ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

TECHNO CAMPUS, GHATIKIA, P.O. MAHALAXMI VIHAR, BHUBANESWAR-751029 ODISHA, INDIA

**Advt. No. 386 /OUTR, Date: 16.02.2024**

# SHORT TENDER CALL NOTICE FOR CATERING SERVICE DURING 1st CONVOCATION

# Sealed Tenders are hereby invited from interested Registered Firms/ Dealers/S.S.I Units having valid GSTIN and FSSAI to supply catering during 1st convocation of OUTR, Bhubaneswar on 26.02.2024 and 27.02.2024. The sealed tenders should reach the undersigned on or before 23-02-2024 by 1:00 P.M. by Regd. Post/Speed Post/Courier/Hand Delivery. Tenders received beyond the specified date and time shall be rejected. For details on specifications with terms and conditions to catering during 1st convocation, please see the notice on the university website: www.outr.ac.in The authority reserves the right to cancel the bids without assigning any reason thereof.

# Sd/-

# REGISTRAR

Bid Ref No. 386/OUTR Date: 16.02.2024

**BIDDING DOCUMENTS AND INSTRUCTION FOR CATERING SERVICE**

**DURING 1ST CONCOVATION – 2024**

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**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**TECHNO CAMPUS, GHATIKIA, P.O:-MAHALAXMI VIHAR**

# BHUBANESWAR-751029 ODISHA, INDIA

# TENDER DOCUMENT FOR CATERING DURING 1st CONVOCATION

**NATURE OF THE WORK**: Catering (approximately for **2000** people) for 1st convocation of OUTR, Bhubaneswar, Odisha

**Tender Cost** : Rs. 4720.00

[Rs. 4000 + Rs.720 (GST @ 18%) = Rs. 4720.00]

(Non-refundable)

**EMD Amount** : Rs. 20,000/-(Refundable)

**Date of Availability of Tender** : 17/02/2024

**Last date of submission of Tenders :** 23/02/2024 up to 1.00 PM.

**Date and Time for opening Sealed Tenders/Technical Bids:** 23/02/2024 at 3 PM.

And  **Financial Bids** :

**Venue :** Odisha University of Technology and Research (OUTR),Techno Campus,

Mahalaxmivihar, Bhubaneswar -751029, Odisha

For any query please contact : Prof. Deba Prakash Satapathy

Ph. No. 7008316528

# The tender document will be obtained only from the University website i.e [www.outr.ac.in](http://www.outr.ac.in/)

# REGISTRAR

# GENERAL TERMS AND CONDITIONS:

* 1. The bidder must be reputed and registered Agencies / Firms / Caterers having minimum three years of experience in similar works in the field of catering services to any Institutions/ PSUs/ Universities with minimum annual turnover of 20 lakhs (Rupees: Twenty lakhs).
  2. The bidders are required to accept all terms & conditions mentioned in the Tender Document. OUTR, Bhubaneswar reserves the right to reject any or all offers without assigning any reason thereof.
  3. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or Bids are liable to be rejected.
  4. The tenders received after the stipulated date and time will not be acceptable.

* 1. OUTR, Bhubaneswar, Odisha also reserves the right not to accept the lowest bid.

# BID FEE & EARNEST MONEYDEPOSIT:

The tender document shall be submitted through Registered Post/Speed Post or Courier only to the Registrar, Odisha University of Technology and Research (OUTR),Techno Campus, Mahalaxmivihar, Bhubaneswar -751029, Odisha duly signed by the authorized signatory in each page and duly authenticated with seal of the firm/agency along with 02(Two) separate DDs drawn any nationalized bank one of Rs 4,720/- ( Rupees Four thousand Seven Hundred Twenty only) towards cost of tender paper and amount of Rs 20,000/- (Rupees Twenty thousand only) towards EMD in favor of “Registrar, OUTR, Bhubaneswar” drawn any scheduled bank payable at Bhubaneswar so as to reach on or before 23/02/2024 by 1.00PM.

Please note that offers not accompanied by the required EMD and Tender cost will be declared rejected.

Offers submitted with incomplete information will not be considered.

# SCHEDULES OF TENDER:

# The Tender Document will be available in the website of OUTR, Bhubaneswar, Odisha ( www.outr.ac.in.) for download. The intended bidders may download the same from the website.

* 1. OUTR, Bhubaneswar, Odisha reserves the right for not inviting the disqualified bidders in Technical Bid while opening the Financial Bids.
  2. Any tender received after the date and time given above will not be entertained under any circumstances.
  3. The Competent Authority reserves the right to reject any or all tender without assigning any reason and shall not bind it to accept any tender and reserve the right to call for fresh tender.
  4. **PROCEDURE FOR SUBMISSION OF BIDS:**

The Bids shall be submitted in three separate sealed envelopes as under:-

1. Envelop A- should contain the Bank drafts for the Earnest Money Deposit (EMD) ,Bid Fee along with the details in(Annexure-I) and all documents as per Annexure and the documents in support of the details furnished superscribed as Envelop ‘A’ (Documents) .
2. Envelop B- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid superscribed as Envelop ‘B’ (Technical BID)
3. Envelop C- should contain the Financial Bid Documents (Annexure-III) superscribed as Envelop ‘C’ (Financial BID).
   1. All three sealed envelopes (i.e., envelopes A, B& C) should be kept inside a larger envelop duly sealed, addressed to the “Registrar, Odisha University of Technology and Research (OUTR),Techno Campus, Mahalaxmivihar, Bhubaneswar -751029, Odisha” and super scribed “**Tender for Catering Services during 1st Convocation**” may be submitted through Registered Post/**Speed Post/ Courier/Hand delivery** only on or before 23/02/2024 by 1.00 PM. The cover should also bear the name and address of the bidder including telephone number and e-mail id.
   2. The bidder must put his seal and signatures on each page of the bid and also attest all or corrections etc., if any, under his seal and signatures.

# BIDDER QUALIFICATION:

* 1. The bidder should have minimum three years experience in the field of providing catering services and similar nature of works to Govt. Departments / PSUs / Reputed Organizations (Copies of such work orders should be enclosed).
  2. The minimum average annual turnover of the prospective bidder should be Rs. 20 lakhs during the last three preceding years (Audited copy of the same shall be attached in the technical bid).
  3. The Bidder should have a required licence issued by Food Safety and Standard Authority of India (Attested copy should be attached with Technical Bid).
  4. Copies of Income Tax Return, Audited Balance Sheet, GST Registration certificate, Valid Registration Certificates issued by competent authorities, Copy of shall be enclosed in the technical bid.
  5. The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations.
  6. All the information submitted by the Bidder shall be presumed to be true to be best of the knowledge of the bidder.

# SCOPE OFWORK:

* 1. To provide hygienic and tasty food as per the Menu for 1st Convocation on 26.02.2024 & 27.02.2024.
  2. To arrange for serving fresh and hot food at OUTR, Bhubaneswar during Convocation.
  3. To provide all the cooking ingredients and/or raw materials to be used should be fresh, hygienic, of reputed brands and good quality.
  4. As far as possible all materials to be placed/used must be pre-packed and of reputed brand.
  5. Additional serving materials to be placed covered in casserole/hot-cases.
  6. The used utensils, trays, casseroles are to be cleaned and to store in hygienic conditions without any delay. In no condition, the used dishes are to be left over. They should be immediately cleaned and

stacked in proper hygienic condition.

* 1. The garbage must be disposed off immediately as per BMC guidelines.

# TERMS AND CONDITION OF BID:

* 1. The bids must be accompanied with a Demand Draft issued by any Nationalized Bank for Rs. 20,000/- (Rupees Twenty Thousands only) in favour of Registrar, Odisha University of Technology and Research, Bhubaneswar, Odisha payable at Bhubaneswar towards EMD.
  2. The Technical Bids shall be opened at OUTR, Bhubaneswar by a duly constituted Committee in the presence of such bidders or their authorized representatives who may desire to be present at the time of opening of bids.
  3. It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms & conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms &conditions.
  4. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.
  5. Bid documents are neither transferable nor cost of the bid documents is refundable under any circumstances.
  6. The issuing of bid document shall not constitute that the bidders are automatically qualified.
  7. If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., OUTR, Bhubaneswar, Odisha reserves the right to terminate the contract.
  8. The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month of the date of approval of the successful bidders without any interest.
  9. However, the Earnest Money of the successful bidders will be liable to be forfeited, if he/she does not fulfil any of the following condition.

1. To undertake the work from the specified date mentioned in the award letter after approval of the financial bid by the competent authority.
   1. The successful bidder will ensure compliance of all the relevant provisions of the Laws.
   2. In case of food, if found same are less in quantity or quality and not of standard quality or in unhygienic condition or not supplied/served in time, a penalty will be levied as decided by the OUTR, Bhubaneswar, Odisha.
   3. The successful bidder shall arrange for removal of the garbage, the kitchen waste of any other type of refused or waste material on that day at its own cost as per the guidelines of BMC.
   4. That the successful bidder shall maintain environmental hygienic and proper sanitation of the premises during all working hours. The successful bidder shall be found to abide by all the provision of the Prevention of Food Adulteration Act as applicable in Odisha and such other general and local laws and rules and regulation existing therein or to be enacted or introduced hereafter.
   5. The Earnest Money of the successful bidder will be returned after completion of the event without any interest.
   6. Conditional/Incomplete offers not conforming to tender document will be rejected.
   7. All the disputes shall be subject to the jurisdiction of Civil Courts situated at Bhubaneswar.
   8. Failure to render catering service as per the approved technical specification of the items may lead to forfeiture of EMD.
   9. Payments will be made only after successful execution of the work and submission of bill. No advance will be paid to carry out the work.

# Registrar

**Declaration**

1. I have read the above terms and conditions carefully and these are acceptable to me.
2. I hereby declare that my agency/firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organisation.

Name of Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Signature of Tenderer

With Seal & Date

**ANNEXURE-I**

# TENDER DOCUMENT FOR CATERING DURING 1st CONVOCATION

1. NAME OF THE AGENCY
2. Details of Tender Cost (Non-refundable).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Amount:
4. Name of Bank:
5. Bank Draft Number and Date
6. Details of EMD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Detail of Bid Security :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Amount:
9. Name of Bank:
10. Bank Draft Number and Date

# Signature of Tenderer

With Seal & Date

**ANNEXURE-II**

**TENDER DOCUMENT FOR CATERING DURING 1st CONVOCATION**

# TECHNICAL BID:-

1. Name of the Bidder
2. Address of the Bidder
3. Phone No.
4. E-Mai ID :
5. Details of documents to be submitted:
6. Valid Food License
7. Details of Permanent Account Number(PAN)
8. GST Registration Certificate issued by competent authority.
9. Three years experience of supplier of Mess items (Attached document any proof):
10. Document in support of execution similar work order in any reputed institution.
11. Regd. No. of the Firm (Attached document any proof)
12. GST clearance certificate
13. Total Turn Over during last 3 preceding years: (please attach proof of turn over like copy of Annual VAT return / a copy of C.A certified statement of Account)
14. Copy of last 03 years Income Tax return.
15. Tender document signed with seal & date on each page.
16. Declaration form duly signed

*Note: If the above documents are not submitted the tender will be summarily rejected*

# Signature of Tenderer

With Seal & Date

# ANNEXURE –III

# TENDER DOCUMENT FOR CATERING DURING 1st CONVOCATION

# PRICE SCHEDULE / FINANCIAL BID

(To be utilized by the Bidder for quoting their prices)

* + No Bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
  + **Price for Catering** *(To be filled by the bidder)*

**MENU FOR CONVOCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Specification** | **Date** | **Quantity** | **Name of the Items during the 1st Convocation** |
| Snacks  \* | Day-1: Day Before Convocation Day (4.30pm) | 1200 Nos | Panner/Mushroom patties, Veg cutlet, One samosa, One rasgolla/ Gulab jamun,Fruit Juice and Drinking water with disposable glasses. |
| Lunch  \*\* | Day-2: Convocation Day (01.00pm) | 1500Nos | Jeera Rice, Masala Puri/ Biri Kachori, Dal fry, Navaratna Kurma, Paneer butter masala, Mushroom Dopyaza, Khajur & Tomato Khata, Chhena Payes / Ice-cream, Gajar Halwa/ baked Rasogola, Sweet curd, Papad, Green Salad and Drinking water with disposable glasses. |
| Tea/Coffee \*\*\* | During the entire program for both days | 2000Nos | Tea/Coffee, Biscuit and Drinking water with disposable glasses. |

# \*Rate per Person on Day-1 :Rs...........(Rupees……………………….. )

**\*\*Rate per Person on Day-2 :Rs...........(Rupees ….)**

**\*\*\*Rate per Person on Tea/Coffee :Rs...........(Rupees ….)**

The price is inclusive of all charges, taxes and statutory liabilities. The food would be cooked and served at buffet at OUTR, Bhubaneswar. The raw (ingredients) used for preparing the food must be of good quality. The food must be neat and clean, tasty & hygienic. No artificial colour, chemical should be used while preparing the food. The boys/girls those would serve the food must be experienced, well-dressed and well-behaved. After the program is over the party will ensure that the ground is cleaned properly and the garbage disposal should be as per the BMC guidelines.

# Signature of Tenderer

With Seal & Date