



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

Tender Notice No. OUTR/Convocation/Catering /2024-25/31

Date: 13/03/2025

NOTICE INVITING TENDER

NOTICE INVITING TENDER FOR “SELECTION OF AGENCY FOR OUTDOOR CATERING SERVICES DURING 2nd CONVOCATION” AT ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH BHUBANESWAR.

Odisha University of Technology and Research Bhubaneswar is conducting its 2nd Convocation 2024 during April 2025. The exact date will be intimated before one week of convocation date. Around 1500 participants and VIPs will become part of the event. Sealed tenders under Open Tender Enquiry process 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 2nd CONVOCATION”** at Odisha University of Technology and Research Bhubaneswar. The sealed tender will be received by speed post/ registered post/ Courier only. **No hand delivery will be accepted. The last date of tender submission is 28.03.2025 upto 3:00 P.M. and will be opened on 28.03.2025 at 04.00 P.M.** The authority will not be held responsible for any postal delay. Tender received after the scheduled date and time will not be accepted. The tender documents with details of terms and conditions are to be downloaded from the University website: www.outr.ac.in.

The authority reserves the right to reject/ cancel the tenders in whole or in part without assigning any reason thereof.

REGISTRAR

NOTICE INVITNG TENDER

The Registrar, Odisha University of Technology and Research (OUTR), Bhubaneswar invites sealed tenders from reputed firms/catering agencies/companies/societies/individual **for Selection of Agency for Outdoor Catering Services for 2nd 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**

Critical Information

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/2024-25/31 Dated. 13/03/2025
2	Period during which tender document will be available on website www.outr.ac.in	13/03/2025 to 28.03.2025 upto 3.00 p.m.
3	Tender Fee(Non- Refundable)	Rs. 1,000/- (Rupees One thousand only) by 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) by Demand Draft 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	Last date & time for submission of tender	28.03.2025 upto 3.00 p.m.
7	Date & time of opening of Technical Bid	28.03.2025 at 04.00 p.m.
8	Date & time of opening of Financial Bid	To be intimated later by e-mail/ whatsapp to the technically qualified bidders
09	Validity of Bid	90 days from the date of opening of Bid
10	Delivery	As per the Purchase Order
11	Place of opening of Technical Bid & Financial Bid	PIC Purchase/Admn. Building, OUTR Bhubaneswar-751029
12	For any query please contact	Dr. B.P. Dash, Professor, Contact No. 9437385554, e-mail :bpdash@outr.ac.in
13	Tender Should be addressed to	The Registrar, Odisha University of Technology and Research, Techno campus, MahalaxmiVihar, Bhubaneswar, PIN- 751 029

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. 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 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 three financial years 2021-22, 2022-23 and 2023-24.

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. Photo copy of the following documents duly signed by the Proprietor/Partner/Director must be submitted along with the technical bid.

- a) Income Tax Return (Last 3 financial years : i.e. 2021-22, 2022-23, 2023-24)
- b) PAN Card
- c) Turn over of last 3 years.
- d) GSTIN certificate
- e) Municipal license/Trade License issued by the Competent authority of Govt. of India/Odisha.
- f) Copy of the FSSAI registration certificate.
- g) All pages of the tender documents should be signed and sealed by the bidder and should be numbered serially.

2. SCOPE OF WORK:

2.1 To provide hygienic and tasty food as per the Menu for 2nd 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 To arrange for serving fresh and hot food at OUTR, Bhubaneswar during Convocation.

2.4 To provide all the cooking ingredients and/or raw materials to be used should be fresh, hygienic, of reputed brands and good quality.

2.5 As far as possible all materials to be placed/used must be pre-packed and of reputed brand.

2.6 Additional serving materials to be placed covered in casserole/hot-cases.

2.7 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.

2.8 The garbage must be disposed of immediately as per BMC guidelines.

2.9 The following temporary infrastructure will be developed by the catering firm for smooth preparation and distribution of lunch and refreshments.

- a) A dining hall of size 8000 sq. ft, having 3 chambers and a kitchen of 200sqft 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) Green fabric matting is to be done on the soil to avoid dust and dirt.
- d) 25 nos. of standing fans are to be installed in the dining area.
- e) 10 nos. of 6 seater tables and 200 chairs are to be put in the dining hall.
- f) 10 nos. of wash basins are to be installed near the dining hall.
- g) 10 nos. of drinking water dispensers, with 2000 paper glasses are to be put in the convocation area.
- h) All pages of the tender documents should be signed and sealed by the bidder and should be numbers serially.

3. General Instruction to Tenderers

1) The tender is Two Bid system. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with the Earnest Money Deposit (EMD) and Tender Fee (Part-I). The financial bid should contain only commercial/Price (Part-II). In case any bidder enclose the financial bid within technical bid, the same will be rejected.

2) The Price bid is valid for 90 days from the date of opening of Price bid.

- 3) The Tenders should be typewritten or hand written but there should not be any overwriting or cutting. Correction if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 4) Bidders are requested to quote their prices on a firm and fixed basis for the entire period of the contract.
- 5) Tenders received without Tender Fee and EMD amount by way of Demand Draft in favour of OUTR, Bhubaneswar will not be considered at all.
- 6). The successful bidder shall make his own arrangement for all materials and machines with tools and tackles required for carrying out the job as specified in the contract and consider the cost, labour cost and other charges to be incurred in proper execution of work within specified time.
- 7) Bidder/contractor shall take all measures necessary to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions. No smoking or consumption of alcohol/any other prohibited substance shall be permitted on duty by any of bidder's personnel in OUTR premises or during the work hours.
- 8) The contract should not be sublet partly or fully to the third party.
- 9) Canvassing in any form is strictly prohibited and tenders submitted by the tenderer who resort to canvassing will be liable for rejection.
- 10) 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.
- 11) The successful bidder shall arrange for the removal of the garbage, the kitchen waste or any other type of refused or waste material on that day at its own cost as per the guidelines of BMC.
- 12) That the successful bidder shall maintain environmental hygiene and proper sanitation of the premises during all working hours. The successful bidder shall be found to abide by all the provisions of the Prevention of Food Adulteration Act as applicable in Odisha and such other general and local laws, rules and regulations existing therein or to be enacted or introduced hereafter.

4. METHOD OF SUBMISSION OF BIDS :

A) The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e. (i) Part-I Technical Bid (ii) Part-II Financial Bid.

B) The above two separate sealed covers should be specifically super-scribed as (i) Technical bid for ‘SELECTION OF AGENCY FOR OUTDOOR CATERING SERVICES DURING 2nd CONVOCATION’ at O U T R, Bhubaneswar and

(ii) Financial bid “SELECTION OF AGENCY FOR OUTDOOR CATERING SERVICES DURING 2ND CONVOCATION” at O U T R Bhubaneswar” with tender No. and date. Both the sealed envelopes (i) and (ii) are to be kept in another larger envelope, which should be sealed and submitted. Two drafts related to EMD and Tender fee should be enclosed in the Technical bid.

C) The bigger envelope containing technical and financial bids in separate envelopes shall bear the Tender Name, No., Date and due date and shall be sent by **Speed Post/Registered Post/Courier** addressed to Registrar, O U T R, Techno Campus, Bhubaneswar-751029. No hand delivery is accepted.

D) The envelopes shall indicate the name and address of the bidders.

5. TENDER EVALUATION

The committee constituted by the competent authority will evaluate the bids on the basis of documents submitted by the firm and eligibility criteria.

- a) The Technical Bids will be opened at O U T R Bhubaneswar on the specified date and time. Short listing will be done on the basis of eligibility criteria mentioned in the tender in presence of tenderer or its representative if so desires .
- b) The financial bids of those bidders whose Technical Bids are accepted, shall be opened by the committee.
- c) 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.

6. 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).

7. 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

8. 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 completion of obligations under the contract.

09. 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 as per actual supply as per the work order.

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

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

12. 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.

13. Refund of EMD : The EMD will be returned to the unsuccessful bidders without any interest within 30 days after the award of the contract to the successful bidder. The EMD will be returned to the successful bidder without interest after successful completion of programme deducting University dues if any.

14. 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 OTR, Bhubaneswar.

15. 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.

16. BID PRICES

- a) The Rates should be quoted in Indian Rupees (INR) inclusive of all charges, except GST applicable as per the price schedule given in **Annexure- VII**.
- 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.

17. 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.
- 18.** 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 2nd CONVOCATION

Particulars	Date	Quantity	Name of the Items during the 2nd Convocation
Snacks*	Day 1: Day Before Convocation Day (4.30 pm)	700 Nos.	Panner/Mushroom patties, Veg cutlet, One samosa, One rasgolla/ Gulab jamun, Fruit Juice and Drinking water with disposable glasses.
Snacks **	Day-2: Convocation Day (09.00 am)	300 Nos	Veg cutlet, one samosa, one rasgolla/ Gulab jamun, Fruit Juice and Drinking water with disposable glasses.
Lunch***	Day-2: Convocation Day (01.00 pm)	1500 Nos.	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, Dahi bara, Papad, Green Salad and Drinking water with disposable glasses.
Tea/Coffee ****	During the entire program for both days	1500 Nos.	Tea/Coffee, Biscuit and Drinking water with disposable glasses.
Drinking water with dispenser and paper glass *****	Day-2: Convocation Day (9.30-01.00 pm)	1300 Nos	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,
OUTR, Bhabaneswar-751 029

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 2nd 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 2021-22, 2022-23 and 2023-24 (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.		
3	Bid Security (EMD) in shape of DD for Rs.		
4	Bid Security Self Declaration Form for EMD exemption		
5	Details of bidders profile (Annexure I)		
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. 2021-22, 2022-23 and 2023-24		
11	Bidder's Authorisation Form		
12	Valid FSSAI food business Licence / registration.		
13	Municipal license/Trade License issued by the competent authority of Govt. of India/Odisha.		
14	Criminal liability Form/ Black listed undertaking		
15	Signed & stamped copy of Tender document		

Place:

Date:

Name, Signature & Seal of Bidder

ANNEXURE – V

(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

(ON LETTER HEAD OF THE FIRM)

Bidder's Authorisation Certificate

To
The Registrar,
Odisha University of Technology and Research
Techno-Campus, MahalaxmiVihar
Bhubaneswar-751029

Sub : Bidder's Authorisation Certificate

Sir,
With reference to the Tender Notice No. _____ Ms./Mr.<Name>,<Designation>, is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. Her/his contact mobile number is _____ and Email id is _____. For the purpose of validation, his/ her verified signature is as under.

Thanking you

The specimen signature is attested below:

Name:

(Specimen Signature of Representative)

Signature of Authorizing Authority

Name of Authorizing Authority
Designation: Company Seal:

ANNEXURE-VII

(ON LETTER HEAD OF THE FIRM)

FORMAT FOR PRICE BID (to be given in separate envelop)

Tender for Outdoor Catering Services During 2nd Convocation 2024

Tender No :

PRICE SCHEDULE / FINANCIAL BID

Proposed Rates for (A) Snacks Day-1, (B) Snacks day-2, (C) Lunch day-2, (D) Tea & Coffee for day-1 & 2, (E) Drinking Water with dispenser and paper glass Day-2.

Sl. No.	Particulars	Units	Quantity	Rate per plate/Cup	Amount in (INR) (Excluding GST)
A	Snacks Day -1	Per plate/No	700		
B	Snacks Day-2	Per plate/No	300		
C	Lunch Day 2	Per plate/No	1500		
D	Tea/Coffee Day 1 & 2	Cup	1500		
E	Drinking Water with dispenser and paper glass Day-2	Nos	1300		
	Total (in figure)				
	Total in words				

GST % over and above the total amount :

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 prepared in refined sunflower oil. 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

ANNEXURE-VIII

(ON LETTER HEAD OF THE FIRM)

Name of the Tender : “**Selection of Agency for Outdoor Catering Services during 2nd 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 – IX**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2021-2022	2022-23	2023-24
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 :