

SHORT TENDER CALL NOTICE


Sealed tenders are invited in the prescribed format from the intending registered firms/ Service providers having valid PAN & GSTN for providing the following nature of the services to the Dean of Research, OUAT, Bhubaneswar for the **Agri-Edu Fair : Students & Farmers** scheduled to be held during 20-22nd December'2023.

Service Particulars	Quantity (Approx.)	Maximum estimated cost of the work, approx. (Rs.)
1. Supply of outdoor catering services	1600 persons (in total for 3 days)	8,00,000
2. Supply of Tent House and allied works (Construction of gate, stalls, including crafting & erection, light and sound system etc.)	3 days (Detailed annexed)	10,00,000
3. Supply of Training kit	1600 nos.	6,40,000

The interested vendors / firms / agencies may download the details of ToR such as tender documents, specification, terms and conditions from OUAT website (www.ouat.ac.in). Further, Addendum/ corrigendum/ cancellation of any tender can be seen in the office website only. The vendors/ firms / Service providers may submit their quotations in their letter head with the supporting documents as per the Annexure. Interested firms can apply for above three items and they have to submit three separate quotations. The quotations should reach the office addressing the Dean of Research, OUAT, Bhubaneswar-751003 on or before 13.12.2023 latest by 5:00 P.M through Regd. Post / Speed Post / Courier service.

Last Date of receipt of Bid: 13.12.2023 – upto 5.00 PM

Date & Time of Opening: General Bid and Financial Bid: For details please visit the official website: www.ouat.ac.in


28.11.2023

Dean of Research,
OUAT, Bhubaneswar

DISCLAIMER COMPREHENSIVE

The information contained in this Tender document provided by or on behalf of OUAT to **the Bidding agencies/ company(s)**, is based on the terms and conditions set out in this Tender Document. The purpose of this document is to provide information that may be useful to bidding agencies in making their offers pursuant to the "**Tender Document**". The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OUAT and its employees make no representation or warranty and shall have no liability to any agency/service providers, including any bidder under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise. OUAT may in its absolute discretion reserves the right to reject, cancel, terminate, change or modify all or any part of the Tender Document at any time without assigning any reason whatsoever or providing any notice and without accepting any liability for the same. The Agencies / service providers interested to participate shall bear all its costs associated with or relating to this tender. Submission of proposal document by the bidder shall be deemed to have been done after careful study and examination of the document. The proposal should be responsive and complete in all respects.

1. GENERAL TERMS AND CONDITIONS:

- 1.1 OUAT, Bhubaneswar invites sealed tenders from reputed and registered Agencies / Firms / Caterers/ Food suppliers / Hoteliers dealing with outdoor catering services/ Tent and allied works / Training Kit and having valid GST/PAN and Service Facilities at Bhubaneswar for supply of working lunch and tiffins / erection of stalls, gates etc./ training kits, at OUAT campus during the **Agri-Edu Fair: Students & Farmers** of the University to be held on 20th to 22nd December, 2023 and possible subsequent events during the financial year. The firm should have minimum three years of experience in similar works in the field of catering services to any Government Institutions/ PSUs/ Universities.
- 1.2 OUAT, Bhubaneswar reserves the right to reject any or all offers without assigning any reason thereof.
- 1.3 The bidders are required to accept all terms & conditions mentioned in the Tender document.

1.4 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.

1.5 The tenders received after the stipulated date and time will not be acceptable.

2. TENDER PROCESSING FEE AND EMD :

The tender document shall be submitted to Dean of Research, OUAT, Bhubaneswar – 751003 duly signed by the authorized signatory in each page and duly authenticated with seal of the firm/ agency along with the DD towards Tender Processing Fee and EMD (details mentioned below) should reach **on or before 13th December, 2023 by 5.00 PM.**

Table : 1		
Tender for	Tender Processing fee (non-refundable)	EMD (Refundable)
1. Supply of outdoor catering services	Rs.2000/-	Rs.16,000/-
2. Supply of Tent House and allied works (Construction of gate, stalls, including crafting & erection, light and sound system etc.)	Rs.2000/-	Rs.20,000/-
3. Supply of Training kit	Rs.2000/-	Rs.12,800/-

* Tender processing fee to be drawn in favour of “Comptroller, OUAT, Bhubaneswar” and payable at Bhubaneswar.

** EMD to be drawn in favour of “Dean of Research, OUAT, Bhubaneswar” and payable at Bhubaneswar.

NB :

➤ **Please note that offers not accompanied by the required Tender Processing Fee and 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 OUAT, Bhubaneswar (www.ouat.ac.in) for download from 28.11.2023. The intended bidders may download the same from the website.

3.2 The bidder need to submit their offer in two bid system i.e. Technical Bid and Financial Bid.

3.3 Pre Bid Discussion is on 02-12-2023 at 3.30 PM in the Committee Hall, Directorate of Research, OUAT, Bhubaneswar

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28.11.23

The last date of receipt of tender is on dt.13.12.2023 up to 5.00 PM through Regd. Post / Speed Post / Courier service. The technical bids will be opened on 14.12.2023 at 11.00 AM and the Financial Bids of qualified bidders of Technical Bid will be opened on 14.12.2023 at 3.30 PM in the Committee Hall, Directorate of Research, OUAT, Bhubaneswar

3.4 OUAT, Bhubaneswar reserves the right for not inviting the disqualified bidders in Technical Bid while opening the Financial Bids.

3.5 Any tender received after the date and time given above will not be entertained under any circumstances.

3.6 **Overwriting** or illegible writing in tender documents will not be accepted.

3.7 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), Tender Processing fee duly filled in Annexure-IA / IB/ IC

b) Envelop B- should contain the Annexure-II, Declaration Form along with duly signed on each page all necessary documents by the bidder.

c) Envelop C-should contain the Financial Bid Documents (Annexure-III A/ III B/ III C)

4.2 All three sealed envelopes (i.e., envelopes A, B & C) of each category should be kept inside another big envelope to be submitted by speed post/ registered post/ courier, addressed to the Dean of Research, OUAT, Bhubaneswar – 751003 and super scribed **“Tender for Catering Services” / “Tender for supply of tent house and allied works” / “Tender for supply of training kit” during “Agri-Edu Fair: Students & Farmers” on or before 05:00 pm of 13.12.2023.** The big cover envelope should also bear the name and address of the bidder including telephone number and e-mail id.

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 with successful should be enclosed).

5.2 The Bidder should have a required valid license issued by Food Safety and Standard Authority of India (Attested copy should be attached with Technical Bid)/ any other appropriate authority of state for catering service tender category.

5.3 **Self attested** copies of Income Tax Return, Audited Balance Sheet, GST Registration certificate needs to be enclosed in the Technical Bid.

5.4 The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations. A self declaration to be submitted in the Technical Bid.

6. SCOPE OF WORK:

(For Catering Services)

6.1 To provide hygienic and tasty food as per the Menu for **Agri-Edu Fair : Students & Farmers** to be held during December, 2023 (or during possible subsequent events) attached to this tender document.

6.2 To arrange for serving fresh and hot food at Venue of Agri-Edu Fair : Students & Farmers.

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 utensils, trays, casseroles etc. should be hygienically cleaned and to store in hygienic conditions. 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 bidder is to arrange all the required utensils or other items for cooking and serving at his own cost

6.8 The garbage must be disposed off immediately as per BMC guidelines.

6.9 The bidder will also provide food in the same rate as per same specifications if any further such event will be organized.

7. TERMS AND CONDITION OF BID:

7.1 The bids must be accompanied with a Demand Draft issued by any Nationalized Bank towards Tender Processing Fee and EMD as per the details mentioned in Table No.1 at page no.3.

7.2 The Technical Bids shall be opened at the **Committee Hall of the Dean of Research OUAT, Bhubaneswar** 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 farm needs to submit self attested Audited Annual turnover certificate for last three financial years.
- 7.5 No Bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
- 7.6 If even after award of contract, information/ facts submitted by the bidders are found misleading/incorrect/false etc., OUAT, Bhubaneswar reserves the right to terminate the contract.
- 7.7 The successful bidder has to furnish interest free Security Deposit (@ 1% of the work order) in the form of Demand Draft from a Nationalized Bank drawn in favour of Dean of Research, OUAT Bhubaneswar payable at Bhubaneswar. This has to be given within stipulated period as mentioned in the letter of award of contract. The EMD and S.D shall be returned back to the bidder without any interest after successful completion of the work order.
- 7.8 However, the Earnest Money of the successful bidders will be liable to be forfeited and the work order cancelled, if
- a) the bidder withdraws its bid before scrutinization and finalisation of the bids
 - b) the selected bidder fails to sign the contract in accordance with the tender document
 - c) the selected bidder is found to have a record of poor performance such as having abandoned the work, black listed, and faced commercial failures etc.
 - d) the selected bidder fails to provide catering services against the requirements of the Agri-Edu Fair : Students & Farmers.
 - e) the selected bidder has concealed information or provided incorrect information with the bid documents.
 - f) The successful bidder does not deposit Security Deposit within a period of 3 days of the receipt of the work order letter (The security so deposited with OUAT, Bhubaneswar shall not carry any interest).
 - g) the bidder does not execute an agreement on Rs.100/- (Rupees: One Hundred only) non judicial paper duly signed by the parties within stipulated period on receipt of award letter.
 - h) the bidder does not undertake the work from the specified date mentioned in the award letter after approval of the financial bid by the competent authority.
- 7.9 The successful bidder will ensure compliance of all the relevant provisions of the Laws.
- 7.10 In case the food is found to be less in quantity and quality and not of standard quality or in unhygienic condition or not supplied/ served in time, a penalty of 20% of work order will be levied as decided by the appropriate authority.

7.11 The successful bidder shall arrange for removal of the garbage, the kitchen waste of any other type of refused or waste material at its own cost as per the guidelines of BMC. That, the successful bidder shall maintain environmental hygiene and proper sanitation of the premises during all working hours. The successful bidder shall 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.

7.12 Conditional/ Incomplete offers not conforming to tender document will be rejected.

7.13 All the disputes shall be subject to the jurisdiction of Civil Courts situated at Bhubaneswar.

7.14 Failure to render Catering Service /Erection of Tent House and allied works/ provide Training kit as per the approved technical specification of the items may lead to forfeiture of EMD, Security money deposited and non-payment of bills.

7.15 The contract may be continued till the end of the financial year for similar events to be conducted by OUAT or its constituent colleges. The University, however, reserves the right to terminate the contract at any time after giving 15 days' notice to the selected Service Provider.

DISPUTE RESOLUTION

a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Vice Chancellor, OUAT, Bhubaneswar.

b) The decision of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, neither party shall be entitled to suspend the work / service to which the dispute relates to, on account of the arbitration and in such case payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhubaneswar only. The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

R. S. Saini
28-11-20

Evaluation, Scoring and Selection Procedure

A. Technical Bid Evaluation

1. Agency with previous experience of successful completion similar job	1 mark for each job (Maximum- 10 marks)
2. Agency with previous experience for successful completion of similar work in OUAT	Additional 1 mark for each service (Maximum- 10 marks)
3. Turnover (Last 3 years) –	
a. upto 10 lakhs	-5 marks/year (Maximum- 15 marks)
c) From 10-25 lakhs/year	Additional 1 mark/ year (maximum- 3marks)
d) More than 25 lakhs/year	Additional 1 mark/ year (maximum- 3marks)
4. All supportive documents (as per Annexure – II & Declaration Form)	9 marks
Total Marks	50
Minimum qualifying marks	15

B. Financial Bid Evaluation and selection

1. Bid will be evaluated taking into consideration – 30% of Technical Bid and 70% Financial Bid.
2. For Technical Bid, bidder securing highest mark will be awarded 100% percentile and rest of the Bidders will be awarded percentile mark in comparison with the Bidder securing highest mark.
3. For Financial Bid, bidder quoted lowest price will be awarded 100 percentile and rest of the Bidders will be awarded percentile mark in comparison with the bidder quoting the lowest price.
4. Final score of the Bidder will be calculated taking into consideration 30 % of Technical Bid (Percentile score) and 70 % of Financial Bid (Percentile score).
5. The Bidder securing the highest final score will be awarded the work order.

S. S. Saini
26.11.23

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 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 organization.

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 (in case of catering services)
4. Self attested copy of Experience certificate for doing similar job
5. DD towards Tender Processing Fee (Non-Refundable).
6. DD towards EMD (Refundable).
7. Tender document signed with seal & date on each page.
8. Declaration form duly signed
9. Audited Balanced sheet and turn over for last 3 years.

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

Seena
24.11.23

**Bidding Document for Catering Services
during AGRI-EDU FAIR : STUDENTS & FARMERS
20-22 December 2023**

Tender Notice No.:

Date

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 Bidder
With Seal & Date

Remain
28.11.23

**Bidding Document for Supply of Tent House and allied works
during AGRI-EDU FAIR : STUDENTS & FARMERS
20-22 December 2023**

Tender Notice No.:

Date

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 Bidder
With Seal & Date

Keenan
20-11-23

**Bidding Document for supply of Training kit
during OUAT AGRI-EDU FAIR : STUDENTS & FARMERS
20-22 December 2023**

Tender Notice No.:

Date

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 Bidder
With Seal & Date

Genain
26.11.23

TECHNICAL BID

1	Name of the Firm	
2	Address of the Firm with address proof (Electricity/ telephone bill)	
3	Mobile Number	
4	E-mail ID	
5	FSSAI License/Food license for catering services from competent authority	
6	PAN Number	
7	GST Number	
8	Audited Balanced sheet	
9	Bank A/C No. With details (Branch Name, IFSC code)	
10	Bank statement for the last 6 months (1 st May 2023 to 31 st October 2023)	
11	Experience Certificate along with proof (Work order copy along with satisfactory performance certificate)	

Signature of Bidder
With Seal & Date

Suman
26.11.23

**Financial Bidding Document for Catering Services during
AGRI-EDU FAIR : STUDENTS & FARMERS
20-22 December 2023**

FINANCIAL BID*(To be filled by the bidder as per menu given below.)***A. WORKING LUNCH MENU****1. Veg. Meal (For 250 persons / day for 3 days)**

1. Plain Rice/ Lemon Rice – 200 g / Roti – 4 pcs. (200 g)
2. Dal – 150 ml.
3. Mixed Veg. Curry – 250 g
4. Khata – 50 g
5. Paneer Curry – (8 Pcs Paneer) – 250 g
6. Mixed Salad – 50 gms
7. Papad- 2 pc
8. Kheer- 100 g
9. Disposable Hygenic plates for lunch

2. Non-Veg. Meal (For 350 persons / day for 3 days)

1. Plain Rice/ Lemon Rice – 200 g / Roti – 4 pcs. (200 g)
2. Dal – 150 ml.
3. Mixed Veg. Curry – 250 g
4. Khata – 50 g
5. Fish Curry – (2Pcs) 200 g
6. Chicken Curry – (8 pcs Chicken) – 350 g
7. Mixed Salad – 50 gms
8. Papad- 2 pc
9. Kheer- 100 g
10. Disposable Hygenic plates for lunch

B. REFRESHMENT

- | | | |
|---|-----------------|------------------|
| 1. Upama -200g | 2. Puri – 4nos. | 3. Ghuguni -100g |
| 4. Disposable Hygienic plates for refreshment | | |

C. Drinking Water

1. 20 litre jars with water dispenser – 120 nos.

***Rate per Person: Rs..... (Rupees.....)**

* There would be 4 numbers of stalls having adequate service persons. (Separate for Veg. & Non veg.)

(To be filled by the bidder)

Declaration: The price is inclusive of all charges, taxes and statutory liabilities. The food would be cooked and served at buffet at the venue at OUAT, Bhubaneswar. The raw (ingredients) used for preparing the food will be of good quality. The food will be neat and clean, tasty & hygienic. No artificial colour, chemical will be used while preparing the food. The persons serving the food will be experienced, well-dressed and well-behaved. After the programme is over the firm will ensure that the ground is cleaned properly and the garbage disposal will be as per the BMC guidelines.

Signature of Bidder
With Seal & Date

G. K. S. S.
28.11.23

**Financial Bidding Document for Supply of Tent House and allied works
During Agri-Edu Fair : Students & Farmers
20-22 December 2023**

Sl. No.	Description of items	Specification	Unit (nos.)	Unit price *	Total Price
1.	a. Construction of Stalls with side wall & roofing	L x B x H is (10 ft. x 10ft. x 12ft.) with 5 nos. Tables, two chairs, three tube lights, Green shed net matting	70		
	b. Visiting path (Runner) in front of stall	L x B (700 ft. x 20 ft.), matting	01		
	c. Fascia flex for stall	700 ft. X 3 ft. (2100 running ft.)	01		
2.	a. Dining Hall with ceiling, walling and water proof roofing	L x B x H is (100 ft. X 30ft. X 14ft.)	01		
	b. Dining Hall outside walling	160 running ft.	01		
	c. Kitchen with water proof roofing	L X B x H(25ft. X 40 ft. X 14 ft)	01		
	d. Dining table	Six seater round dining table with cloth cover for table and dining chair	20		
	e. Chair	Plastic chair without arm	400		
	f. Wash basin with running water facilities through tabs including waste line connection and fittings	Set of 3 wash basins	04		
	g. Dustbin	50 litre capacity	10		
3.	a. Erection of Plain gate	Size (16 ft. X 10 ft.)	03		
	b. Erection of VIP gate(box type ply gate)	Size (12 ft. X 20 ft.)	01		
4.	Selfie point	-	03		
5	Light and Sound system				
	a. Halogen light	200 watt	40		
	b. Litchi light	LED light of 10 mt length	1000		
	c. Palco light	-	60		
	d. Public addressing system	60 watt speakers(10 nos.), Amplifier with complete accessories	01		
	e. Generator	125 KVA with fuel for three days	2 nos.		

*Unit price must be inclusive of all taxes

Signature of Bidder
With Seal & Date

Kumar
24.11.23

**Financial Bidding Document for supply of Training kit
during Agri-Edu Fair : Students & Farmers
20-22 December 2023**

Sl. No.	Description of items of Training Kit	Specification	Unit (nos.)	Unit price *	Total Price
1.	Training Bag	Jute Bag, 14 x 15 inch size, two pockets with Zip lock, flap cover, shoulder belt and steel adjuster with screen printing of logo and programme details on the front side	2100		
2.	Notepad	A5 size (30 pages) with front printing of programme details	2100		
3.	Pen	Re-useable 1mm Ball point pen(writing in blue colour) the pens must be from fresh stock, maximum price limited to Rs.20/-	2100		
4.	Batch	Vertical ID card name batch holder(plastic) (8cm x 12cm) with 10mm strap with printing	2100		

*Unit price must be inclusive of all taxes

Signature of Bidder
With Seal & Date

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28.11.23

IMPORTANT DATES

Date of Availability of Tender	:	28-11-2023 (The tender document can be downloaded only from the University website i.e. www.ouat.ac.in)
Pre Bid Discussion	:	02-12-2023 at 3.30 PM.
Last date of receipt of Tenders	:	13-12-2023 up to 5 PM.
Date and Time for opening Sealed Tenders/Technical Bids	:	14-12-2023 at 11.00 AM.
Date for opening of Financial Bids	:	14-12-2023 at 3.30 PM.
Venue	:	Committee Hall, Directorate of Research, OUAT, Bhubaneswar -751003
Mode of communication to the qualified bidder	:	By telephone, email or SMS

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28.11.23