



OFFICE OF THE PRINCIPAL, STATE INSTITUTE OF TRAINING AND
EXTENSION, BARAMUNDA, BHUBANESWAR,
e-mail ID – agromi.dag@nic.in



No. 1168

Date:- 17.05.2025

Tender Call Notice

Sealed tender is invited from the interested catering agency having requisite experience and valid documents for supply of food during different trainings and other programmes organized at State Institute of Training And Extension (SITE), Bhubaneswar.

The tender documents should be submitted in a sealed cover super scribed as "TENDER FOR SELECTION OF CATERING AGENCY FOR SUPPLY OF FOOD DURING DIFFERENT TRAININGS AND OTHER PROGRAMMES ORGANISED AT STATE INSTITUTE OF TRAINING AND EXTENSION (SITE), BHUBANESWAR". The envelope containing tender documents should be addressed to the Principal, SITE, Baramunda, Bhubaneswar. Agency name and full address including email and telephone number should be mentioned at the bottom of the side of the envelope.

Sealed Tender should reach the office of the Principal, SITE, Baramunda, Bhubaneswar on or before **06.06.2025 by 4.00 PM** through registered post/speed post or Courier services. The tender received after the stipulated time and date will not be entertained. The bids will be opened on **09.06.2025 at 11.30 AM** in office of the Principal, SITE, Bhubaneswar by the tender committee in the presence of the bidders / authorized persons.

The detailed information can be seen in the tender documents published in the website of Agriculture & Farmers Empowerment Department at <https://agri.odisha.gov.in> .

The Principal, SITE reserves all rights to accept or reject the tender without assigning any reason thereof.

ANNEX 17/05/25
Principal,
SITE, Bhubaneswar

**TENDER FOR SELECTION OF CATERING AGENCY FOR SUPPLY
OF FOOD DURING DIFFERENT TRAININGS AND OTHER
PROGRAMMES ORGANISED AT STATE INSTITUTE OF TRAINING
AND EXTENSION (SITE), BHUBANESWAR**

TENDER SCHEDULE

| | |
|---|---|
| Issue of Tender Document | 17.05.2025 |
| Last date & time for submission of Bid Documents | 06.06.2025, 4.00 PM |
| Place of submission of complete Bid Documents | State Institute of Training and Extension (SITE), Baramunda, Bhubaneswar-751003 |
| Mode of submission | Speed Post/Registered Post/ Courier only |
| Place, Date & Time for opening of Technical Bid | Office of the SITE, Baramunda, Bhubaneswar 09.06.2025, 11.30 AM |
| Place, Date & Time for Presentation and Tasting of the Sample Food to be served by the eligible Tenderers | To be intimated later on |
| Bid Processing Fee (Non-Refundable) | Rs. 1000/- (Rupees One Thousand) only in shape of Demand Draft in favour of the Principal, State Institute of Training and Extension payable at Bhubaneswar. |
| EMD (Refundable) | Rs. 1,00,000/- (Rupees One Lakh) only in shape of Demand Draft in favour of the Principal, State Institute of Training and Extension payable at Bhubaneswar. |
| Performance Security Deposit | Rs. 3,00,000/- (Rupees Three Lakh) only in shape of Demand Draft in favour of the Principal, State Institute of Training and Extension payable at Bhubaneswar. |

AUG 17/05/25
Principal
SITE, Bhubaneswar

A. Eligibility Criteria:

1. The bidder must have minimum three year experience in providing catering services in the Central Govt./State Govt./ PSUs within territory of Odisha as mentioned in Technical specification of Tender Document. Experience Certificate for providing catering service in Training Institutions shall be given priority. (The bidder should submit copies of completion certificate/Experience Certificate having official letter no. and date which is subjected to verification to ascertain the authenticity in support of his experience)
2. Must have average annual turnover of Rs.20 Lakhs during last 3 financial years ending on 31.03.2024.
3. The firm must have valid PAN & active OGSTIN.
4. Audited Statement of accounts of last three financial years (2021-22, 22-23, 23-24) along with copies of ITRs, Latest GST Clearance. The relevant self attested copy of documents in support of the above claim should be furnished.
5. The bidder should have valid food license (Copy to be submitted along with the Bid)
6. There should be no police case pending against the bidder and have not been blacklisted at any point of time.(Original Affidavit to that effect to be attached)
7. The bidder must have office in Bhubaneswar locality. (Proof of Address to be submitted).
8. The bidder shall have the following registrations:
 - a. GST Registration
 - b. Food License/FSSAI Registration
 - c. EPF along with up to date ECR of last 6 months deposited.
 - d. Shops & Commercial Establishment Act Registration.

B. Evaluation Criteria

A **three stage** process will be adopted as explained below for evaluation of the proposals. ;,

- I. **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete, and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - i) Filled in Bid Submission Check List in Original.
 - ii) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
 - iii) Copy of PAN.
 - iv) Copy of Odisha Goods and Services Tax Identification Number. (OGSTIN)
 - v) Copies of IT Return for the last three financial years (**FY 2021-22, 2022-23, 2023-24**).
 - vi) Financial Details of the bidder (**Turnover Certificate signed by CA having UDIN**) along with all supportive documents as applicable duly signed as per the instruction.

- vii) List of completed assignments of similar nature along with copies of contracts / experience certificate from previous clients.
- viii) Valid Food License.
- ix) Copy of EPF and ESIC Registration certificate along with upto date ECR deposited if any.
- x) Copy of Shops & Commercial Establishment Act Registration Certificate.
- xi) Original Affidavit regarding no pending police case against the bidder and not blacklisted at any point of time.
- xii) All the pages of the proposal and enclosures are to be numbered and signed by the authorized representative.
- xiii) Financial Bid in separate sealed envelope.

Any deviation from the prescribed procedures/formats /conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be out rightly rejected. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.

- II. **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the parameters vide **Score Sheet** detailed below.

| Sl. No. | Evaluation Parameters | Total marks |
|---------|--|-------------|
| 1. | Average Annual Turn Over from last three financial years ending on 31.03.2024 - <ul style="list-style-type: none"> • 20 Lakhs to 25 Lakhs - 10 marks • Above 25 Lakhs to 30 Lakhs - 15 marks • Above 30 Lakhs - 20 Marks (To be reflected in the Turnover Certificate from CA) | 20 |
| 2. | Year of experience in catering service <ul style="list-style-type: none"> • 3-5 years - 10 marks • More than 5- 10 years - 15 marks • More than 10 years - 20 marks (Must submit relevant document in support) | 20 |
| 3. | Food Tasting <ul style="list-style-type: none"> • Quality of Food - 10 Marks • Taste of Food <ul style="list-style-type: none"> (i) Breakfast - 05 Marks (ii) Tea & Snacks - 05 Marks (iii) Lunch - 15 Marks (iv) Dinner - 10 Marks • Neatness & Cleanliness - 10 Marks • Food Presentation Skill - 05 Marks | 60 |

N:B: Bidders securing 20 marks or above out of Total 40 marks (Sl.No.-1 and 2) will be called for Food Tasting in the scheduled date to be intimated later on . All costs relating to presentation and tasting of food will be borne by the bidder. The menu for the food tasting will be intimated prior to the food tasting.

- III. **The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 out of 100 in the technical evaluation criteria (Sl. No-1 to 3) stage will be technically qualified for opening of the financial proposal.**
- IV. **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting. The L1 bidder will be selected for as the Catering Service Provider for SITE. In case of two or more bidders having same L1 price offered, the L1 bidder with highest Technical Score will be selected. In case of Technical Score are same the L1 bidder will be selected through lottery system.

Terms and Conditions of the Tender Documents:

A. General:-

1. The successful caterer/ bidder has to maintain his own staff, equipments like kitchen ware, gas connection, serving equipments, good quality Porcelain plates/tray, serving equipments etc. and provide the catering service throughout the year as per schedule that may be given to him from time to time as specified hereinafter .
2. The Institute has its own Dining Halls, Tables, Chairs, Electricity and Water Supply Systems for washing and cleaning purposes.
3. Aqua guard / Water Purifiers have been installed for Drinking water purposes in the Dining Hall and the Caterer can use the same at no extra cost.
4. The caterer shall prepare and serve all food items in hygienic containers, preferably steel containers/ hot cases and serve it hot. All materials used for preparing the food items should be fresh and of good quality. The quality of the food supplied will be periodically checked by an Officer or Officers authorised by the Principal, SITE and in case of poor quality, proportionate deductions will be made from the bills of the caterer.
5. The caterer may use the Institutes facilities to install Refrigerators/ Deep Freezers/ any other essentials equipments required in the Kitchen /Dining space at his own cost.
6. The serving staff should be attired in clean clothes/ uniforms.
7. There should be separate staff for serving the food items and for cleaning the utensils / dishes, the dining spaces and surroundings.

8. All the kitchen waste should be disposed off by the caterer at appropriate places including the Waste Bins of the BMC properly graded segregating perishable and non perishable items separately as may be directed by the Catering in-charge Officer and the surroundings should be kept immaculately clean and should maintain proper hygienic circumstance. Any penalty levied by BMC for improper waste management will be recovered from the performance security of the caterer.
9. The security so deposited by the caterer shall be forfeited if he fails to supply and serve the food items and provide service as per specifications/
10. Instructions issued from time to time during the contract period. Any loss and or damage to the properties of the Institute in the course of providing the service shall be recovered from the Security Deposit/ unpaid bills if any.
11. The broad menu prescribed is indicated in **Annexure-I**, which is only indicative and subject to change depending upon the specific requirements of the institute and seasonal availability of items.
12. The Caterer shall submit Bills against each training programme for the number of participants registered as directed by the Course Coordinator. The payment against the bills duly certified by the Course Coordinator/ Catering in-charge officer shall be made usually within 15 days of receipt of the Bills.
13. The Catering Service can be terminated by either party by giving a notice of one month.
14. On termination of the contract the caterer shall account for all the materials, installations and other facilities of Institute used by him, upon which the Security deposit will be released after deducting recoveries, if any, as may be decided by the Principal, SITE, and the same shall be binding on the caterer.
15. The caterer shall also ensure that the main material and other equipments that may have been brought into the campus are vacated/ removed from the campus of the Institute within two days of termination of the contract. If the caterer fails to remove his men and material from the Institute on termination of the contract, rent as may be decided by the Principal, SITE shall be payable by the caterer and shall be deducted from his performance security.
16. The contract will be initially for two years. On satisfactory performance and recommendation by the committee constituted by the Principal, SITE, the contract may be extended up to another one year.
17. Upon unsatisfactory performance, the Department can instruct to improve the service quality or terminate the contract with prior notice to the agency along with forfeiture of the Performance Security.
18. The Caterer shall also ensure to provide the separate bowl for extra liquid item along with servicing tray/plates.
19. Food Committee authorized by Principal SITE will check the quality of grains, oils, atta (flour) vegetables and provisions used or stored in the store room for cooking. Any deficiency pointed out shall be promptly removed.

20. The electricity, water and the space shall be provided for the kitchen & store & staff room on payment of monthly rental by the agency @ Rs.7,500/- per month or actual (whichever is higher).
21. The agency shall be responsible for proper maintenance and safety of all furniture, materials goods, electronic items, stocks lying in SITE dining premises etc.
22. The agency shall clean and sweep all the wash basins, dining hall, kitchen and other floor areas within the hostel under their usages.
23. Principal SITE dining hall cannot be used by the agency for any kind of cooking or supplying of food outside of campus of Principal SITE. Parallel cooking for commercial purpose is prohibited.
24. In case, L1 bidder fails to provide proper service to the Institute, the Authority reserves the right to cancel the contract within 7 days of notice to vacate the campus. The L2 & subsequently L3 shall be invited to provide the service with the rate of L1 or negotiable rate to be decided among the authority & Agency.
25. The service provider shall vacate the campus immediately soon after receipt of intimation from the Authority after completion of contract period or disengagement for violation of terms, conditions or any other reason. The delay in vacating the campus shall lead to imposition of penalty @ 10 times per day above the rent fixed per month or the amount as decided by the Authority, necessary legal action shall be initiated which includes black listing, filing of FIR etc as per law.
26. Agency should ensure appropriate behaviour towards the trainees, officials and staffs of the Institute.
27. The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health checkups. The staff should trim their nails regularly and wear caps and gloves at the work place. Drinking of alcohol, smoking, eating or chewing tobacco/zarda/gutkha etc. Spitting is strictly prohibited. Any kind of situation if arises due to food consumed by the trainee officers/guests, the agency will be liable for such and the Institute reserves the right to initiate necessary action as per prevailing law and the agency will borne all expenses related to such incidence.

B. Information and condition relating to submission of Bids

1. Information and condition relating to Bids

The bid will be available from 17.05.2025 in the departmental website www.agri.odisha.gov.in . In case of any change in the Bid document, that shall be placed in the website, which shall be considered as communication to all.

2. Submission of the Bid

The bidder should submit their bids in Two Bid System i.e. Technical Bid and Financial Bid. The Financial Bid must be submitted in a separate sealed envelope superscripted as "Financial Bid" along with the name of the bidder mentioned. Both the technical Bids and Financial Bids must be submitted in a sealed envelope superscripted as "**TENDER FOR SELECTION OF CATERING AGENCY FOR SUPPLY OF FOOD DURING DIFFERENT TRAININGS AND OTHER PROGRAMMES ORGANISED AT STATE INSTITUTE OF TRAINING AND EXTENSION (SITE), BHUBANESWAR**".

The bidder has to quote the rate in the prescribed format as per the specified menu (Annexure-I) within a price range of **Rs. 350/- to Rs. 400/- per unit**.

The complete Bid is to be submitted on / before **06.06.2025, 4.00 PM** in the office of the Principal SITE, Baramunda, Bhubaneswar- 751003, through **Register Post/ Speed Post/ Courier services** only.

3. Bid Processing Fee (Non-Refundable)

At the time of submission of the bid, Bid Processing Fee (Non-Refundable) of Rs. 1000/- is to be submitted in shape of DD in favour of Principal, State Institute of Training & Extension payable at Bhubaneswar.

4. Earnest Money Deposit

At the time of submission of the tender, an EMD of Rs.1,00,000/- (Rupees One Lakh) only to be deposited in shape of DD in favour of Principal SITE, payable at Bhubaneswar. The EMD of the unsuccessful Bidders will be returned to them within 30 days of issue of work order. Non submission of EMD qualifies for rejection of Tender document.

5. Performance Security

After receipt of the work order, a Performance Security Deposit of Rs.3,00,000/-is to be submitted in shape of DD in favour of Principal SITE, payable at Bhubaneswar. The EMD of the successful Bidders will be returned after submission of the performance security.

6. All the pages of the tender shall be numbered and signed by the owner of the firm or his/her Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney / authorization may be closed along with the tender.

7. The Catering Agency shall ensure full compliance with tax laws, and labour laws of India with regard to this contract and shall be solely responsible for the same. The Catering Agency shall keep Principal SITE, Baramunda, Bhubaneswar fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' and dues payable to the staff deployed in respect thereof, which may arise. In case of any penalty arises due to fault of the catering agency, the same will be recovered from the performance security.
8. Principal SITE, Baramunda, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons. Principal SITE, Baramunda, Bhubaneswar also reserves the right to reject any Bid which is non-responsive or violating any of the conditions / specifications without any liability to any loss what so ever it may cause to the bidder in the process.
9. Principal SITE, Baramunda, Bhubaneswar reserves the right to modify / cancel all bids without assigning any reason thereof.
10. Failure on part of successful applicant may amount to forfeit of Earnest Money Deposit.
11. In case of any dispute, both the parties shall settle it mutually. The decision of the Principal SITE will be the final in this case.
12. Any legal disputes arising out of any breach of contract to the whole process of the tender shall be settled in the court jurisdiction of Bhubaneswar only.

BID SUBMISSION CHECKLIST

| | | | Page No |
|-----|---|--------|---------|
| 1. | Bid Processing Fee (Non Refundable): Rs.1000/- | YES/NO | |
| 2. | EMD (Refundable): Rs. 1,00,000/- | YES/NO | |
| 3. | Odisha GST Registration Certificate | YES/NO | |
| 4. | Copy of PAN | YES/NO | |
| 5. | In case the tenders are signed by the authorized Signatory, a copy of the power of attorney / authorization to be enclosed. | YES/NO | |
| 6. | Valid Food License | YES/NO | |
| 7. | Turnover Certificate from CA, Audited Balance Sheets, ITR for last three FY (2021-22,22-23,23-24) | YES/NO | |
| 8. | EPF along with up to date ECR of last 6 months deposited certificate. | YES/NO | |
| 9. | Shops & Commercial Establishment Act Registration Certificate | YES/NO | |
| 10. | Up-to-date GST Clearance Certificate (in GSTR-3B) | YES/NO | |
| 11. | List of Past Experiences / completion certificate | YES/NO | |
| 12. | Original Affidavit regarding no pending police case against the bidder and not been blacklisted at any point of time | YES/NO | |
| 13. | Sealed Financial Proposal | YES/NO | |

Date:

Place:

Signature of the Bidder /Authorized person

Name:

Seal

DECLARATION

1. I, _____ Son / Daughter/Wife of
Shri. _____ Proprietor /Partner
/Secretary/authorized signatory of the Catering Agency mentioned above and
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions
of the tender and undertake to abide by them.

3. The information / documents furnished along with the above application
are true and authentic to the best of my knowledge and belief. I/we/am/are
well aware of the fact that furnishing of any false information / fabricated
document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

Date:

Signature of Bidder /Authorized

Place:

Person Name:

Seal

TECHNICAL BID DOCUMENT
(Photo copy of documents to be attached)

| Sl.No | Particulars | Details | |
|---------|---|-------------------------------|-----------------|
| 1 | Name of Catering Agency | | |
| 2 | Name of Proprietor/Partner/Secretary | | |
| 3 | Full Address of Registered Office, Telephone No., FAX No., E-mail Address | | |
| 4 | Full Address of Operating/Branch Office, Telephone No., FAX No., E-mail Address | | |
| 5 | Name, Address & Telephone No. of Authorized Officer/Person | | |
| 6 | Details of Bid Processing Fee (Non-Refundable): Rs.1000/- | D.D.No.: Bank: Date: | |
| 7 | Details of Earnest Money Deposit (Refundable): Rs. 1,00,000/- | D.D.No.: Bank: Date: | |
| 8 | PAN | | |
| 9 | OGSTIN | | |
| 10 | Food License No: | | |
| 11 | Average Annual Turnover of the tendering Catering Agency for the last 3 financial years (Self Attested copy to be enclosed) | FY | Amount (Rs.) |
| | | 2021-22 | |
| | | 2022-23 | |
| | | 2023-24 | |
| | Average Annual Turnover (Last three Financial Years) | Average Annual Turnover | |
| 12 | Details of the Similar Catering Experience (if the space provided is insufficient a separate sheet may be attached). | | |
| Sl. No. | Name of the Central Govt./ State Govt. Training Institution | Period | Remarks |

Date:

Place:

Signature of Bidder / Authorized

person Name:

Seal

BROAD MENU- ITS SCHEDULE AND SPECIFICATIONS

| Sl. No. | Item | Time Schedule | Quantity/per unit | Specifications |
|---------|--|--------------------------------|--|--|
| 1 | Morning Tiffin/ breakfast with Tea | 8.30 AM | Vada (2 no.)+ Puri (3 no.) with Curry & Banana /sweet or Vada (2 no.)+ Iddly (3 no.) with Curry + sweet or Upma + Puri (2 No.) with Curry & Banana/sweet | Prepared with good quality Oil. |
| 2 | Tea | 11.30 AM And 3.30 PM | One Session Tea (60 ML) with Biscuits / Snacks at 11.30 AM One session tea (60 MI) with biscuits at 3.30 PM | Prepared with good quality Milk |
| 3 | Lunch | 1.00 PM to 2.00 PM | Main Dish – Rice/ Roti Yellow Dal/ Dal Fry (60 Gms) Two Vegetable items One Curry with one fried Vegetables) Non Vegetarian items (as may be specified) Chicken (200 Gms)/ Mutton (150 Gms)/ Fish (2 Standard Pcs) On Monday & Thursday- Paneer/ Mushroom Salad, Papad, Khatta Desert-Sweet Curd/Kheer/Ice Cream/Fruit Custard | 1.Good Quality Raw Rice/ Par Boiled Rice 2.Good quality Fresh vegetables 3.Good Quality Non- Veg items 4.Cooking –Good Quality Oil/ |
| 4. | Dinner | 8.30 PM to 9.30 PM | Main Dish – Rice/ Roti Yellow Dal/ Dal Fry (60 Gms) Egg- Either curry (2 Nos.)/ Masala or Chilly or Tadka Vegetable Curry and Fry Dessert- Semya/Suji Halwa/ Sweet | 1.Good Quality Raw Rice/ Par Boiled Rice 2.Good quality Fresh vegetables 3.Good Quality Non- Veg items 4.Cooking –Good Quality Oil/ |

*The Menu are indicative & subject to changes as per requirement.

RATES QUOTED FOR THE MENU (FINANCIAL BID)
TO BE SUBMITTED IN SEPARATE SEALED COVER

| Sl. No. | Item | Rate | Remarks |
|---------|--------------------------------------|---|---------|
| 1. | Morning Tiffin/Breakfast with Tea | Rs. (Inclusive of all costs and taxes) | |
| 2. | Tea | Rs. (inclusive of all costs and taxes) | |
| 3. | Lunch | Rs. (inclusive of all costs and taxes) | |
| 4. | Tea | Rs. (inclusive of all costs and taxes) | |
| 4. | Dinner | Rs. (inclusive of all costs and taxes) | |
| Total | | Rs. (inclusive of all costs and taxes) | |

N.B: The rate to be quoted within the price range of Rs. 350/- to Rs. 400/- (inclusive of all taxes).

**Signature of the
Bidder / Authorized Signatory**