



**SAMBALPUR UNIVERSITY**  
**JYOTIVIHAR, BURLA**  
**SAMBALPUR (ODISHA), PIN-768019**

(NAAC ACCREDITED WITH 'A' GRADE)

Website: [www.suniv.ac.in](http://www.suniv.ac.in)

No. 5974 /Store

Dated: 17/10/23

**EXPRESSION OF INTEREST**

Sambalpur University, Jyoti Vihar, Burla, Sambalpur invites Expression of Interest from intending firm /Agency/service provider having adequate experience in the field of catering, food supplying license, valid GST Registration Certificate/PAN card/Service Tax Certificate to run such business etc. **for Providing Catering service for ORC- 2023.** The quotation complete in all respects should reach the office of the undersigned on or before 31<sup>st</sup> October 2023 by Speed/Registered Post/in person. The quotationer or his representative may remain present at the time of opening of quotation at 03.30 p.m. on 1<sup>st</sup> November 2023 if they so desire. The detail list of items, terms and conditions/ specifications can be obtained from the University office (Store & Purchase Section) in person on any working day during office hour or from the University website: [-www.suniv.ac.in](http://www.suniv.ac.in).

Memo No. 5975 /Store

Registrar 17/10/23

Dated: 17/10/23

**Copy along with terms and conditions forwarded to: -**

1. Dy. Director, e-Governance Nodal Centre for uploading it in the university website.
2. Notice Board.
3. 03 spare copies to Store and Purchase Section.

**Term and Conditions: -**

1. Menu of the items should be mentioned in the quotation along with detailed specifications and leaf-let (if any).
2. Up to date copy of the Food license/GST Registration Certificate/PAN Card should be submitted along with the quotation.
3. EMD to be deposited amounting to **Rs. 10,000/-** (Rupees Ten Thousand) only in shape of Bank Draft in favor of Comptroller of Finance, Sambalpur University payable at State Bank of India, Jyoti Vihar which is refundable to unsuccessful bidder after finalization of work & others after completion of work. The quotation without EMD will not be taken in to consideration.
4. If the Agency fails to supply the food materials as per the order in due time the supply order will automatically be cancelled and the security money will be forfeited.
5. The University authority reserves the right to reject or select any or all quotations without assigning any reason thereof.
6. The quotation cover should be superscribed with the words "**Quotation for Providing Catering Service for ORC- 2023.**"
7. The firm should be able and self-sufficient for: -
  - (i) On-site cooking and serving.
  - (ii) Providing ready to eat multi-cuisine food & snacks to Guests, Students, research scholars, faculty, staff and visitors.
  - iii) Option to serve ready to eat food & snacks should be available as per scheduled time.

- iv) Procurement of all types of raw materials and consumables for Catering and Serving of food, i.e., on site cooking/ serving with ready to eat food & snacks.
- v) Food served should be both vegetarian/non-vegetarian as per order.
- vi) There should be two sets of cooking and serving utensils; one for veg. customers and other for non-veg. customers.
- vii) Veg. food should be cooked separately in separate utensils to be used for veg cooking only and serving to the customer.
- viii) Cleanliness, hygiene and sanitation to be strictly followed.
- ix) Deployment of required manpower including supervision for all the related works viz. cooking, serving, washing of utensils, procurement of all types of raw materials and consumables.
- x) Cleaning of its surroundings including disposal of waste to a designated place.
- xi) All staff members of the agency shall have to wear proper uniform during serving.

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Registrar 17/11/12

