



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE
SAMBALPUR UNIVERSITY: JYOTI VIHAR PIN- 768019**

No. 293 /HRDC Dated: 13.07.2018

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from eligible and interested Firms/ Parties/ experienced caterers and registered Chartered Accountant (CA) Firms having valid PAN/ GST/ TAN/ TIN/ VAT/ Clearance of Sales Tax/ Food License etc. and having local office/establishment in Burla or Sambalpur for Supply of Xerox paper, photocopying of study materials, printing of certificates, kits for participants, and Audit and catering services for the UGC-Human Resource Development Centre, Sambalpur University (UGC-HRDC,SU) in the prescribed format and as per the details available in the University website www.suniv.ac.in or in person from the office of the undersigned during working hour so as to reach this office on or before **23.07. 2018** by **2.00 P.M.** by Speed Post / Regd. Post only. The UGC-HRDC, Sambalpur University reserves the right to reject the quotations without assigning any reason thereof.


Director, HRDC, SU

**UGC HUMAN RESOURCE DEVELOPMENT CENTRE
SAMBALPUR UNIVERSITY
JYOTI VIHAR- 768019**

Sealed quotations in plain paper as per the prescribed format are invited from qualified/experienced and registered Caterers having valid **GST, PAN, TAN, TIN, SRIN, ITCC, VATCC, Labour License, Food License, Police antecedent verification certificate (from D.S.P.) with an affidavit from 1st Class Magistrate showing as not being a black listed firm** to run the UGC-Human Resource Development Centre Hostel, Sambalpur University (UGC-HRDC Hostel, SU) so as to reach the undersigned on or before **23.07.2018** by **2.00 P.M.** by **Registered/ Speed post only**. Submission of incomplete quotations/ tender papers and/ or by any other means will be summarily rejected.

TERMS & CONDITIONS

1. The mess will run in the name of “**UGC Human Resource Development Centre, SU**”.
2. Date of opening of quotations/ tender papers is **23.07.2018** at **3.00 P.M.**
3. The Selected Caterer will have to provide food to the participants as per the time schedule and specifications given below:

Sl. No.	Items
a.	Morning Tea at 6.00 A.M.- 6:30 A.M.
b.	Break fast & Tea at 8.00 A.M. – 8:30 A.M.
c.	Lunch at 12:15 P.M. – 1:15 P.M.
d.	Tea during the tea break of the class: (i) at 10.30 A.M. – 11.00 A.M. (ii) at 3.00 P.M. – 3.30 P.M.
e.	Snacks & evening tea at 5.30 P.M.- 6:00 P.M.
f.	Dinner at 8.30 P.M. - 9.30 P.M.

Details of items:

A. Breakfast and Tea at 8 AM: Four pieces of Idli of standard size with Chatani & Sumbher/ six pieces of Puri with vegetable/ one plate of Suji upama with chana and khata/ six pieces of bread with Butter and a Banana by rotation.

B. Lunch at 12.15 PM – 1.15 PM:

Monday & Thursday: Veg. meals	All other days: Non-Veg. for Non-vegetarian and Veg. for Vegetarian.
1. Plain rice of good quality. 2. Dal- (preferably Arhar Dal) of good quality. 3. Paneer/ Mushroom (150gms) with one sweet or khir. 4. Vegetable curry or fry. 5. Green Salad/ Khata or Papad (one piece).	1. Plain rice of good quality. 2. Dal- (preferably Arhar Dal) of good quality 3. (a) 150 gms. of Chicken or Fish or Khasi Mutton or 2 (Two) Eggs for the Non-vegetarians or, (b) Paneer/ Mushroom (150 gms) with one sweet or khir for the vegetarians. 4. Vegetable curry or fry. 5. Green Salad/ Khata or Papad (one piece).

- C. Tea during the tea break of the class:**
(i) at 10.30 A.M. – 11.00 A.M.
(ii) at 3.00P.M. – 3.30 P.M.

P. T. O.

- D. 04 (four) pieces of standard size Samosa/ Alu chop/ Biri bara/ veg cutlet/ full plate of Pakoda, by rotation & tea for evening snacks.
- E. **Dinner at 8.30 PM – 9.30 PM:**
1. Plain rice of good quality.
 2. Roti of good quality.
 3. Yellow Dal or mixed dal by rotation.
 4. (a) 2 Eggs or 150 gms of fish curry for the non-Vegetarian and
(b) 250ml milk with two banana or two sweets or Khir for the vegetarian (by rotation).
 5. Vegetable fry/ vegetable curry.
 6. Green salad, Achar and papad (1 pc.)
- F. i. For a participant falling sick, the dish may be provided as per requirement of the ailing participant in consultation with the Hostel management.
ii. Inaugural and Valedictory lunch shall be provided as per the decision and specifications of the Hostel management.
- G. The Mess Caterer while submitting quotations shall expressly mention the following:
1. The financial viability & resources available with him to run the mess. No advance will be given to the caterer to run the mess.
 2. The qualification, expertise and experience in running similar mess with proper certificate(s) in support of the claims.
 3. Infrastructure available with the caterer, including utensils/ cookery/ cooking gas/ emergency light/ conveyance etc. for carrying and serving the food to the dinning space and or to the Classroom when required. Cooking by Gas is mandatory and cooking by coal/ fire wood is strictly prohibited. The HRDC Hostel will not be responsible for power failure and use of emergency light in the kitchen will be the sole responsibility of the caterer.
 4. If selected and awarded with the contract, the Caterer shall have to deposit a security money of Rs. 40,000/- (Rupees Forty Thousand) only in the shape of DD payable to UGC-Human Resource Development Centre Hostel, Sambalpur University and payable in the State Bank of India, Jyoti Vihar Branch (Code- 06672).
 5. Income Tax as per applicable rates will be deducted from each bill of the caterer.
 6. Rs. 3,000/- (Rupees Three Thousand) only towards space, electricity and water charges will be deducted from each bill of the caterer.
 7. The selected Caterer shall have to provide a guarantor from a Notary as surety for running the mess.
 8. The decision of the authority with regard to award of the contract shall be final.
 9. **The Director, UGC-Human Resource Development Centre, Sambalpur University reserves the right to reject any quotation without assigning any reason thereof.**
 10. The Director of the UGC-Human Resource Development Centre, Sambalpur University at any time may inspect to monitor the hygienic condition maintained by the Caterer and the quality of the food served and the services provided.
Any complaints/ problems arising out of the running of the mess may be reported to the Director immediately.
 11. The Director, HRDC reserves the right to terminate the contact any time during the contract period if the services provided by the caterer are found unsatisfactory.
 12. The successful caterer shall have to enter into an agreement with the Director, UGC Human Resource Development Centre, Sambalpur University before the Notary thereby undertaking to provide uninterrupted services as per the terms and conditions laid down in the tender documents.

Sd/-
Director, HRDC

ANNEXURE- III
(For Catering Services)

1. Name of the Tenderer/ Bidder :
2. Address of the Firm with Contact No, e-mail ID :
 - (a) Corporate/Head/Registered Office:
 - (b) Local Office: (Burla/Sambalpur)
3. (a) Whether you have any Establishment of the like, i.e., hotel, restaurant etc. in the locality ? (Please tick mark) Yes No
(b) If Yes, please tick (✓) the kind in the given box(s)

Hostel	Restaurant	Catering firm	Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(c) If yes, please give the Regn. No. and address of your Unit :
4. Whether all the tender conditions are acceptable to you? (Put tick mark in the box) Yes No
5. (a) Whether you have Food license (Put tick mark)? Yes No
(b) If yes, attach a photocopy of the license
6. Whether you have trained and experienced man power including the cook to run the mess? Yes No
7. (a) Have you any previous experience in supplying Diet/ food to Govt. Organization/ Hospitals/ Hostels/ Educational Institution? Yes No
(b) If yes, please attach documentary evidence
8. (a) Do you have the up-to-date labour license? Yes No
(b) If yes, please attach documentary evidence.
9. Whether you have valid GST/ VAT/ ITCC/ PAN etc.? If yes, attach documentary evidence. Yes No
10. Any dispute and/or legal suit pending against (your firm) Yes No
11. Any other information you would like to share in support of your candidature (Attach documentary evidence) and (use separate sheet if necessary).

DECLARATION

I Sri _____
proprietor/ owner of _____
hotel/ Restaurant/ Catering services do hereby declare that the information furnished by me
above are true, complete and correct to the best of my knowledge and belief.



Full Signature of the applicant
Address:

e-mail:

Tel. No.

ANNEXURE- IV

CHECKLIST FOR CATERER

Sl. No.	Document submitted	Page No.	Yes	No.
1.	Forwarding Letter			
2.	Experience Certificate in diet/ food preparation and supply to Govt. Hospital/ Public/ Private but reputed institution			
3.	Up-to-date VAT Clearance Certificate in form No. 612			
4.	Photocopies of GST/ PAN/ TIN/ SRIN Registration Certificate etc.			
5.	Copy of the Firm's Registration Certificate (from appropriate authority of Govt.)			
6.	Copy of Labour license			
7.	Copy of Food license from Competent Authority			
8.	Police antecedent verification certificate from D. S. P.			
9.	Any dispute and/or legal suit pending against (your firm)			
10.	Copy of I.T. return of the Firm (for last three years)			
11.	Details of Bank transactions for last three years/ Financial assets in support of financial probity.			
12.	Affidavit showing as non-black listed firm from 1 st Class Magistrate			
13.	Guarantor from a Notary as surety for running the mess			
14.	MSME/ Startup Certificate (if applicable)			
15.	Up-to-date GST Clearance Certificate			



Signature of the Proprietor of the firm

CHARTERED ACCOUNTANT FIRM

Sl. No.	Particulars	Details
1.	Name of the Firm:	
2.	Address of the Firm:	
	a) Corporate/Head/Registered Office:	
	b) Local Office: (Burla/Sambalpur)	
3.	Registration No.:	
4.	TIN/SRIN/GSTIN/PAN (as applicable):	
5.	Professional Fee/charges expected: Please quote professional fees as percentage of total expenditure considering the scope of audit work as outlined below: SCOPE OF AUDIT WORK: (i) Audit of Books of Account of HRDC Office and HRDC Hostel: Preparation of (a) Receipt and Payment Account, (b) Income and Expenditure Account, (c) Balance Sheet, (d) Bank Reconciliation Statement, (e) Asset Statement (ii) Preparation of Utilisation Certificate and other related documents for submission to the funding agency. (iii) Submission of Audit Report. (iv) Any other (audit) related work of HRDC.	
6.	Details of experience in conducting similar audit over last five years and beginning with the latest*	
7.	Any dispute and/or legal suit pending against (your firm)	Yes/ No
8.	Any other information you would like to share relating to your competency	

*Use additional sheet(s) if required.

Note: The audit work will be assigned for two years from 2018-19 and 2019-20, extendable by one year at the discretion of the HRDC.

Signature and Seal of the Firm



ANNEXURE- I/A

For Supply of Photocopier (Xerox Papers)

Sl. No.	Particulars	Details
1.	Name of the Firm:	
2.	Address of the Firm:	
	a) Corporate/Head/Registered Office:	
	b) Local Office: (Burla/Sambalpur)	
3.	Telephone/ Mobile	
4.	email ID:	
5.	GST Registration No.:	
6.	PAN:	
7.	TAN/ TIN:	
8.	VAT:	
9.	Any dispute and/or legal suit pending against (your firm)	Yes/ No

QUOTATION CALL FOR THE FOLLOWING ITEMS

Sl. No.	Items	Rates (per piece/packet) (as applicable inclusive of all taxes)	
1.	Photocopier (A4) 75 GSM(JK Bond) Red		
2.	Photocopier (A4) 70 GSM(JK Bond) Green		
3.	Photocopier (full scape) 80 GSM(JK Bond)		
4.	Photocopier (A4) 75 GSM (JK Bond)		
5.	Photocopier (full scape) 75 GSM(JK Bond)		

Note: Quotationers are required to quote prices for all the items mentioned in the category as per the tender paper.



Signature of the firm/ Quotationer

Date:

ANNEXURE- I/B

For Supply of Photocopies with Spiral Binding

Sl. No.	Particulars	Details
1.	Name of the Firm:	
2.	Address of the Firm:	
	a) Corporate/Head/Registered Office:	
	b) Local Office: (Burla/Sambalpur)	
3.	Telephone/ Mobile	
4.	email ID:	
5.	GST Registration No.:	
6.	PAN:	
7.	TAN/ TIN:	
8.	VAT:	
9.	Any dispute and/or legal suit pending against (your firm)	Yes/ No

QUOTATION CALL FOR SUPPLY OF PHOTOCOPIES WITH SPIRAL BINDING

Sl. No.	Items	Rates (per piece/packet) (as applicable inclusive of all taxes)	
1.	Photocopying (charge per single page of A4 size)		
2.	Photocopying (charge per double page Both side A4 size)		
3.	Spiral binding (charge per copy) of reading material of 200-250 pages (approx.)		

Note: Quotationers are required to quote prices for all the items mentioned in the category as per the tender paper.



Signature of the firm/ Quotationer

Date:

ANNEXURE- I/C

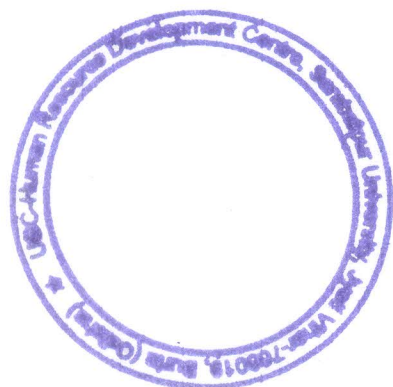
For Supply of kits

Sl. No.	Particulars	Details
1.	Name of the Firm:	
2.	Address of the Firm:	
	a) Corporate/Head/Registered Office:	
	b) Local Office: (Burla/Sambalpur)	
3.	Telephone/ Mobile	
4.	email ID:	
5.	GST Registration No.:	
6.	PAN:	
7.	TAN/ TIN:	
8.	VAT:	
9.	Any dispute and/or legal suit pending against (your firm)	Yes/ No

QUOTATION CALL FOR THE FOLLOWING ITEMS

Sl. No.	Items	Rates (per piece/packet) (as applicable inclusive of all taxes)	
1.	Kits for participants		
	(a) Good quality Rexin bag (please attach sample)		
	(b) Ball point pen (Attach sample)		
	(c) Pencil (Attach sample)		
	(d) Eraser (Attach sample)		
	(e) 50 pages plain Note Pad (Attach sample)		
	(f) Note Book of 144 pages with printed cover (Attach sample)		

Note: Quotationers are required to quote prices for all the items mentioned in the category as per the tender paper.



Signature of the firm/ Quotationer

Date:

ANNEXURE- I/D

For Printing and Supply of Note Sheets & Certificates

Sl. No.	Particulars	Details
1.	Name of the Firm:	
2.	Address of the Firm:	
	a) Corporate/Head/Registered Office:	
	b) Local Office: (Burla/Sambalpur)	
3.	Telephone/ Mobile	
4.	email ID:	
5.	GST Registration No.:	
6.	PAN:	
7.	TAN/ TIN:	
8.	VAT:	
9.	Any dispute and/or legal suit pending against (your firm)	Yes/ No

QUOTATION CALL FOR PRINTING AND SUPPLY OF NOTE SHEETS & CERTIFICATES

Sl. No.	Items	Rates (per piece/packet) (as applicable inclusive of all taxes)	
1.	Printing of Notesheets (Both side)		
2.	Printing of certificates		

Note: Quotationers are required to quote prices for all the items mentioned in the category as per the tender paper.



Signature of the firm/ Quotationer

Date: