



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

Tender Notice No. BPUT/CS&P/74/2022/5070

Date : 03.09.2022

**TENDER DOCUMENT FOR CATERING DURING 10<sup>th</sup> CONVOCATION-2022**

**NATURE OF THE WORK:** Catering (approximately for 1500 people) for 10<sup>th</sup> Convocation of BPUT, Odisha

<b>Bid Processing fee</b>	:	Rs. 1000.00 (Non-refundable)
<b>EMD Amount</b>	:	Rs. 25,000/- (Refundable)
<b>Date of Availability of Tender</b>	:	03.09.2022
<b>Pre Bid Discussion</b>	:	12.09.2022 at 11.30 AM
<b>Last date of submission of Tenders</b>	:	24.09.2022. by 5.00 PM
<b>Date and Time for opening Technical Bids:</b>	:	26.09.2022 at 11.30 AM
<b>Date for opening of Financial Bids</b>	:	27.09.2022 at 11.30 AM

**Venue :** Biju Patnaik University of Technology, Chhend, Rourkela.

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

**1. GENERAL TERMS AND CONDITIONS:**

- 1.1** BPUT, Odisha invites sealed tenders from reputed and registered Agencies / Firms / Caterers having minimum three years of experience in similar works in the field of catering services to any Government Institutions/ PSUs/ Universities with minimum annual turnover of 5.0 lakhs (Rupees: five lakhs).
- 1.2** The bidders are required to accept all terms & conditions mentioned in the Tender Document. BPUT 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** The BPUT, Odisha also reserves the right not to accept the lowest bid.

**2. BID PROCESSING FEE & EARNEST MONEY DEPOSIT:**

The tender document shall be submitted through Speed Post/ Registered Post only to the Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela duly signed by the authorized signatory in each page and duly authenticated with seal of the firm/agency along with the non-refundable account payee DD of Rs. 1000/- (One thousand) towards Bid Processing fee and EMD of Rs.25,000/- (Twenty five thousand) only in favour of "Biju Patnaik University of Technology" payable at



Rourkela so as to reach on or before 24.09.2022 by 5.00 PM by **Speed post/ Regd. post.**

Please note that offers not accompanied by the required EMD & Bid Processing Fee 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 BPUT, Odisha ([www.bput.ac.in](http://www.bput.ac.in)) for download. The intended bidders may download the same from the website.

**3.2** Pre Bid Discussion is on 12.09.2022 at 11.30 AM

The last date of receipt of tender is on 24.09.2022 by 5.00 PM

The technical bids will be opened on 26.09.2022 at 11.30 AM

The Financial Bids of qualified bidders of Technical Bid will be opened on 27.09.2022 at 11.30 AM.

**3.3** BPUT, Odisha 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 in a big envelop duly sealed, addressed to the "Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela-769015" and super scribed "**Tender for Catering Services during 10<sup>th</sup> Convocation-2022**" may be submitted through **Speed Post/Regd. Post only** on or before 24.09.2022 by 5.00 PM. 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).
- 5.2 The minimum average annual turnover of the prospective bidder should be Rs. 5.0 lakhs during the last three preceding years (Audited copy of the same shall be attached in the technical bid).
- 5.3 The Bidder should have a required licence issued by Food Safety and Standard Authority of India (Attested copy should be attached with Technical Bid).
- 5.4 Copies of Income Tax Return, Audited Balance Sheet, GST Registration certificate shall be enclosed in the technical bid.
- 5.5 The Bidder should not have been black listed by any Departments of State Govt. / Govt. of India Organizations. An affidavit as per Annexure –IV need to be submitted with Technical Bid.
- 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 below given Menu for 10<sup>th</sup> Convocation-2022. The date of convocation shall be informed one week before the date of convocation.

Specification	Date	Person (Approx)	Name of the Items during 10 <sup>th</sup> Convocation
Tea & Snacks	Day-1: Day Before Convocation Day (4.30pm)	500	One Aloo chup, One Veg. Cutlet, One Vada, Two different Sweets and Tea
Tea & Snacks	Day-2: Convocation Day (09.00 am)	1500	One Samosa, One Veg. Cutlet, One Vada, Two different Sweets and Tea
Lunch-1	Day-2: Convocation Day (01.00pm)	500	Fried /Jeera Rice, Masala Puri, Kulcha, Dal Mkhani, Mix Veg. Curry, Paneer Butter Masala, Mushroom Dopyaza, Mutton Curry, Fish Chilli, Salad, Ice Cream(Butter Scotch), Papad, Khajur & Tomato Khata, Chhena Payas, Jalebi, Chips Veg Soup, Non-veg Soup, Chiken Pakoda, Soft Drinks, Drinking Water
Lunch Packet -2	Day -2 : Convocation day 12.00 Noon	1000	Veg Fried Rice, Dal Fry, Paneer Butter Masala, Veg Navratna, Sweet

- 6.2 To arrange for serving fresh and hot food at BPUT, Rourkela during Convocation.



- 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 garbage must be disposed off immediately as per RMC guidelines.

## 7. TERMS AND CONDITION OF BID:

- 7.1 The bids must be accompanied with a Demand Draft issued by any Nationalized Bank for Rs. 25,000/- (Rupees twenty five thousands only) in favour of Biju Patnaik University of Technology, Odisha payable at Rourkela towards EMD.
- 7.2 The Technical Bids shall be opened at BPUT, Chhend, Rourkela 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 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., BPUT, Odisha reserves the right to terminate the contract.
- 7.8 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.
- 7.9 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.





- a) Execution of the agreement on Rs.100/- (Rupees: One Hundred only) on non judicial paper within stipulated period on receipt of award letter.
- b) To undertake the work from the specified date mentioned in the award letter after approval of the financial bid by the competent authority.
- 7.10 The successful bidder will ensure compliance of all the relevant provisions of the Laws.
- 7.11 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 BPUT, Odisha.
- 7.12 The successful bidder shall arrange for removal of the garbage, the kitchen waste of any other type of refused or waste material every day at its own cost as per the guidelines of RMC.
- 7.13 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.
- 7.14 The Earnest Money of the successful bidder will be returned after completion of the event without any interest.
- 7.15 Conditional/Incomplete offers not conforming to tender document will be rejected.
- 7.16 All the disputes shall be subject to the jurisdiction of Civil Courts situated at Rourkela.
- 7.17 Failure to render catering service as per the approved technical specification of the items may lead to forfeiture of EMD.
- 7.18 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.

**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

 





**DOCUMENTS TO BE SUBMITTED**

1. Self attested copy of PAN
2. Self attested copy of GST certificate
3. Self attested copy of valid food licence issued by competent authority
4. Self attested copy of Experience certificate for doing similar job
5. DD of Rs.1000/- towards Bid Processing fee
6. DD of Rs.25000/- towards EMD
7. Tender document signed with seal & date on each page.
8. Declaration form duly signed (*Annexure-I*)

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

**Registrar**





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1. Name of the Agency \_\_\_\_\_
2. Details of Bid Processing Fee (Non-refundable).
  - 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 Tenderer**  
With Seal & Date

*[Handwritten signatures]*

*[Handwritten signature]*





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**TECHNICAL BID**

1. Name of the Bidder \_\_\_\_\_
2. Address of the Bidder \_\_\_\_\_
3. Details of documents to be submitted:
  - i) Valid Food License
  - ii) Details of Permanent Account Number (PAN)
  - iii) GST Registration Certificate
  - iv) Three years experience of supplier of Mess items (Attached documentary proof):
  - v) Regd. No. of the Firm if any (Attached documentary proof)
  - vi) Total Turn Over during last 3 preceding years: (please attach proof of turn over like copy C.A certified statement of Account)
4. E-mail ID
5. Contact No.

**Signature of Tenderer**  
With Seal & Date





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**FINANCIAL BID**

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

1. Name of the Firm:-

Full Address:	
Telephone No:	
Fax No:	
Mobile Number:	
E-mail address:	

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

3. Price for Catering (To be filled by the bidder)

**MENU FOR 10<sup>th</sup> CONVOCATION-2022**

Specification	Date .	Person	Name of the Items during 10 <sup>th</sup> Convocation
Tea & Snacks	Day-1: Day Before Convocation Day (4.30pm)	500	One Aloo chup, One Veg. Cutlet, One Vada, Two different Sweets and Tea
Tea & Snacks	Day-2: Convocation Day (09.00 am)	1500	One Samosa, One Veg. Cutlet, One Vada, Two different Sweets and Tea
Lunch	Day-2: Convocation Day (01.00pm)	500	Fried /Jeera Rice, Masala Puri, Kulcha, Dal Mkhani, Mix Veg. Curry, Paneer Butter Masala, Mushroom Dopyaza, Mutton Curry, Fish Chilli, Salad, Ice Cream(Butter Scotch), Papad, Khajur & Tomato Khata, Chhena Payas, Jalebi, Chips Veg Soup, Non-veg Soup, Chiken Pakoda, Soft Drinks, Drinking Water
Lunch Packet -2	Day -2 : Convocation day 12.00 Noon	1000	Veg Fried Rice, Dal Fry, Paneer Butter Masala, Veg Navratna, Sweet



a. Rate per Person on Day -1 (Tea & Snacks)	Rs. ....	(Rupees.....)
b. Rate per Person on Day -1 (Tea & Snacks)	Rs. ....	(Rupees.....)
c. Rate per Person on Day -2 (Lunch -1)	Rs. ....	(Rupees.....)
d. Rate per Person on Day -2 (Lunch Packet -2)	Rs. ....	(Rupees.....)

*(To be filled by the bidder)*

The price is inclusive of all charges, taxes and statutory liabilities. The food would be cooked and served at buffet at BPUT, Rourkela. 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. No item should be delivered on packets/parcels other than the Snacks. After the programme is over the party will ensure that the ground is cleaned properly and the garbage disposal should be as per the RMC guidelines.

**Signature of Tenderer**  
With Seal & Date



(in form of affidavit)

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA**

**UNDERTAKING**

This is certified that my/our firm/agency has never been blacklisted by any of the Government or other Organization and no criminal case is pending against our firm/agency.

Place:

Date:

Name of the Tenderer :

Name of the Signatory:

Signature: Seal:

