



**SAMBALPUR UNIVERSITY**  
**JYOTIVIHAR, BURLA**  
**SAMBALPUR (ODISHA), PIN-768019**  
**[NAAC ACCREDITED WITH 'A' GRADE] Website: www.suniv.ac.in**

No. 7124 /Store

Date: 04/12/18

**Tender Call Notice**

Sealed tenders are invited from the reputed caterers to provide catering services during 34<sup>th</sup> Inter-University Youth Festival in January 2019 to be held at Sambalpur University Jyoti Vihar Burla Campus. Envelope containing quotation should be clearly marked as "**Tender for Providing Catering Services**", Detailed tender paper can be downloaded from University web site [www.suniv.ac.in](http://www.suniv.ac.in) under tender section. The same may be submitted through speed post/registered post latest by 1.00 PM on Dt:19.12.2018 and it will be opened on the same day at 4.00 PM in the office of Registrar.

Undersigned reserves the rights to accept or reject any or all tenders without assigning any reason thereof.

  
Registrar

Memo. No. 7125 /Store

Date: 04/12/18

Copy forwarded for information and necessary action to:

- 1) Notice Board.
- 2) Director, e-Gov for uploading the document in the University web site.
- 3) COF, Sambalpur University.

  
Registrar

Memo. No. 7126 /Store

Date: 04/12/18

Copy forwarded to:

- 1) The editor of The Samaj (all Odisha Edition), Sakhipara, Sambalpur.
- 2) The editor The Times of India (all Odisha Edition), Industrial estate, Baraipali, Sambalpur.

To publish the same once on or before Dt.10.12.2018 by using minimum space and submit the bill in duplicate at Govt. Concessional rate along with foolscap of published newspaper for payment.

  
Registrar

**SAMBALPUR UNIVERSITY**  
**TENDER DOCUMENT**  
**FOR**  
**“PROVIDING CATERING SERVICES”**  
**34<sup>TH</sup> Inter-University National Youth Festival'2019**

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**TERMS AND CONDITION**

1. The Association of Indian Universities (AIU), New Delhi has entrusted Sambalpur University, Burla (ODISHA) for hosting 34th Inter-University Central Zone Youth Festival 2019 named as “**JUAN PARAV**” during the month of January.
2. The festival shall commence on January 07, 2019(Monday, after lunch) and concludes on January 11, 2018(Friday, after lunch).
3. The Registrar on behalf of Sambalpur University invites sealed quotations for “Catering services during 34th Inter-University Central Zone Youth Festival 2019 named as “**JUAN PARAV**” during the month of January 07-11'2019 from intended parties/authorized agents etc.
4. The tenderer should have five (05) years of experience and technical expertise in undertaking similar works exclusively in catering services, preferably at large institutional, establishments, Government, University or college etc.
5. **Cost of tender documents (Non-Refundable):**  
An amount of **Rs.2,000/- (Rupees Two Thousand Only)** in shape of Demand Draft issued from any nationalized bank drawn in favour of “**The Comptroller of Finance, Sambalpur University**” payable at Jyoti Vihar, Burla shall be submitted along with quotation documents. The quotation without paper cost shall be rejected out rightly.
6. **Cost of EMD:**
  - a) An amount of **Rs.20,000/- (Rupees Twenty Thousand Only)** in shape of Demand Draft issued from any nationalized bank drawn in favour of “**The Comptroller of Finance, Sambalpur University**” payable at Jyoti Vihar, Burla shall be submitted along with quotation documents. The quotation without EMD shall be rejected out rightly.
  - b) The EMD, in case of unsuccessful Bidders shall be retained by Sambalpur University, Burla till the finalization of the tender. No interest will be payable by Sambalpur University, Burla on the EMD. The same will be returned after finalization of tender.
  - c) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
  - d) The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small-Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).

# SAMBALPUR UNIVERSITY

## TENDER DOCUMENT

### FOR

#### “PROVIDING CATERING SERVICES”

#### 34<sup>th</sup> Inter-University National Youth Festival'2019

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#### 7. Scope of work:

- a) To Provide catering services for nearly 1000 to 1200 participants.
- b) To maintain the work place neat and clean before and after each event such as (breakfast, lunch & dinner) conducted.
- c) Breakfast (4 days) Time 7.00 A.M. to 8.30 A.M.
- d) Lunch (5 days) Time 12.30 A.M. to 2.00 P.M.
- e) Dinner (4 days) Time 8.00 P.M. to 9.30 P.M.
- f) To provide Drinking Water facilities at the place of providing services for participants.
- g) All staff member of the agency shall have to wear proper uniform during serving.
- h) The detailed list of items to be taken into consideration during the event are listed in the table:

Date	Breakfast	Lunch	Dinner
07/01/2019	XXXXXX	Roti, Rice, Dalma, 2 seasonal vegetable, salad, papad, pickle,	Peas Pulao, Chana dal, tomato khata, seasonal vegetable, Ice cream
08/01/2019	Idli, Vada, Sambar, Chutney, banana, tea	Rice, Roti, Dal, 2 seasonal vegetable, pickle, salad, papad	Zeera rice, Roti, Tadka, seasonal vegetable, Sweet dish
09/01/2019	Puri, Chana alu, Banana, tea	Rice, Roti, Dal, 2 seasonal vegetable, pickle, salad, papad	Fried Rice, Chow Mein, veg Manchurian, soup, Sweet dish
10/01/2019	Poha, upma, chana, banana, tea	Rice, Roti, Dal, 2 seasonal vegetable, pickle, salad, papad	Rice, Roti, Chhole, seasonal vegetable, Gajar halwa
11/01/2019	Bread toast, jam, egg, banana, coffee	Rice, Roti, Dal, 1 seasonal vegetable, pickle, salad, Chicken/Paneer,	XXXXXXX

**\*\*Note: All the participants should be provided with unlimited food as desired by them.**

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TENDER DOCUMENT

FOR

“PROVIDING CATERING SERVICES”

34<sup>th</sup> Inter-University National Youth Festival'2019

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8. The bid proposals are to be sent in a sealed envelope subscribed with detail and addressed to as appended hereunder.

Tender For” Providing Catering Services to Sambalpur University”;	
From	To
Mr./Mrs.....	The Registrar,
Address.....	Sambalpur University,
Contact No.....	Jyoti Vihar, Burla-768019, Odisha

9. The bids submitted without tender document fees and/will be summarily rejected and no further communication in this regard will be entertained. The authority reserves the right to accept/ negotiate/ reject any or all the tenders and modify the conditions/ specification at any stage without assigning any reason thereof.
10. The Tenderers should furnish a copy of GST, a copy of PAN registration number and a copy of valid Food Licences issued by Govt. Tenderers not complying with this condition will be rejected.
11. Sambalpur University shall deduct the statutory deduction as applicable under the income Tax Act 1961, Odisha value added Tax Act 2004 and may other statutory deductions.
12. The Bill in triplicate may be send to this office for settlement after satisfactorily completion of the event. The bill should have full particulars of the items. No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily completion of festival duly signed by the Co-Ordinator, Youth Festival.
13. In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by Sambalpur University, Burla in that event the EMD shall also stands forfeited.
14. After due evaluation of the bid(s) Sambalpur University, Burla will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and it may be rejected. The work order will be issued to the lowest bidder, who qualifies the technical bid as well financial bid.
15. The authority reserves all the rights to cancel the process at any time without assigning any reason thereof. Any dispute arising in this case shall come under the jurisdiction of courts of Sambalpur.

SAMBALPUR UNIVERSITY

TENDER DOCUMENT

FOR

“PROVIDING CATERING SERVICES”

34<sup>TH</sup> Inter-University National Youth Festival'2019

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16. The list of documents to be submitted along with the tender document:

- (i) A copy of GST certificate.
- (ii) A copy of PAN certificate.
- (iii) A copy of valid Food Licenses issued by Govt.
- (iv) 03-year work experience(min.) certificate issued by the organization.
- (v) Technical bid.
- (vi) Financial bid.

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**ANNEXURE-I**

**Technical Bids**

Sl. No.	Description	Bidder's Remarks
1.	Name of Supplier/Firm/Agency	
	Name of contact person with details and mobile number.	
2.	Full address	
3.	E-Mail address	
4.	Telephone/Fax Number	
5.	EMD: Rs.20,000/- (Details of DD no.....and Date.....)	
6.	Cost of Tender Paper: Rs2000/- (Non-Refundable) (Details of DD no.....and Date.....)	
7.	Self-Attested photo copy of PAN Card	
8.	Self-Attested photo copy of GST Registration certificate.	
9.	Self-Attested photo copy of valid Food Licenses issued by Govt.	
10.	05 years' work experience certificate issued by the employer	

(Signature of the Bidder)  
Along with Stamp of Firm/Company

Date:  
Place:

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**ANNEXURE-II**

**Financial Bids**

Sl. No.	Name	Unit	Amount (In Rs.) “A”	GST (In Rs.) “B”	Total Amount (In Rs.) “C” = “A” + “B”
01	Catering Service (From 07/01/19 to 11/01/19-refer scope of work item no. 7.h-table)	Lump sum			
<b>Total Amount in figure (Inclusive of all taxes and other charges)</b>					
<b>Total Amount in word (Inclusive of all taxes and other charges)</b>					

1. I/We have gone through the term & conditions as stipulated in the tender and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

(Signature of the Bidder)  
 Along with Stamp of Firm/Company

Date:  
 Place: