



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
TECHNO CAMPUS, P.O.: MAHALAXMI VIHAR
BHUBANESWAR-751 029**

Tender Notice No. OUTR/Convocation/Catering /2025-26/30

Date: 20/12/2025

NOTICE INVITING TENDER

Odisha University of Technology and Research Bhubaneswar is conducting its 3rd Convocation 2025 during **January 2026**. The exact date will be intimated before one week of convocation date. Around 1500 participants and VIPs will become part of the event. E-tenders are invited from the reputed firms/catering agencies/companies/societies/individuals having valid GSTIN, income tax clearance, FSSAI license etc in **TWO bid** system for **SELECTION OF AGENCY FOR “OUTDOOR CATERING SERVICES FOR 3rd CONVOCATION”** at Odisha University of Technology and Research Bhubaneswar details of which are available through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>. The detailed information which may be downloaded from the website www.outr.ac.in and <https://tendersodisha.gov.in>. The cost of the tender documents and EMD with a cover should be delivered by **Speed Post or Courier only before last date of submission addressing to The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029 mentioning the name of the tender, due date and time**. The last date, time of Tender uploading documents is **09/01/2026 up to 6.00 PM** and will be opened on **10/01/2026 at 09:00 AM**.

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

IMPORTANT: Prospective bidders are advised to regularly visit the University website and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced on the University website and e-procurement Odisha portal.

REGISTRAR

**TENDER DOCUMENTS FOR SELECTION OF AGENCY FOR
“OUTDOOR CATERING SERVICES FOR 3rd CONVOCATION
OF
OUTR, BHUBANESWAR**



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, P.O.: Mahalaxmivihar,
BHUBANESWAR -751029, INDIA

NOTICE INVITING TENDER

The Registrar, Odisha University of Technology and Research (OUTR), Bhubaneswar invites online tenders from reputed firms/catering agencies/companies/societies/individual **for Selection of Agency for Outdoor Catering Services for 3rd Convocation at OUTR, Bhubaneswar**. Interested eligible Bidders may obtain detail information and list of menu from **the website of the University www.outr.ac.in and <https://tendersodisha.gov.in>**

Critical Information

1.1 Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/Convocation/Catering/2025-26/30 Dated. 20/12/2025
2	Period during which tender document will be available on website www.outr.ac.in & tendersodisha.gov.in	20/12/2025, 6.00 p.m. to 09/01/2026, 6.00 p.m.
3	Tender Fee(Non- Refundable)	Rs. 1,000/- (Rupees One thousand only) in shape of Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
4	Bid security (EMD): (refundable but Non-interest bearing); EMD Amount (Will be accepted only through D.D/Pay Order*/ Banker's Cheque. The bid security is exempted to the MSE bidders only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 20,000/- (Rupees Twenty thousand only) in shape of Demand Draft to be drawn in favour of " (Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
5	Type of Bid	Two Bid ; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Date of publishing and time	20/12/2025 at 6.00 p.m.
7	Document download start date and time	21/12/2025 from 10.00 a.m.
8	Last date & time for submission of tender	09/01/2026 upto 6.00 p.m.
9	Date & time of opening of Technical	10/01/2026 at 09.00 a.m.
10	Date & time of opening of Financial Bid	Through e-tender portal to be intimated later to the technically qualified bidders.
11	Validity of Bid	120 days from the date of opening of Bid
12	Performance Guarantee	Rs. 20,000/-
13	Delivery	As per the purchase/work order
14	For any technical query please contact	Dr. B.P. Dash, Professor, Contact No. 9437385554, e-mail :bpdash@outr.ac.in
15	DD towards EMD and Tender document fee should be sent addressing to	The Registrar, Odisha University of Technology and Research, Techno campus, MahalaxmiVihar, Bhubaneswar, PIN- 751 029

1.2 Please refer eProcurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.outr.ac.in & <https://tendersodisha.gov.in>

1.4 The bidders may submit their bid only through uploading in the eProcurement Tenders Odisha Portal <https://tendersodisha.gov.in>. **No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.**

1.5 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the eProcurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the eProcurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enroll on the e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link “Online Bidder enrolment”. Enrolment on the eProcurement Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Govt. of Odisha eProcurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 SUBMISSION OF BIDS

2.6.1) Bids shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

2.6.2) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.4) Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.5) Bidder should prepare DD for the Tender cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.7) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using

buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.10) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.11) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.12) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the submission of the bids online through the eProcurement Portal (URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add / modify / delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and eProcurement Portal (<https://tendersodisha.gov.in>) and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents

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1. Eligibility Criteria for Qualifying in Technical Bid

The agency should meet the minimum eligibility criteria.

1.1 Status : The bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership or a Limited company registered under the Companies Act. A proof on status of the bidder shall be submitted.

1.2 Financial Capacity : The bidder should have an average turnover of Rs. 20 lakh during the last three financial years 2022-23, 2023-24 and 2024-25. The relevant proof for supporting the above shall be submitted failing which the tender shall be treated as invalid. (Audited copy of the same shall be attached in the technical bid).

1.3 Experience : Must have adequate experience in the field of catering services to any Institutions/ PSUs/ Universities/reputed organisations having minimum three years of experience upto the tender submission date and must have been conducted successfully. (Copies of such work orders should be enclosed).

1.4 Registration : The bidder should be registered under GST Act and having PAN. Relevant proof shall be submitted.

1.5 Proof for payment of Income Tax return for the last three financial years 2022-23, 2023-24 and 2024-25.

1.6 The Bidder should have a required license issued by Food Safety and Standard Authority of India (Attested copy should be attached with Technical Bid).

1.7 The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations.

2. SCOPE OF WORK:

2.1 To provide hygienic and tasty food as per the Menu for 3rd Convocation for two days as per the annexure- I

2.2 The exact date of convocation will be intimated to the successful bidder before 7days of convocation date.

2.3 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 prepared in refined sunflower oil. No artificial colour, chemical should be used while preparing the food.

2.4 The staff of caterer those would serve the food must be experienced, well-dressed and well-

behaved.

- 2.5 To arrange for serving fresh and hot food at OUTF, Bhubaneswar during Convocation.
- 2.6 To provide all the cooking ingredients and/or raw materials to be used should be fresh, hygienic, of reputed brands and good quality.
- 2.7 As far as possible all materials to be placed/used must be pre-packed and of reputed brand.
- 2.8 Additional serving materials to be placed covered in casserole/hot-cases.
- 2.9 The used utensils, trays, and casseroles are to be cleaned and stored 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.
- 2.10 After the program is over, the garbage must be disposed of immediately as per BMC guidelines.
- 2.11 The following temporary infrastructure will be developed by the catering firm for smooth preparation and distribution of lunch and refreshments.
 - a) A kitchen of 2000 sqft (Approximate) with tarpaulin roofing and 6ft fabric walling are to be developed.
 - b) A total of 10 counters are to be developed for the smooth distribution of lunch.
 - c) 25 nos. of standing fans are to be installed in the dining area.
 - d) 10 nos. of 6 seater tables and 200 chairs are to be put in the dining hall.
 - e) 10 nos. of wash basins are to be installed near the dining hall.
 - f) 10 nos. of drinking water dispensers, with 2000 paper glasses are to be put in the convocation area.
- 2.12 Any damage to the existing infrastructure should be replaced/repared by the service provider at his own cost, within 3 days time.

INSTRUCTIONS TO BIDDING FIRMS

3. TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

- 3.1 Tender Cost (non-refundable) of Rs. 1,000/- (Rupees One thousand only) and EMD / Bid Security (refundable) of Rs. 20,000/- (Rupees Twenty thousand only)** in the form of Demand Draft (DD) in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.
- 3.2 EMD / Bid Security** of unsuccessful bidder will be returned to them without any interest within 30 days after the award of contract to successful bidder. The EMD will be returned to the successful bidder without interest after successful completion of programme deducting University

3.3 Bidder registered with Ministry of MSME / GoI as per public procurement policy for Micro & Small Enterprises (MSE) are exempted categories from payment of EMD provided that benefit of EMD exemption will be given only to the service providers for respective service. The bidder has to submit the Bid Security Form as per the Annexure.

3.4 EMD and Tender Fee should reach physically through speed post/courier, in an envelope & superscripted with the subject, tender reference number addressing to Registrar, **Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, Odisha on or before the last date of submission.

3.5 The scan copy of the DD towards tender cost and EMD should be uploaded in the Technical Bid Cover.

3.6 Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.

3.7 The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being L1 with the period of validity, shall be liable to forfeiture.

4. Amendment to bid documents

At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on university website and e-tender Portal.

5. The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.

6. The prospective bidders should keep their offers valid for 120 days from the date of tender opening.

7. The Technical bids shall be opened on the scheduled date and time (as mentioned in tender eProcurement Portal (URL: <https://tendersodisha.gov.in>)).

8. Submission of Bidding documents

The tender is to be submitted electronically in two separate Cover **No.1 (Cover A)** and **Cover No. 2(Cover B)** and contents as indicated below:

1. Bidders must submit their digitally signed bids in first Cover containing the technical qualification documents:

A. Cover 1 Shall contain the scan copy and uploaded of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency. Qualification documents :

Such as : > Bid Securing Declaration Form for EMD Exemption (Annexure – V)

- > Copies of the Income Tax return (last three financial years) and copy of PAN
- > Firm Registration
- > GST Registration certificate
- > Similar Purchase Order copies executed in experience in the field of catering services to any Institutions/ PSUs/ Universities/reputed organisations etc.
- > Copy of Valid FSSAI food business License / registration
 - > Annual average turn over of last 3 financial year
- > Criminal Liability Form
- > Municipal license/Trade License issued by the Competent authority of Govt. of India/Odisha.
- > ISO Certification if any.
- > All other documents as per attached Annexures (II to VIII Except Price BoQ)

B. Cover 2

Price Bid. (Cover -2 in BoQ Ms-Excel format.)

1. Bill of Quantities with rates duly filled in are to be uploaded in the format provided online after entering the relevant fields without any alteration / deletion / modification of other portions of the excel sheet. in the name of "Financial Bid".
2. The offer must be submitted in Two Bid - Two covers only though uploading in the eProcurement Portal, before the last date & time for bid submission.

9. **CLARIFICATION OF BIDS :** In case any bidder requires any clarification, bidder can feel free to raise their query on or before the last date of submission of tender document.

10. GENERAL TERMS AND CONDITIONS OF CONTRACT:

BID EVALUATION PROCEDURES

1. Technical bids will be opened and downloaded on the specified date & time by the authorised officials. The downloaded tender documents will be evaluated by the Tender Evaluation Committee duly constituted by the competent authority of OUTF Bhubaneswar. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. Financial bids of those bidders whose technical bids are found valid / suitable / acceptable, shall be opened by the Committee with intimation well in advance through e-tender portal.

11. CLARIFICATION ON TECHNICAL BID EVALUATION

1. Technical bids shall be evaluated based on the available documents submitted by the bidder and the methodology adopted by the committee. To assist in the examination, evaluation and comparison of the bids and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid.
2. If a bidder does not provide clarification on its bid asked for in the University's request for clarification, the bid may be treated as not valid and liable for rejection.

3. University also reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

12. FINANCIAL BID PROCEDURE & EVALUATION

12.1 The financial bid will be opened only for bidders declared eligible and selected after technical evaluation. The financial bid will be opened on a date fixed after evaluation of technical bids and will be intimated to all technically qualified bidders in advance.

12.2 Tender for this contract will be assessed in accordance with Least Cost Selection i.e. L1 system. The bidder who has quoted lowest in over all in bundled price and not with reference to the lowest prices quoted for the sub-items will be awarded the work.

13. Being L1 will not be the sole criteria for eligibility of award of contract. The feasibility of the price determination method adopted by the bidder will be examined by the committee and pertaining bidder need to be present in front of the committee to explain the same (if required).

14. **AWARD OF CONTRACT** : After due evaluation of the bid(s) university will award the contract to the responsive tenderer who has quoted the lowest price in overall.

15. **Performance Security** : The EMD amount will be converted to Performance Security. The EMD/Security deposit can be forfeited by the university in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance as per the contract agreement. EMD/Performance Security will be returned after successful completion of obligations under the contract.

16. **Payment Terms** : 100% payment of the total order value shall be released after the successful completion of Service and submission of Clear Tax Invoice. Payment will be made on actual supply as per the work order.

17. The provision of Advance/part payment is not permissible.

18. Conditional bids will be treated as unresponsive and therefore may be rejected.

19. The University reserve the right to accept in part or in full or reject any or more tender/offer without assigning any reason or cancel the tendering process and reject all Tender at any time prior to award of contract without assigning any reason thereof.

20. 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 OUTF, Bhubaneswar.

21. BID PRICES

- a) The Rates should be quoted in Indian Rupees (INR) inclusive of all charges, except GST applicable as per the BOQ (price schedule) given in **Annexure- VI**.
- b) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation of any account.
- c) Quantity : The quantity mentioned are indicative in **Annexure- I** and may be altered at the time of placing work order on the basis of the requirement.

22. Applicable Law :

- a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing.
- b) Any dispute arising out of this contract shall be settled mutually. If dispute persists it will be referred to Vice Chancellor, OTR. The decision of Vice Chancellor shall be final and binding on both the parties.

23. The agency shall nominate a person with mobile telephone to receive the instructions. Another alternative telephone Number of the owner or his representative of the firm shall also be conveyed to convey the instruction.

ANNEXURE -I

MENU FOR 3rd CONVOCATION

Sl. No.	Particulars	Date	Quantity	Name of the Items during the 3 rd Convocation
1	Evening Snacks	Day 1: Day Before Convocation Day (4.30 pm)	800 Nos.	Panner/Mushroom patties, Veg cutlet, One samosa, One rasgolla/ Gulab jamun, Fruit Juice and Bisleri Drinking water with disposable glasses.
2	Lunch	Day-1 : Day before Convocation Day (1.00 p.m.)	100 Nos.	Veg Biryani, Raita, Sweet (Rs. 10/-), Bisleri Drinking Water-500 ml.
3	Snacks	Day-2: Convocation Day (09.00 am)	300 Nos	Veg cutlet, one samosa, one rasgolla/ Gulab jamun, Fruit Juice and Bisleri Drinking water with disposable glasses.
4	Lunch	Day-2: Convocation Day (01.00 pm)	1500 Nos.	Jeera Rice, Masala Puri, Dal fry, Navaratna Kurma, Paneer butter masala, Mushroom Dopyaza, Khajur& Tomato Khata, Chhena Payes / Ice-cream, Rasogolla, Dahi bara, Papad, Green Salad and Drinking water with disposable glasses.
5	Tea/Coffee, Drinking water with dispenser and paper glass	During the entire program for both days (Day-1, 2)	1500 Nos.	Tea/Coffee, Biscuit and Drinking water with disposable glasses. 10 nos. of drinking water dispensers, with 2000 paper glasses are to be put in the convocation area. 02 well-dressed persons are to serve drinking water to the guests during convocation.

ANNEXURE – II

LETTER OF UNDERTAKING AND DELARATION

To

The Registrar,
Odisha University of Technology and Research
Techno-Campus, Mahalaxmi Vihar
Bhubaneswar-751029

Ref : Invitation of Tender Notice No.

Dated.

I/We, the undersigned declare that :

1. I/We have examined the tender document and its terms and conditions and we have understood the details.
2. I/We are ready to execute the contract in conformity with the tender document , in case we are found successful as a tenderer.
3. Our bid shall be valid for a period of _____ days from the date of Opening of price bid and shall not revoke the same.
4. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and work order.
5. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
6. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid you may receive.
7. The detailed particulars of the tenderer is mentioned and attached separately.
8. The contract will be awarded to the successful bidder whose bid matches with the L-1 Price.

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my /our knowledge and belief. No part of it is false and nothing has been concealed therein.

Yours sincerely,

Authorized signatory of the Tenderer
(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company)
Full name and designation

ANNEXURE-III

(ON LETTER HEAD OF THE FIRM)

Tender for “**Outdoor Catering Services During 3rd Convocation**” at Odisha University of Technology and Research Bhubaneswar”

Detailed Particulars of the Tenderer

Sl. No.	Particulars	Supporting document page No.
1	Name of Agency/Firm/Proprietor	
2	Full Address	
3	Registration Certificate/Certificate of incorporation, if any	
4	Name (s) of Proprietor/Partner/Director	
5	E-mail ID	
6	Mobile No.	
7	Proof of Income Tax return for the last three financial years 2022-23, 2023-24 and 2024-25 (Copies should be enclosed)	
8	Valid FSSAI food business License / registration. (Copy should be enclosed)	
9	PAN No.	
10	GSTIN	
11	Past experience in similar business (enclose relevant documents/order copies of other organizations).	

Signature of Bidder with seal

ANNEXURE – IV**Check list for Technical Bid**

Supportive Documents must enclose for fulfilling Eligibility criteria, to be submitted by the Tenderer

Sl. No.	Particulars	Yes/No	Page No.
1	Self-attested copy of valid Registration number of the firm/agency		
2	Tender Cost in shape of DD for Rs. 1,000/-		
3	Bid Security (EMD) in shape of DD for Rs. 20,000/-		
4	Bid Security Self Declaration Form for EMD exemption		
5	Details of bidders profile (Annexure III)		
6	Acceptance of terms and conditions of tender		
7	Minimum Three (3) years experience in successful completion of catering services		
8	Copy of GST registration certificate and upto date return		
9	Permanent Account Number (PAN) Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years		
10	Average Annual Turnover of at least 20 lakhs INR during last 3 financial years i.e. 2022-23, 2023-24 and 2024-25		
11	Valid FSSAI food business Licence / registration.		
12	Municipal license/Trade License issued by the competent authority of Govt. of India/Odisha.		
13	Criminal liability Form/ Black listed undertaking		
14	Signed & stamped copy of Tender document		

Place:

Date:

Name, Signature & Seal of Bidder

(ON LETTER HEAD OF THE FIRM)

BID SECURITY SELF DECLARATION FORM

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE-VI**To be submitted in COVER 2 (Financial Bid)****Financial Proposal****FINANCIAL BID****(To be submitted in Cover-2)**

In Cover 2 : As per BoQ in Ms-Excel Format :

Sl. No.	Item Description	Unit	"A" Qty	"B" Unit Price	"C" Unit price GST %	"D =B+C" Unit Amount with GST	"E= B X A" Total amount with out GST	"F= D X A" Total Amount with GST
1	Snacks, Day -1	Per plate/No	800					
2	Lunch on Pre convocation day, Day-1	Nos	100					
3	Snacks, Day-2	Per plate/No	300					
4	Lunch, Day 2	Per plate/No	1500					
5	Tea/Coffee, Drinking Water with dispenser and paper glass Day 1 & 2	Cup	1500					
TOTAL OF THE ABOVE								

Signature:

For and on behalf of the Bidder

Name :**Seal:**

Date:

Place

(ON LETTER HEAD OF THE FIRM)

Name of the Tender : “**Selection of Agency for Outdoor Catering Services during 3rd Convocation**” at Odisha University of Technology and Research Bhubaneswar

CRIMINAL LIABILITY UNDERTAKING

Date:_____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I aged about
S/o.....Proprietor/ Partner/ Director of
M/s._____ At:_____ Po:
_____, P.S:_____, Dist:_____ do
solemnly pledge and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organisation/Bodies for the last 3 years.

Signature

(Name)
Seal of the Bidder

ANNEXURE – VIII**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2022-2023	2023-24	2024-25
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding over all Annual Turnover for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT
NAME , ADDRESS AND CONTACT DETAILS :
UDIN :