



Website: www.ouat.nic.in
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**ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY
BHUBANESWAR-751003**

No. 3232/ CVSc & AH dated 21.11.2022

SHORT TENDER NOTICE

Sealed tenders are invited from bona fide Agencies/ Firms/ Caterers/ Food suppliers / Hoteliers dealing with outdoor catering services and having valid GST/PAN and Service Facilities at Bhubaneswar for supply of working lunch at OUAT campus during the OUAT Alumni Meet to be held on 11th December, 2022 and possible subsequent events during this financial year. Interested agencies have to download the tender documents from the official website of OUAT at www.ouat.nic.in and submit the same along with required documents and necessary fees by speed post/ registered post/ courier so as to reach the undersigned latest by 3.00 PM of 7th Dec, 2022. For other details, important information, terms and conditions, etc., please refer to the tender document.

Sd/-
Organising Secretary, OUAT Alumni Meet
and Dean, CVSc and AH

No. 3233 / CVSc & AH dated 21.11.2022

Copy along with copy of the tender notice forwarded to the Director, Planning, Monitoring & Evaluation to upload the same immediately in the OUAT Website for downloading by the intending agencies to take part in the tender process.

Sd/-
Organising Secretary, OUAT Alumni Meet
and Dean, CVSc & AH

No. 3234/ CVSc & AH dated 21.11.2022

Copy forwarded to the Comptroller for information and necessary action.

Sd/-
Organising Secretary, OUAT Alumni Meet
and Dean, CVSc & AH

TENDER PARTICULARS AND INSTRUCTIONS OF SHORT TENDER NOTICE

**Selection of Caterer for providing working lunch in OUAT Alumni Meet,
to be held at Bhubaneswar**



No. 3232/ CVSc & AH, dated 21.11.2022

Tender fee (Non-refundable): Rs. 1000/-

Short Tender for Catering Service During Alumni Meet-2022

Nature of Work : Catering (approximately for 600 people) in the OUAT Alumni Meet to be held on 11th December, 2022. The date may be postponed to 18th December, 2022 or to a later date depending on the other ancillary arrangements.

Estimated Cost of the work, approx. : Rs. 2.40 Lakh.

Tender Cost : Rs. 1000.00 (Non-refundable)

EMD Amount : Rs. 4800/- (Refundable)

Date of Availability of Tender : 22-11-2022

(The tender document will be obtained only from the University website i.e. www.ouat.ac.in)

Pre Bid Discussion : 28-11-2022 at 3.30 PM.

Last date of receipt of Tenders : 07-12-2022 up to 3 PM.

Date and Time for opening Sealed Tenders/Technical Bids: 07-12-2022 at 4 PM.

Date for opening of Financial Bids : 07-12-2022 at 4.30 PM.

Venue : Office of the Dean, College of Vety Science and AH, OUAT, Bhubaneswar-751003

Mode of communication to qualified bidder: By telephone, email or SMS

The bids will be received only by speed post/ registered post/ courier services.

DISCLAIMER COMPREHENSIVE

The information contained in this Tender document provided by or on behalf of OUAT to **the Bidding agencies/ company(s)**, is based on the terms and conditions set out in this Tender Document. The purpose of this document is to provide information that may be useful to bidding agencies in making their offers pursuant to the "**Tender Document**". The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OUAT and its employees make no representation or warranty and shall have no liability to any company/ person, including any bidder under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise. OUAT may in its absolute discretion reserves the right to reject, cancel, terminate, change or modify all or any part of the Tender Document at any time without assigning any reason whatsoever or providing any notice and without accepting any liability for the same. The Agencies / companies interested to compete shall bear all its costs associated with or relating to this tender. Submission of proposal document by the bidder shall be deemed to have been done after careful study and examination of the document. The proposal should be responsive and complete in all respects.

1. GENERAL TERMS AND CONDITIONS:

1.1 OUAT, Bhubaneswar invites sealed tenders from reputed and registered Agencies / Firms / Caterers/ Food suppliers / Hoteliers dealing with outdoor catering services and having valid GST/PAN and Service Facilities at Bhubaneswar for supply of working lunch at OUAT campus during the Alumni Meet of the University to be held on 11th December, 2022 and possible subsequent events during the financial year. The firm should have minimum three years of experience in similar works in the field of catering services to any Government Institutions/ PSUs/ Universities. The date may be postponed to 18th December, 2022 or to a later date depending on the other ancillary arrangements.

1.2 The bidders are required to accept all terms & conditions mentioned in the Tender Document. OUAT, Bhubaneswar reserves the right to reject any or all offers without assigning any reason thereof.

1.3 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.

1.4 The tenders received after the stipulated date and time will not be acceptable.

1.5 OUAT, Bhubaneswar also reserves the right not to accept the lowest bid.

2. BID FEE & EARNEST MONEY DEPOSIT:

The tender document shall be submitted to the Organising Secretary, OUAT Alumni Meet and Dean, CVSc & AH, OUAT, Bhubaneswar – 751003 duly signed by the authorized signatory in each page and duly authenticated with seal of the firm/ agency along with the DD of Rs. 1000 (one thousand) towards tender cost (non-refundable) and EMD of Rs.4800 (Four thousand eight hundred) only **in favour of “Organising Secretary, OUAT Alumni Meet” payable at Bhubaneswar** so as to reach on or before 7th December, 2022 by 3.00 PM.

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

Offers submitted with incomplete information will not be considered.

3. SCHEDULES OF TENDER:

3.1 The Tender Document will be available in the website of OUAT, Bhubaneswar (www.ouat.ac.in) for download. The intended bidders may download the same from the website.

3.2 Pre Bid Discussion is on 28-11-2022 at 3.30 PM.

The last date of receipt of tender is on 07.12.2022 up to 3.00 PM. The technical bids will be opened on 07.12.2022 at 4.00 PM. The Financial Bids of qualified bidders of Technical Bid will be opened on 07.12.2022 at 4.30 PM.

3.3 OUAT, Bhubaneswar reserves the right for not inviting the disqualified bidders in Technical Bid while opening the Financial Bids.

3.4 Any tender received after the date and time given above will not be entertained under any circumstances.

3.5 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:

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

a) Envelop A- should contain the Bank drafts (s) for the Earnest Money Deposit (EMD), Bid Fee along with the details in Annexure-I.

b) 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.

c) Envelop C- should contain the Financial Bid Documents (Annexure-III).

4.2 All three sealed envelopes (i.e., envelopes A, B & C) should be submitted by speed post/ registered post/ courier in a big envelop duly sealed, addressed to the Organising Secretary, OUAT Alumni Meet and Dean, CVSc and AH, OUAT, Bhubaneswar – 751003 and super scribed **“Tender for Catering Services during O U A T Alumni Meet-2022” should reach the Dean, CVSc and AH on or before 03:00 pm of 07-12-2022.** The cover should also bear the name and address of the bidder including telephone number and e-mail id.

4.3 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.

5. BIDDER QUALIFICATION:

5.1 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).

5.3 The Bidder should have a required valid license issued by Food Safety and Standard Authority of India (Attested copy should be attached with Technical Bid)/ any other appropriate authority of state.

5.4 Copies of Income Tax Return, Audited Balance Sheet, GST Registration certificate, Valid Registration Certificates issued by competent authorities under VAT/CST acts, Copy of shall

be enclosed in the technical bid.

5.5 The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations. A self declaration to be submitted in Envelop B.

5.6 All the information submitted by the Bidder shall be presumed to be true to be best of the knowledge of the bidder.

6. SCOPE OF WORK:

6.1 To provide hygienic and tasty food as per the Menu for Alumni Meet- 2022 to be held during December, 2022 (or during possible subsequent events) attached to this tender document.

6.2 To arrange for serving fresh and hot food at Venue of Alumni Meet.

6.3 To provide all the cooking ingredients and/or raw materials to be used should be fresh and of reputed brands.

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

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

6.6 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.

6.7 The bidder is to arrange all the required utensils or other items for cooking and serving at his own cost

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

6.9 The bidder will also provide food in the same rate as per same specifications if any further such event will be organized.

7. TERMS AND CONDITION OF BID:

7.1 The bids must be accompanied with a Demand Draft issued by any Nationalized Bank for Rs. 4800/- (Rupees four thousand eight hundred only) in favour of **Organising Secretary, OUAT Alumni Meet** payable at Bhubaneswar towards EMD.

7.2 The Technical Bids shall be opened at the College of Vety Science and AH, OUAT, 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.

7.3 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.

7.4 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.

7.5 Bid documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

7.6 The issuing of bid document shall not constitute that the bidders are automatically qualified.

7.7 No Bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.

7.8 If even after award of contract, information/ facts submitted by the bidders are found misleading/incorrect/false etc., OUAT, Bhubaneswar reserves the right to terminate the contract.

7.9 The successful bidder has to furnish interest free Security Deposit of an amount of Rs. 30,000/- (Rupees thirty thousand only) in the form of Demand Draft from a Nationalised Bank drawn in favour of Organising Secretary, OUAT Alumni Meet payable at Bhubaneswar. This has to be given within stipulated period as mentioned in the letter of award of contract. The Security Deposit will cover entire period of the contract and will be released within 3 days after the date of conclusion of contract.

7.10 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.

7.11 However, the Earnest Money of the successful bidders will be liable to be forfeited, if

- a) the bidder withdraws its bid before scrutinization and finalisation of the bids
- b) the selected bidder fails to sign the contract in accordance with the tender document
- c) the selected bidder is found to have a record of poor performance such as having abandoned the work, black listed, and faced commercial failures etc.
- d) the selected bidder fails to provide catering services against the requirements of the workshop/seminar/conference.
- e) the selected bidder has concealed information or provided incorrect information with the bid documents.
- f) The successful bidder does not deposit Security Deposit within a period of 3 days of the receipt of the award letter (The security so deposited with OUAT, Bhubaneswar shall not carry any interest).
- g) **the bidder does not execute an** agreement on Rs.100/- (Rupees: One Hundred only) non judicial paper within stipulated period on receipt of award letter.
- h) **bidder does not undertake** the work from the specified date mentioned in the award

letter after approval of the financial bid by the competent authority.

7.12 The successful bidder will ensure compliance of all the relevant provisions of the Laws.

7.13 In case the food is found to be less in quantity and 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 appropriate authority.

7.14 The successful bidder shall arrange for removal of the garbage, the kitchen waste of any other type of refused or waste material at its own cost as per the guidelines of BMC. 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 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.

7.15 The Earnest Money of the successful bidder will be returned after depositing of the Security Money against the contract; however, the same will not carry any interest.

7.16 Conditional/ Incomplete offers not conforming to tender document will be rejected.

7.17 All the disputes shall be subject to the jurisdiction of Civil Courts situated at Bhubaneswar.

7.18 Failure to render catering service as per the approved technical specification of the items may lead to forfeiture of EMD and Security money deposited.

7.19 The contract may be continued till the end of the financial year for similar events to be conducted by OUAT or its constituent colleges. The University, however, reserves the right to terminate the contract at any time after giving 15 days' notice to the selected Service Provider.

DISPUTE RESOLUTION

a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Vice Chancellor, OUAT, Bhubaneswar.

b) The decision of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, neither party shall be entitled to suspend the work / service to which the dispute relates to, on account of the arbitration and in such case payment to the contractor shall

continue to be made in terms of the contract. Arbitration proceedings will be held at Bhubaneswar only. The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Relaxation: The Competent Authority may relax the norms with regard to number of years of experience (Section 16, clause iv) above, if the Catering Service Provider is otherwise qualified, at its discretion, subject to a specific application being made for the purpose to the Organising Secretary, OUAT Alumni Meet. The relaxation, however, shall be applied only if suitable bidders are not available or those available do not otherwise qualify in terms of technical and financial bids or in the opinion of the competent authority/ Organising Secretary, OUAT Alumni Meet it is expedient to apply such relaxation due to operational reasons.

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 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 organization.

Name of Tenderer _____

Address _____

Signature of Tenderer

With Seal & Date

DOCUMENTS TO BE SUBMITTED

1. Self attested copy of PAN
2. Self attested copy of GST / VAT / TIN certificate
3. Self attested copy of valid food licence issued by competent authority
4. Self attested copy of valid Service Tax Registration certificate
5. Self attested copy of VAT clearance certificate
6. Self attested copy of Experience certificate for doing similar job
7. DD of Rs.1000/- towards tender cost
8. DD of Rs.4800.00 towards EMD
9. Tender document signed with seal & date on each page.
10. Declaration form duly signed (*Annexure-I*)

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

ANNEXURE I

Tender Notice No.: _____

Date.

Bidding Document for Catering Services During OUAT Alumni Meet- 2022

1. NAME OF THE AGENCY _____

2. Details of Tender Cost.

a) Amount : _____

b) Name of Bank : _____

c) Bank Draft Number and Date _____

3. Details of EMD:

a) Amount : _____

b) Name of Bank : _____

c) Bank Draft Number and Date _____

Signature of Bidder

With Seal & Date

ANNEXURE II

Tender Notice No.: _____

Date. _____

Technical Bidding Document for Catering Services During OUAT Alumni Meet- 2022

1. Name of the Bidder _____

2. Address of the Bidder _____

3. Details of documents to be submitted:

Sl. N.	Document/ Others	Check list (Tick if submitted)
1	Regd. No. of the Firm if any (Attached documentary proof)	
2	Self-attested copy of PAN	
3	Self-attested copy of GST / VAT / TIN certificate	
4	Self-attested copy of valid food license issued by competent authority	
5	Self-attested copy of valid Service Tax Registration certificate	
6	Self-attested copy of VAT clearance certificate	
7	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))	
8	Self-attested copy of Experience certificate (3 years or more) for doing similar job	
9	DD of Rs.1000/- towards tender cost	
10	DD of Rs. 4800.00 towards EMD	
11	Tender document signed with seal & date on each page	
12	Declaration form duly signed (<i>Annexure-I</i>)	

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

Signature of Bidder

With Seal & Date

Financial Bidding Document for Catering Services During OUAT Alumni Meet- 2022**PRICE SCHEDULE / FINANCIAL BID**

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

1. Name of the Firm:-

Full Address	
Telephone No	
Mobile Number	
E-mail address	

- 2.
- Price for Catering**
- (To be filled by the bidder) as per menu given below.

WORKING LUNCH MENU

1. Plain Rice/ Lemon Rice – 200 g / Roti – 3 pcs. (200 g)
2. Noodles and manchurian- 100 g
3. Dal – 150 ml.
4. Mixed Veg. Curry – 250 g
5. Khata – 50 g
6. Veg Fry - 100 g
7. Fish Curry – (2Pcs) 200 g
8. Mushroom curry- 150 g
9. Chicken Curry – (8 pcs Chicken) – 350 g
10. Paneer Curry – (8 Pcs Paneer) – 250 g
11. Mixed Salad – 50 gms
12. Papad- 2 pc
13. Ice Cream- 1 Scoop must be of good brand
14. Rasmalai- 150 g
15. Kheer- 100 g

Starter items

1. Sweet corn
2. Paneer pakoda
3. Chicken pakoda
4. Soup both veg and non-veg

There would be 4 number of stalls having adequate service persons.

Rate per Person: Rs..... (Rupees.....)(To be filled by the bidder)*

Declaration: The price is inclusive of all charges, taxes and statutory liabilities. The food would be cooked and served at buffet at the venue at OUAT, Bhubaneswar. The raw (ingredients) used for preparing the food will be of good quality. The food will be neat and clean, tasty & hygienic. No artificial colour, chemical will be used while preparing the food. The persons serving the food will be experienced, well-dressed and well-behaved. After the programme is over the we will ensure that the ground is cleaned properly and the garbage disposal will be as per the BMC guidelines.

Signature of Bidder

With Seal & Date