



ODISHA FIRE & DISASTER RESPONSE ACADEMY,  
BHUBANESWAR

No: - 486/RO-II-OFDRA/

Dated. 15/04 /2021

To

The Director General of Police  
Fire Services, Home Guards &  
Director Civil Defence, Odisha, Cuttack.

**Sub: Publication of Mess Tender in website portal of OFS.**

With reference to the subject cited above this is to intimate that Mess Tender Call Notice No.02/2020-21 likely to be published in Odia & English daily for selection of caterer to provide Brakefast, Lunch & Dinner to the trainees of OFDRA,BBSR. For its wide publication it is proposed to webcast the same through our official website. The soft copy of Mess Tender, Mess Menu, Quality of Ration and Agreement have been attached along with this application for reference.

It is therefore requested that necessary approval may kindly be accorded for its publication through the official site of Odisha Fire Service.

This is for favor of your kind information & necessary action please.

*15.4.21*  
Director (Chief Fire Officer)  
OFDRA, Bhubaneswar

\*\*\*\*\*  
Address- Baramunda, Bhubaneswar, Khordha, Odisha, Pin-751003  
Phone/Fax No.0674-2560785  
[email:ofadrprincipal@gmail.com](mailto:ofadrprincipal@gmail.com)



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## DRAFT AGREEMENT

This agreement is executed on this \_\_\_\_\_ between the Principal, Odisha Fire and Disaster Response Academy, Baramunda, Bhubaneswar herein after called as 1<sup>st</sup> party/

AND

M/s-----hereinafter called as 2<sup>nd</sup> party represented through proprietors Sri-----S/o----- for the purpose of providing catering Services for Breakfast, Lunch and Dinner to the trainees of Odisha Fire and Disaster Response Academy, Baramunda, Bhubaneswar.

And whereas the 2<sup>nd</sup> party has accepted work order from Director (Chief Fire Officer), OFDRA, Baramunda, Bhubaneswar the following terms & condition herein after appearing for providing Catering in the Training Institution are hereby agreed by both the parties.

1. That, the agreement shall come into force from \_\_\_\_\_ 2021 for a period of 12 calendar months after which the party reserves the right to either go for a fresh tender or extend the term as the case may be.
2. That the price quoted as per menu agreed upon shall remain fixed for a period of 12 months. The approved menu is enclosed as Annexure-A.
3. That the 1<sup>st</sup> party shall provide cooking space, store room and water supply connection to the 2<sup>nd</sup> party for preparation and distribution of food and storing grocery articles for which the 2<sup>nd</sup> party shall pay Rs.2000/- (Rupees Two Thousand) only per month to the 1<sup>st</sup> party toward the rent and water charges.
4. That ,the 2<sup>nd</sup> party shall not close operations without prior permission of the 1<sup>st</sup> party and before intended closure of operation one month notice should be given by the 2<sup>nd</sup> party .In the event of unauthorized closure of operation the 2<sup>nd</sup> party shall forfeet the security amount and any other damage shall be recouped from the pending bills.
5. That, the 1<sup>st</sup> party shall inform the 2<sup>nd</sup> party at least one day in advance about the number of meals required and the 2<sup>nd</sup> party shall ensure timely delivery of the same to the party.
6. That the 2<sup>nd</sup> party shall keep the records of each trainee regarding supply of total no. of meals (Breakfast, Lunch & Dinner) to them during a month and submit the bill at the end of the month.
7. After receipt of the bills from the 2<sup>nd</sup> party, the 1<sup>st</sup> party shall direct the trainees to deposit the amount in the account of the 2<sup>nd</sup> party with intimation to the 1<sup>st</sup> party.
8. That, the electricity charges as per actual consumption shall be paid by the 2<sup>nd</sup> party.
9. That the agreement can be terminated by either party with one month's prior notice.
10. The 2<sup>nd</sup> party shall produce VAT & GST registration certificate and proof of VAT/GST deposit/Service tax etc. as and when required by the 1<sup>st</sup> party.

11. All sorts of minor repairs relating to kitchen, electricity and water supply shall be made by the 2<sup>nd</sup> party.
12. The time of supply of Breakfast, Lunch and Dinner shall be as per instruction issued by the 1<sup>st</sup> party.
13. The quality of food served must be hygienic and ingredients of the food should be up to standard and fresh which is subjected to verification by the officer authorized for the purpose at any point of time by the 1<sup>st</sup> party.
14. The utensils and other containers, servicemen, dining space and surrounding should be kept neat and clean by the 2<sup>nd</sup> party.
15. An officer entrusted by the 1<sup>st</sup> party shall check the quality/ quantity of the food supplied by the 2<sup>nd</sup> party from time to time and payment of the bill is subject to the satisfactory certificate.
16. The 2<sup>nd</sup> party shall make arrangement for all required cooks/serviceman, utensils, crockery and cooking gas etc.
17. No claim for interest in case of delayed payment will be entailed by the trainees.
18. The staff employed should be devoid of any diseases and should be medically tested. Their cleanliness should be ensured by the 2<sup>nd</sup> party and subject to verification by 1<sup>st</sup> party.
19. That all disputes relating to this agreement are subject to the jurisdiction of courts at Bhubaneswar, but prior to approaching court, the firm can be called for negotiation to patch up the disputes on table.
20. In case the 2<sup>nd</sup> party fails to provide items as per menu in quantity and quality, penalty amount be deducted from the 2<sup>nd</sup> party. Penalty amount will be decided by 1<sup>st</sup> party and management.
21. The course-in-charge and designated supervisory staff will supervise and keep watch over the quantity and quality of the items to be prepared by the 2<sup>nd</sup> party and sanitation of the mess area. Any report or complaint against the mess management received from trainees and staff will be seriously viewed by the 1<sup>st</sup> party and penalty deduction will be enforced.
22. The 2<sup>nd</sup> party or his representative is responsible to be present in the mess both in training center and camp location for management.
23. Whenever trainees move out for Base Camp/Boat Driving training/outdoor exercise, the 2<sup>nd</sup> party will be responsible to provide packed/hot meals at that location. However, necessary transport will be provided by 1<sup>st</sup> party.

Signature of Witness

Signature of 1<sup>st</sup> Party

Signature of 2<sup>nd</sup> Party

**OFFICE OF THE DIRECTOR (CHIEF FIRE OFFICER), ODISHA FIRE AND  
DISASTER RESPONSE ACADEMY, BARAMUNDA, BHUBANESWAR**

**TENDER CALL NOTICE**  
**NO.01/2020-21**

Sealed tenders are invited from intending persons to provide catering service for breakfast, lunch and dinner to the trainees of Odisha Fire and Disaster Response Academy, Baramunda, Bhubaneswar. The tender should be accompanied with fixed deposit receipt or National Savings Certificate of Rs.10.000/- (Rupees Ten Thousands) only duly pledged in favor of Director (Chief Fire Officer), OFDRA, Baramunda, Bhubaneswar. The monthly rent for the canteen & water charges @ Rs.2,000/- per month will be paid by the caterer in advance each month. The electricity charge will be paid by him regularly as per consumption. The tenders should be accompanied with income Tax and GST clearance certificate along with self certified identity proof. The last date of submission of tender is 02.04.2021. The tender will be opened on 03.04.2021 by tender opening committee. The tenderer may attend or send their representatives to remain present on the date of opening of tender. The intending persons may collect the detail list of menu of breakfast, lunch & dinner and weight of items from the O/o the Director (Chief Fire Officer), OFDRA, Baramunda, Bhubaneswar or may visit official website [www.odishafshgscd.gov.in](http://www.odishafshgscd.gov.in) to offer their rates accordingly.

Office of the Director (Chief Fire Officer), OFDRA, Baramunda, Bhubaneswar reserves the right to cancel any or all tenders without assigning any reason thereof.

**Director (Chief Fire Officer)**  
**OFDRA, Bhubaneswar**

## **QUALITY AND SCALE OF RATION**

### **Quality of ration**

1.

- (a) Rice- .....Branded good quality thin boiled rice(As per sample).
- (b) Edible.....Sunflower Oil only.
- (c) Atta..... Branded good quality Atta.
- (d) Dal..... Harada Dal (As per sample)

### **Scale of ration (All qualities are for uncooked rations):-**

2.

- (a) Rice-.....250gms per head for lunch&100 gms per head for dinner.
- (b) Roti.....03(Three) and 150gms Rice per head in dinner.
- (c) Fish /Chicken/Mutton.....150gms per head uncooked (dressed)
- (d) Dal(Harada).....60gms per head.
- (e) Vegetables.....200gms per head (different seasonal vegetables)
- (f) Paneer .....100 gms per head.
- (g) Mushroom.....150gms per head.
- (h) Boiled Egg.....One or Two bananas (200gms).
- (i) In leau of Chicken/Fish/Mutton...Paneer /Mushroom Curry of-150 gms.
- (j) In leau of Egg curry.....Mushroom curry-150gms.

--Sd--

**Director (Chief Fire Officer)  
OFDRA, Bhubaneswar**

	<b><u>Breakfast</u></b>	<b><u>Lunch</u></b>	<b><u>Dinner</u></b>
<b>Monday</b>	Puri- 5 Nos (200 gms) Aludam- 100 gms Banana-1 or 2 Nos(200gms)	Rice-250gms, Dal-60gms Motor Paneer / Mushroom curry -(150 gms) Papad,Khata.	Roti- 3 Nos (150gms) Rice-150 gms, Dalma/ Dal with 6 types of vegetable, Bhaja
<b>Tuesday</b>	Idli – 5 Nos- (250gms) sambar-100gms, Banana-1or 2 Nos. (200gms) Boiled Egg- 1No	Rice-250gms, Dal-60gms Chicken/ Mushroom-( 150gms) Salad-100gms (Kakudi +Gajar+Tamato+Curd+Green Chilli) Papad	Roti- 3 Nos(150gms) Rice-150gms, Dal-60gms Mixed Vegetable (6types of vegetable)200gms Khata
<b>Wednesday</b>	Paratha- 4 Nos (200gms) Aludam curry- 100 gms Banana-1 or 2 Nos (200gms) Boiled Egg-1No.	Rice,-250gms,Dal-60gm Fish curry/ Mushroom-(150gms) , Salad-100gms (Kakudi +Gajar+Tamato+Curd+Green Chilli) Papad	Roti-3Nos( 150gms) Rice-150gms, Dal-60gms Motor paneer-150gms Khata
<b>Thursday</b>	Puri-5 Nos (200 gms) Aludam-100gms Banana-1 or 2 Nos(200gms) Boiled Egg-1 No	Rice-250gms,Dal-60gms Khata , Bhaja-100gms Sagamuga-100gms	Roti-3 Nos (150 gms) Rice-150gms, Dal-60gms Motor Paneer-150gms Khata
<b>Friday</b>	Chuda santula-200 gms Alu motor-100 gms Boiled Egg-1No Banana -1 or 2 Nos(200gms)	Rice-250gms,Dal-60gms Egg curry/ Mushroom -150gms Salad-100gms (Kakudi +Gajar+Tamato+Curd+Green Chilli) Papad	Roti-3 Nos (150gm), Rice-150gm, Dal- 60gms Egg Bhujia with 02 Eggs. Khata
<b>Saturday</b>	Upama-200 gms Alu motor-100 gms Boiled Egg-1 No Banana -1 or 2Nos (200gms)	Rice-250 gms, Dal-60gms Chicken curry /Mushroom-150gms Salad-100gms(Kakudi +Gajar+Tamato+Curd+Green Chilli) Papad	Roti -3 Nos(150gm), Rice-150gm, Dal- 60 gms Veg curry (Seasonal) -200gms
<b>Sunday</b>	Idli-5 Nos (250gms) Sambar-100 gms Banana -1 or2 Nos (200gms) Boiled Egg -1 No	Rice-250gms, Dal-60gms Mutton/ paneer-150gms Salad-100gms (Kakudi +Gajar+Tamato+Curd+Green Chilli) Khata Sweets- 02 Nos (for vegetarians)	Roti-3 Nos(150gm), Rice-150gm, Dal- 60gms Mix vegetables (Seasonal)-200gms

--Sd--

Director (Chief Fire Officer)  
OFDRA, Bhubaneswar

