



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF
REHABILITATION TRAINING AND RESEARCH**

(Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities, Govt. of India)
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.
Website: www.svnirtar.nic.in, E-mail: nirtar@nic.in & svnirtar@gmail.com

Ref.: SVNIRTAR/IMTC

Date: 26.12.2025

NOTICE INVITING TENDER

For arrangement of food for the International Manual Therapy Conference scheduled during 8th to 11th Jan-26.

Name of work	Last Date and time of submission of Tender	Date and time of opening of Technical Bid
Arrangement of food for the International Manual Therapy Conference scheduled during 8 th to 11 th January 2026	02.01.2026 12:00 hrs	02.01.2026 12:30 hrs

Quotations are invited from Catering service providers possessing valid GST registration, FSSAI license and meeting other criteria as mentioned in the Terms & Conditions, for execution of the above work.

Interested parties may download the Tender paper from Institute website and send/ submit their bids addressing to The Director, SVNIRTAR, through Speed Post/ Registered Post/ Courier or drop the same inside the Tender Box available in the Administrative Office of SVNIRTAR on or before the last date and time for submission of tender. Price bid to be enclosed in a separate envelop super-scribed as "Price bid". The price bid envelop and technical bid documents to be put inside one bigger envelop super-scribed as "Tender for food arrangement for the IMTC".

Price bids of those qualifying in the Technical bid, as per terms and conditions mentioned in the Tender document, shall be opened for comparison.

The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Director
SVNIRTAR, Olatpur



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GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

1. Price to be filled up in the prescribed format at **Schedule-A** clearly both in figures as well as in words (wherever asked so). Any ambiguity in quoting the rates shall disqualify the bidder.
2. Bidders are requested to visit the sites, check the present conditions, and understand the requirements properly before quoting the rates.
3. The rates are to be quoted in Indian currency only. The rates and taxes etc. will remain unchanged throughout the contract period.
4. Quotation must accompany the following documents:
 - a) Copy of valid GSTIN
 - b) Copy of valid FSSAI license
 - c) Proof of satisfactory execution of catering service to at least 500 persons in one occasion for any conference or official programme of any Government departments/ Public sectors/ other reputed Organizations during the last one year period
 - d) Proof of minimum turn over of ₹ 30,00,000/- (Rupees thirty lakh) during the last financial year i.e., 2024-25 (Turn over certificate duly signed by CA with UDIN to be submitted.)
5. All the items mentioned in the BOQ are to be arranged by the selected Catering service provider, during the period mentioned before.
6. SVNIRTAR would award the contract either for all the items or some of the items mentioned in the BOQ. The requirements/ quantities may be altered by SVNIRTAR, as and when required depending upon the situation.
7. No residential accommodation can be provided to the Catering service provider or his team of workers during execution of work.
8. The standards, specifications and safety norms are to be maintained by the Catering service provider, as per respective Government rules/ notifications.
9. The Catering service provider shall use own materials, cooking/ catering tools & equipments etc. as required for the execution of work.
10. The Catering service provider is responsible for due compliance of laws/ norms relating to safety during execution of work. The entire risk and responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the Catering service provider.
11. The contract shall be covered by Contract Labour (Regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) Central Rule 1971 with all amendments.
12. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
13. The Catering service provider must have sufficient & competent work force to execute the work promptly.
14. The Catering service provider shall execute the contract through own work force. Sub-contracting will not be allowed.
15. All works shall be executed in consultation with and as per instructions of Officers-in-charge. All equipments/ raw materials/ menu/ quality etc. shall be got approved by Officers-in-charge before using them during the event.
16. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work/ service is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.
17. The Catering service provider shall not cause any damage to the work, nor shall hinder other service providers' works. The cost of any damage done by the Catering service provider to the existing infrastructure of the Institute or other service providers' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.

18. The Catering service provider shall prepare food using quality materials, approved by the Officer-in-charge. Cooking shall be done using Sun flower oil or as approved by the Officer-in-charge.
19. The Catering service provider shall make all arrangements for maintaining hygiene during food preparation, serving of food and cleaning of waste food, serving area & disposed plates etc. Food shall be prepared and served fresh and hot.
20. The serving persons shall maintain hygiene and be well-dressed wearing uniform.
21. The Catering service provider shall also arrange for drinking water and waste disposal bins, as approved by the Officer-in-charge, during all servings.
22. Food shall be made ready to be served by 30 minutes prior to serving time as mentioned in the schedule on the event dates.
23. Sufficient numbers of serving counters shall be arranged in consultation with Officer-in-charge.
24. Cooking gas, all materials including vegetables etc. and all tools and equipment needed for cooking, serving tables, utensils, food heaters, crockery etc., as required, including serving persons shall be the responsibility of the Catering service provider.
25. Crockery made of Ceramic/ Porcelain/ China clay to be used for serving food. Tea/ coffee to be served in Ceramic/ Porcelain/ China clay/ Earthen cups.
26. Water supply, electricity points and space for cooking & serving shall be provided by the Institute.
27. In case the dates of event are modified, the same shall be intimated well in advance and accordingly arrangements are to be made by the service provider.
28. Execution of contract (as per terms of contract) is the entire responsibility of the Catering service provider.
29. Payment shall be released approximately within 15 days after satisfactory execution of work, as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.
30. The quantities of items mentioned in BOQ are approximate quantities. The quantities actually required at site may vary. Actual requirements shall be intimated to the Catering Service Provider at least 12 hours prior to each food serving time. Payment shall be made for actual quantities of items executed at site.
31. In case the Catering service provider commits any breach of contract, the Institute may at any time by Notice in writing summarily terminate the contract without compensation to the Catering service provider for any reason.
32. DISPUTES & ARBITRATION:
 - a) All the disputes relating to the meaning and instructions under this contract hereinbefore mentioned shall be referred to the High Court of Odisha, Cuttack and any decision in this regard would be final for both the parties.
 - b) Director of Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR), Olatpur reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.

Sd/-
Director

The bidder has to sign below as a token of acceptance of the above terms and conditions.

Authorized signatory with seal and date :

Name of bidder/ firm with complete postal address :

SCHEDULE – A : BOQ (To be filled up by the bidder)**Name of work :** Arrangement of food for the International Manual Therapy Conference 8th to 11th Jan-2026

S.N.			Description	Approx. Qty.	Rate (₹)	Amount (₹)
1	Day 1	Breakfast (8 am – 11 am)	Chhole, Vatore, Dhokla, Masala pasta, Bread sandwich, green chutney, chilli tomato souce, fruit salad, Tea/coffee & water bottle (250 ml.)	450		
2		Lunch (1:00 pm – 3:30 pm)	Salad, Papad, pickle, Dahibara, Manchow soup, Crispy corn, Paneer pakoda jeera rice, Roti, Dal fry, Tomato khajur khata, Masroom Do pyaza, Veg hydrabadi, Crispy veg chips Chilly chicken, Fish fry, Gajar halwa & Chhena payas & water bottle (250 ml.)	450		
3		Dinner (Packed) (5 pm)	Veg biriyani, raita, Gulab jamoom (2Nos) & water bottle (250 ml.)	450		
4	Day 2	Breakfast (8 am – 11 am)	Upama, Biri kachori, green chutney, matar alu dum, Bread sandwich, chilli tomato sauce & fruit salad Tea/coffee & water bottle (250 ml.)	450		
5		Lunch (1:00 pm – 3:30 pm)	Salad, Pappad, pickle, Boondi raita, Hot & sour soup, Memo, papdi chat, Jeera rice, Roti, Dal fry, Crispy veg chips, Chilli masroom, Paneer butter masala, Chicken masala, Egg chilli, Kheeri & Hot jalebi & water bottle (250 ml.)	450		
6		Dinner (Packed) (5 pm)	Veg chowmin, Veg Manchurian, Gulab jamoon (2Nos) & water bottle (250 ml.)	450		
7	Day 3	Breakfast (8 am – 11 am)	Uttapaqm, Idli, Sambhar, Bada, Bread sandwich, coconut chutney, chilli tomato sauce & Fruit salad, Tea/coffee & water bottle (250 ml.)	450		
8		Lunch (1:00 pm – 3:30 pm)	Salad, Pappad, Pickle, Dahibaigan, Sweet corn soup, Gobi pakoda, Gupchup, Veg Fried rice, Roti, Dal fry, Paneer Do pyaza, Veg nabaratan, veg manchurion Chicken 65, Fish baser, Ras malei, Ice cream (chocolate) & water bottle (250 ml.)	450		
9		Dinner (Packed) (5 pm)	Poori (06), Paneer butter masala, Gulab jamoon (2 Nos) & water bottle (250 ml.)	450		
10	Day 4	Breakfast (8 am – 11 am)	Chhole Vatore, Momo, Corn chatpatty, Green Red chutney & Fruit Custard, Tea/coffee & water bottle (250 ml.)	500		
11		Lunch (1:00 pm – 3:30 pm)	Salad, Pappad, Pickle, Dahibara, Aloo Dum, Manchow soup, Crispy corn, Spring roll, hara bhara kabab, Matar rice, Roti, Dal fry, mix fruit khata, Kadhai paneer, Chilli Gobi,Chicken Do pyaza, Fish Amritsari, Sita bhog payas, Malpua & Ice cream (Butterscotch) & water bottle (250 ml.)	500		
Total :						
Taxes (if any) :						
Grand Total : (in words)						

Date :

Authorized signatory :