

## **EXPRESSION OF INTEREST**

Quotations are invited from catering service providers for providing of catering service when required in favour of **the Centre for Child Rights, National Law University, Odisha, Cuttack.**

The Quotations must be submitted in the prescribed format (Format Attached) within **30<sup>th</sup> April 2019** to office of the **Registrar, National Law University, Odisha, Kathajodi Campus, Sector 13, CDA, Cuttack-753015** by speed post. Quotation received after 30<sup>th</sup> April 2019 will not be considered. The envelope containing the quotation should superscripted as **Quotation for catering Service towards the supply of food items during conferences, training programmes etc.**

### General Conditions

1. The Service provider must have the valid food licence.
2. No money will be given by the University as advance; payment will be made after submission of the bill.
3. Tax invoice should be issued in favour of Registrar or the specific department that make order.
4. Bills will be settled within 15 working days from the date submission.
5. All the payments will be made in Account Payee Cheques only in favour of the service provider.
6. Initially the contract will be given for one year. The respective committee will judge the performance of the establishment after each year. After reviewing the performance, the empanelment may be considered for renewal for a period as deemed suitable by the committee.
7. The caterer shall not subcontract to another person/business.
8. The caterer should provide quality food and service on time.
9. The caterer should keep in mind the unit cost/ per head cost as instructed by the university while providing foods to the guests/ staffs/ students, in case any deviation beyond the per head cost the agency should seek the consent of the responsible officials of the university.
10. The service should be provided smoothly and in a professional manner within the prescribed time and place communicated by the university.

11. The agency is not supposed to claim/demand any money from the faculty/ guest/ students/ participants for providing the service. However if any extra service beyond the university prescribed service the agency should provide the same if available with them provider prior consent of the responsible officer of the university.
- 12.NLUO reserves the right to empanel the service provider at its discretion.
13. The empanelment will be valid for 1 year from the date of empanelment with provision for further extension of one year subject to satisfactory performance. In case of unsatisfactory performance/breach of terms, the hiring contract may be terminated with fifteen days notice.



**APPLICATION FORM FOR EXPRESSION OF INTEREST FOR HIRING OF CATERING SERVICE PROVIDER**

To,  
The Registrar  
National law University, Odisha, Cuttack  
Kathajodi Campus, Sector-13, CDA, Cuttack-753015

Dear Sir,

I / we express interest to engage my/ our agency on hire with NLUO for providing quality catering service . I/We agree to abide by all the terms and conditions laid down in the General Terms and Conditions of EOI No. ....

1 Name of the individual/Partnership Firm/ company:

2 Full postal address:

3. Phone No.:-

4. Name of the Contact Person:

5. Mobile No of the contact Person:

6. Copy of registered partnership deed/ power of Attorney/Certificate of incorporation/memorandum of Association:

4. Pan No of the Agency.

5. Service Tax Registration No.

6. Food Licence:

Declaration:

I/We certify that all the information furnished are true and I /We confirm that in case of any of this information is found to be false/ wrong, the application/work order ( if awarded) shall be liable for rejection at any stage / time without any reference to me/us by National Law University, Odisha.

Signature of the applicant

Seal & Date.

