

Biju Patnaik University of Technology, Odisha  
Rourkela

Tender Notice No.: BPUT/18/4535

Date.09.10.2018

**Tender for Catering During Smart Odisha Hackathon-2018**

Sealed Tenders are invited from the reputed Agencies/Firms/Caterers those who have valid food License falling under the eligible criteria as contained in the tender document for catering during Smart Odisha Hackathon 2018 at Venue-College of Engineering and Technology, Bhubaneswar from 13<sup>th</sup> to 15<sup>th</sup> November 2018.

The interested Agency(s)/Firms(s) /Caterer may download the Tender Document from the website of Biju Patnaik University of Technology, Odisha i.e. [www.bput.ac.in](http://www.bput.ac.in) . The complete tender document should reach to Biju Patnaik University of Technology, Chhend, Rourkela-769015 by 30<sup>th</sup> October 2018 up to 3.00 PM.

Sd/-

Registrar



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

Tender Notice No.: BPUT/18/4535

Date.09.10.2018

**Tender Document for Catering During Smart Odisha Hackathon-2018**

**Nature of Work** : Catering (approximately for 600 people) for Smart Odisha Hackathon 2018 event of BPUT, Odisha during the Make in Odisha Conclave, Bhubaneswar. The event will be organized from 13<sup>th</sup> to 15<sup>th</sup> November 2018.

**Estimated Cost of the work** : Rs. 10.00 Lakh.

**Tender Cost** : Rs. 500.00 (Non-refundable)

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

**Date of Availability of Tender** : 09-10-2018

**Pre Bid Discussion** : 25-10-2018 at 3.00 PM.

**Last date of submission of Tenders** : 30-10-2018 up to 3 PM.

**Date and Time for opening SealedTenders/Technical Bids:** 30-10-2018 at 4 PM.

**Date for opening of Financial Bids** : 31-10-2018 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 10 lakhs (Rupees: Ten 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** BPUT, Odisha also reserves the right not to accept the lowest bid.

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

The tender document shall be submitted 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 DD of Rs. 500 (five hundred) towards tender cost(non-refundable) and EMD of Rs.20,000 (Twenty thousand) only in favour of "Biju Patnaik University of Technology" payable at Rourkela so as to reach on or before 30<sup>th</sup> October 2018 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 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 25-10-2018 at 3.00 PM.

The last date of receipt of tender is on 30-10-2018 up to 3.00 PM.

The technical bids will be opened on 30-10-2018 at 4.00 PM.

The Financial Bids of qualified bidders of Technical Bid will be opened on 31-10-2018 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 Smart Odisha Hackathon-2018**” may be submitted on or before 30-10-2018. 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. 10 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, 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.

**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 Smart Odisha Hackathon-2018 to be held from 13<sup>th</sup> to 15<sup>th</sup> November 2018 attached to this tender document.

**6.2** To arrange for serving fresh and hot food at Venue of Hackathon.

**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 BMC 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. 20,000/- (Rupees twenty Thousands only) in favour of Biju Patnaik University of Technology, Odisha 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 successful bidder has to furnish interest free Security Deposit of an amount of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft from a Nationalised Bank drawn in favour of Biju Patnaik University of Technology, Odisha payable at Rourkela. 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 after three month from the date of conclusion of contract.

**7.9** 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.

**7.10** 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)** The successful bidder shall have to deposit Security Deposit within a period of 10 days of the receipt of the award letter. The security so deposited with Biju Patnaik University of Technology, Odisha shall not carry any interest.

**b)** Execution of the agreement on Rs.100/- (Rupees: One Hundred only) on non judicial paper within stipulated period on receipt of award letter.

**c)** To undertake the work from the specified date mentioned in the award letter after approval of the financial bid by the competent authority.

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

**7.12** 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.

**7.13** 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 BMC.

**7.14** 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.

**7.15** 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 Rourkela.

**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.

### **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 / 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.500/- towards tender cost
8. DD of Rs.20000.00 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.*

**Registrar**

**ANNEXURE-I**



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

Tender Notice No.: BPUT/18/\_\_\_\_\_

Date.09.10.2018

**Bidding Document for Catering Services During Smart Odisha Hackathon-2018**

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 Tenderer**

With Seal & Date



**ANNEXURE-II**



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

Tender Notice No.: BPUT/18/\_\_\_\_\_

Date.09.10.2018

**Technical Bidding Document for Catering Services During Smart Odisha  
Hackathon-2018**

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 of Annual VAT return / a copy of C.A certified statement of Account))

**Signature of Tenderer**

With Seal & Date



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

Tender Notice No.: BPUT/18/\_\_\_\_\_

Date.09.10.2018

**Financial Bidding Document for Catering Services During Smart Odisha  
Hackathon-2018**

**PRICE SCHEDULE / 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 ENTIRE HACKATHON EVENT**

<b>Specification</b>	<b>Date</b>	<b>Name of the Item during the event on 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> November 2018 (the no. of persons mentioned above is tentative and will confirmed one day prior to the day of activity)</b>
All the time of the event	13,14,15-11-2018	Tea / Coffee / Green Tea
All the time of the event	13,14-11-2018	Bakery Biscuits, Normal Biscuts
Break Fast	13/11/18	Bread Sandwich, Cornflakes with milk, Fruit salad, Idly, Dosa, Upma, Sambar, Chatni, Aloo Matar Curry, Puri,

(Buffet)		Boiled Eggs, Sweet etc.
	14/11/2018	Bread Sandwich, Cornflakes with milk, Fruit salad, Idly, Dosa, Masala Upma, Sambar, Chatni, Aloo Matar Curry, Puri, Boiled Eggs, Sweet etc.
	15/11/2018	Bread Sandwich, Cornflakes with milk, Fruit salad, Idly, Dosa, Upma, Sambar, Chatni, Aloo Matar Curry, Puri, Boiled Eggs, Sweet etc.
Lunch (Buffet)	13/11/2018	Lemon Rice, Dal fry, Tawa Roti, Mixed Veg. Curry, Chicken Butter Masala, Green Salad, Raita, Papad, Pickle, Fruit Khata/Jelly, Paneer Bhurta, Jaal Jeera, Gulab Zamun etc.
	14/11/2018	Zeera Rice, Dal fry, Tawa Roti, Navaratna kurma, Mutton Kasa, Green Salad, Raita, Papad, Pickle, Tomato khajuri khata, Mashroom Masala, Badam Shake, Ice Cream etc.
	15/11/2018	Fried Rice, Dal Tadka, Tawa Roti, Gobi masala, Chicken Korma, Green Salad, Raita, Papad, Pickle, Dahi Brinjal, Mushroom Chilli, Veg Sweet Corn Soup, Fruit Shake, Rasmalai etc.
Evening Snacks (Buffet)	13/11/2018	Aloo chup, Veg. Cutlet, Vada, Samosa, Veg. Spring Roll, Egg Roll, Chowmin, Green Chatni, Sauce, Dhokla, Sweet, Soft Drink etc.
	14/11/2018	Aloo chup, Veg. Cutlet, Vada, Samosa, Veg. Spring Roll, Momos (Veg/Non Veg), Green Chatni, Sauce, Dhokla, Sweet, Fruit Juice etc.
Dinner (Buffet)	13/11/2018	Tawa Roti, Plain Rice, Dal Fry, Veg. Manchurian, Chilli Chicken, Raita, Papad, Pickle, Kheer etc.
	14/11/2018	Tawa Roti, Veg Biryani, Chicken Biryani, Dal Makhani, Vegetable Fry, Chicken Manchurian, Raita, Papad, Pickle, Rasogola etc.
Drinking Water / Disposable glass/ Paper Napkin/ Saunf / Tooth	13,14,15/11/2018	All the time of the event

pick		
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**\*Rate per Person per Day: 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 event venue at Bhubaneswar. The raw (ingredients) used for preparing the food must be of good quality. The food must be neat and clean, tasty & hygienic. No artificial colour, chemical should be used while preparing the food. The boys/girls those would serve the food must be experienced, well-dressed and well-behaved. No item should be delivered on packets/parcels. After the programme is over the party will ensure that the ground is cleaned properly and the garbage disposal should be as per the BMC guidelines.

### **WEIGHT/QUANTITY OF MENU PER PERSON BREAKFAST**

1. Idli – 6 Pcs (300gms) with Sambar, Chatney / Mutter Curry
2. Upma- 200 gms with Sambar, Chatney / Aloo Sabji
3. Puris (6 Pcs) – 250 Gms with Mutter/ Aloo Sabji
4. Bread – 1 No (200 gm)
5. Cornflakes- 50 gms.
6. Sweets – 2 Pcs
7. Tea – 1 Cup
8. Biscuits – 3 Pcs
9. Bara / Samosa / Aloo chop / Vegetable Chop – 2 Nos.
10. Egg – 1 Piece.
11. Fruit Salad – 200gms.
12. Milk – 200 ml.

### **LUNCH / DINNER**

1. Plain Rice/Lemon Rice – 250 Gms / Roti – 6 Pcs. (200 Gms)
2. Dal – 150 ml.
3. Mixed Veg. Curry – 250 gms
4. Khata – 50 gms
5. Veg Fry - 100 gms
6. Fish Curry – (2Pcs) 200 gms + 2 Pcs Potato
7. Chicken Curry – (5 Pcs Chicken + 2 Pcs Potato) – 250 gms
8. Mutton Curry – (4 Pcs Mutton + 2 Pcs Potato) – 250 gms
9. Paneer Curry – (8 Pcs Paneer + 4 Pcs Potato) – 250 gms
10. Egg Curry – (2 Eggs + 2 Pcs Potato)
11. Mixed Salad – 50 gms
12. Ice Cream – 1 Scoop
12. Biryani Quantity should be adequate
13. Ice Cream- must cover different flavours of good brand.

### **WEIGHT/QUANTITY OF MENU PER PERSON EVENING SNACKS**

1. Idli – 6 Pcs (300gms) with Sambar, Chatney / Mutter Curry
2. Upma- 200 gms with Sambar, Chatney / Aloo Sabji
3. Puris (6 Pcs) – 250 Gms with Mutter/ Aloo Sabji

4. Bread – 1 No (200 gm)
6. Sweets – 2 Pcs
7. Tea – 1 Cup
8. Biscuits – 3 Pcs
9. Bara / Samosa / Aloo chop / Vegetable Chop – 2 Nos.
10. Egg – 1 Piece.
11. Banana – 2 Pcs.
12. Milk – 200 ml.

**Signature of Tenderer**

With Seal & Date