproc.bihar.gov.in/BELTRON>)

(As per menu prescribed in Appendix- I & II)

Sl. No.	Particulars required	Rate for services per participant in RS.	Taxes (if any)	Total Rates in Words and Figures
1	2	3	4	5 (3+4)
1.	Providing catering services including all raw materials and services of approved quality to meet all requirements as per terms and conditions prescribed in tender document for following two types of training programmes.			
	i) <b>Day Scholar</b> (It includes all courses explained in Appendix-I of the Terms and Conditions above)			
	ii) <b>Full Day</b> (It includes all courses explained in Appendix-I of the Terms and Conditions above)			
2.	<b>SPECIAL FOOD MENU FOR SPECIAL PROGRAMME/TRAINING One /Two or More Days</b>			
	i) <b>Day Scholars</b> (It includes Lunch and two time tea and biscuits in classroom) <i>Appendix-II</i>			
	ii) <b>Full Day</b> (It includes all courses explained in Appendix-II of the Terms and Conditions above)			

Certified that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Place \_\_\_\_\_

Seal \_\_\_\_\_



## Appendix-VI

### DECLARATION BY THE TENDERER

Declaration by the Tenderer:  
Through E-Procurement made only  
(<https://www.eproc.bihar.gov.in/BELTRON>)

I/We hereby solemnly declare that I/We have never been blacklisted or debarred, our contracts has never been rescinded. There is no FIR or Legal case pending against us. The information furnished here in is true and correct to the best of my knowledge and belief. I understand that in the event of any of these information found fully or partially incorrect at any point of time, BICA may be at liberty to take any action against me as it may deem fit. I further testify that before putting my signature herein, I have carefully read and fully understood all the terms and conditions of this tender/document and here by undertake to abide by them. There shall not be any increase in the rates during the Contract Period, except under the provisions contained under the Terms & Conditions.

Encl: Terms & Conditions (each page must be signed and sealed and submitted through  
(<https://www.eproc.bihar.gov.in/BELTRON>))

(Signature of the Bidder with seal)

Name of Bidder : \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.(Off): \_\_\_\_\_

  
31/01/20