

State Urban Development Agency

Vivekananda Marg., Bhubaneswar, Odisha 751014

RfP No: 3611

Date: 11.10.2023

Request for Expression of Interest for Empanelment of Agency to Providing Catering Services at Odisha Urban Academy and State Urban Development Agency (SUDA)

Sealed Expression of Interest (Eoi) are invited from caterers having valid GST registration certificate, PAN and food license from Competent Authority/Bhubaneswar Municipal Corporation etc. for empanelment towards supply of food for different training programmes / workshops to be undertaken at **Odisha Urban Academy / State Urban Development Agency**, Bhubaneswar, Housing & Urban Department, Government of Odisha for a period of 1 year and may be extended further years based on performance.

1. Eoi processing fee: Rs 2500/- (Nonrefundable)
2. EMD Value: Rs 50,000/- Including GST. (Refundable for unsuccessful Bid)
3. Interested bidder may visit the official website of SUDA i.e <https://www.sudaodisha.org/> for download the Eoi and instruction to apply therefore.
4. Completed Proposal for the work in prescribed format shall be received up to 01.11.2023 up to 1 PM.
5. The sealed proposals can be sent well in advance by registered post or speed post or in person to the State Urban Development Agency (SUDA), H & UD Department, Govt. of Odisha, Adjacent to Bhubaneswar Municipal Corporation Office, Vivekanand Marg, Bhubaneswar, PIN: 751014, Email: sudaodisha1990@gmail.com. Bidders can also submit proposal by hand to above office for which necessary gate pass can be issued for submission of offer.
6. The Proposal received shall be opened on 01.11.2023 itself at 3 P.M. in the presence of representatives of bidders. Bidders are requested to ensure presence of their representative at the time of opening of the bid, who must submit an authorization letter from the bidder.
7. While all information/data given in the Eoi are, to the best of the Client's knowledge accurate within the consideration of scope of the proposed contract, the Client holds no responsibility for accuracy of information and it is the responsibility of the Bidder to check the validity of information/data included in this document.

8. The Client reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.
9. Authority have the rights to select more than one Agency for the empanelment subject to matching the L1 Price.

Interested Bidders may obtain further information from the office of the
Administrative officer, SUDA, H & UD Dept., Odisha via Tel. 0674-2432317/2432846
e-mail sudaodisha1990@gmail.com.

Sd-
Administrative officer, SUDA

A. INSTRUCTIONS TO BIDDERS

1. State Urban Development Agency intended to empanel of Agency for Providing catering services at (i) Odisha Urban Academy, Bhubaneswar and (ii) State Urban Development Agency, Bhubaneswar for supplying foods for different training programs / workshops to be undertaken time to time. The detail scope of work is annexed to the EoI.
2. The EoI documents are not transferable and the firm's seal and signature of the authorized official must appear on all papers and envelopes submitted. The Proposal document should be sealed, signed and super-scribed with the RFP Reference No. and details as appended hereunder.
3. **Eligibility Criteria:**

Sl No	Criteria	Comply (Yes/No)	Page number in support of compliance. Deviations (if any) should be mentioned clearly and details thereof should be indicated.
01	The Bidder should have experience of at least 2 assignments during last FIVE Years of experience in Similar Assignment annual Billing Rs 10 Lakhs under a contract as on 30.09.2023 and should have at least 1 year of operation. (Similar Assignment means supplying food services (Lunch/ Dinner in any government/ semi government / Government institution/ PSUs etc).		As per Format T2
02	Average Annual Turnover from such bidder/agency must be above INR 100 lakhs in Last 3 Years. (2020-21, 2021-22 & 2022-23)		As per Format T-4
03	EMD Rs 50,000/- (Rupees Fifty thousand Only) Demand Draft in favor of "State Urban Development Agency)		
04	GST Registration No		Copy to be enclosed
05	PAN No		Copy to be enclosed
06	Food license /FSSAI		Copy to be enclosed
07	EFP/ ESI Registration		Copy to be enclosed
08	Bidder has not been blacklisted / debarred by any of the Central / State		Self-declaration as per T-5

	Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs)		
09	Bidder should have in-house boarding & lodging facility of minimum 25 Rooms		Proof to be submitted

4. The Bidders are required to submit their offer in two parts (**Technical & Price Bid**) **separately** in sealed covers. The first part shall consist of **EMD of Rs 50,000/-** (Rs. Fifty thousand only) and Tender processing fees of Rs.2500/- in the form of Demand Draft. The envelope should be super scribing "**Earnest Money Deposit & Processing Fee for Catering Services at OUDA/ SUDA**". The tenderer should note that they are not required to disclose their quoted price in the **first part (Technical Bid)**. The **first part** shall consist of Technical Part of RFP document issued to them and **second part is the offer rate (Price Bid)** in the appendix.
5. The part I and II should be clearly superscribing "**first part (Technical Bid) & second part (Price Bid)**" on the envelopes. The Part-I (Technical Bid) will be opened in Presence of the tenderers or their authorized representatives on the date of tender opening and the Part-II (Price bid) of only those agencies would be opened, who score minimum 70% marks in the technical evaluation based on grading system (Annex-C).
6. Date & Time of opening of price bid will be Intimated through e-mail/Telephone to technically qualified tenderers.
7. Each page of the Eol document is required to be signed by the tenderer. The Eol document must be filled in English. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
8. The tenderer whose tenders have been selected have to deposit the **Performance Security deposit of Rs 50,000/-** within 7 working days of acceptance of contract which shall be valid for the entire period of contract. Earnest Money Deposit amount of Rs. 50,000/- shall be converted to security deposit and will be returned on completion of contract. If Agency fails to implement the requirements of tenders, the security shall be forfeited. The EMD of unsuccessful tenderers shall be returned within 7 working days of finalization of Tender. **The Demand Draft shall be drawn in favor of State Urban Development Agency, Bhubaneswar only.**
9. The bidder having more than 5 years of experience in the similar field. Experience certificate should be enclosed with the technical bid.
10. The agency should be well established and possess a Valid Registration of Municipal Corporation, Bhubaneswar and Food License for operation and running of food supply, preferably Food Manufacturer under Rule 4 of Food Safety & Standard Act(FSSA) 2006 (Act 34 of 2006).

11. No further discussion/interface will be held with the bidders whose bids would be Rejected/Disqualified/Technically Disqualified.
12. The Agency shall ensure the compliance of the provisions of Employees Provident Fund Act, ESI Act, Child labor abolition Act and rules framed thereunder and other relevant statutes including Municipal Rules and Regulations, relating to the service in force from time to time, during the Contract period.

B. THE DETAILS OF TERMS & CONDITIONS FOR FOOD SUPPLY SERVICE IS MENTIONED AS BELOW:

1. Supply of well-cooked food (Breakfast & Lunch) in various training programme/ Workshops.
2. Food to be provided with different and seasonal vegetables. Morning breakfast, Lunch, Tea/coffee & snacks to be provided in timely manner in the programmes.
3. The agency shall procure food articles and vegetables of good quality and brand.
4. The Food should be supplied as cooked food and inside cooking is not allowed.
5. The Agency shall ensure that only freshly cooked food is served and the stale food is not served.
6. The food shall be served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all times.
7. The agency shall ensure that only hot food is served to the participants. Complaint, if any, in this regard shall be dealt severely with penalty.
8. The agency shall ensure that sufficient man power is deployed for this service including including cleaning, washing and overall upkeep of pantry assets and premises.
9. No child labor should be engaged under the service.
10. Meals & breakfast to be provided as detailed in the **Section -D**
11. Rates per meal (Lunch & Breakfast have been mentioned in Annexure-A). Bidder have to quote only service charge only and deduction of taxes as applicable per law.
12. No cooking is allowed inside the SUDA/OUA office premises. The cooked food may be served in packet or in buffet as per the requirement of SUDA/ OUA. It is responsibility of the caterer to clean the dining room after lunch/ breakfast is over. For buffet all plates/ bowls should be cleaned and dried any lapses will result as default under contract. Packed lunch/ Breakfast should be in Hygienically sealed plates.

C. RESPONSIBILITIES OF THE CONTRACTOR:

- 1) Certified norms for Quality Assurance/Quality Control shall be strictly adhered to.
- 2) The contractor shall provide:
 - Sufficient additional manpower as required on specific requirement by Client.
 - Contractor shall ensure that hygiene and cleanliness is maintained while performing the service.
 - Provide breakfast, lunch, tea and snack items at timings as specified by SUDA/ OUA from time to time.
- 3) The contractor shall ensure that the manpower provided shall adhere to the following:
 - Etiquette and manners –
 - Be polite to Employees / Guests Service with a smile Good posture. Personal Hygiene, Appearance and Grooming –
 - No sick person should be engaged on duty.
 - Clean habits (avoid smoking, chewing tobacco, betel nut / pan, etc.)
 - While on duty Wear Clean Uniform Clean and properly cut & trimmed hair & nails.
- 4) Cleaning the Dining Area –
 - Daily Cleaning –
 - Sweeping
 - Mopping
 - Cleaning of Furniture
 - Cleaning of utensils properly
- 5) Contractor shall provide –
 - a) Good Quality Paper napkins
 - b) Good Quality Toothpicks (wooden)
 - c) Good Quality Crockery for cups, saucers, stirrers/spoons to be maintained for consumption of tea, coffee, soup etc.
 - d) Sugar sachet/sugar cubes along with tea to be served
 - e) Salt, pepper, sugar, pickle, saunf, mishri separately.
 - f) Its mandatory to use proper uniform by all the staff, serving gloves, chef-caps etc.
 - g) Adequate stock of high-quality raw materials, vegetables for cooking.
 - h) Adequate stock of all snack items round the clock.
 - i) Cleaning materials like brushes, dusters & Cleansing liquid/Bar for cleaning utensils.
 - j) Storage racks for showing foods.

k) Utensils like steel plates/thalis, spoons, katories, fork, knife for use during breakfast/lunch.

l) Bone china Tea cups along with saucers at all the times in sufficient quantity (min. 200 nos.) for serving to participants and meetings during the day. Anybreakage must be replenished within a day.

m) Sufficient number of saucers, cups, stirrers/spoons of good quality shall be maintained. Any breakage must be replenished within a day.

n) Sufficient number of water bottles of branded make shall be

8. Agency should ensure:

a) All cooking must be in standardized stainless steel of best quality (like SS 304), brass or in cookers.

b) Cooking shall be in the Hygienic Environment.

c) All consumables shall be of branded.

9. The food shall be prepared under hygienic conditions with utmost care.

10. Agency should have in house lodging-boarding facility of minimum 25 rooms with modern amenity.

D. APPROVED RATES / ITEMS:

	Royal	Premium	Classic	Working
Breakfast	- Rs. 200/-	- Rs. 175/-	- Rs. 150/-	- Rs. 120/-
Lunch	- Rs. 1000/-	- Rs.750/-	- Rs. 550/-	- Rs. 320/-
Dinner	- Rs 600/-	- Rs 400/-	- Rs. 300/-	
High Tea	-		- Rs 400/-	- Rs 200/-

SERVICE CHARGE & GST as applicable will be paid over and above the unit cost.

The prices of the items will be fixed during the contract period

Description	Royal	Premium	Classic	Working
Breakfast & Snacks	Masala Tea Coffee/ cold coffee, fruit juice. 1) Chhole Bature/ Alu Paratha, 2) Utapam/ Idli/ Upma, chatni, Ghugni 3) Vada/ Veg cutlet / Alu chop 4) cornflakes	Masala Tea/Coffee/ fruit juice. 1) Puri Sabji 2) Idli 3)Upma 4) Vada 5) Boiled egg/ Sweet 6) Banana	Milk Tea/Coffee 1) Idli 2) Upma 3) Puri, Ghugni 4) Boiled egg/ Sweet 5)Banana Snacks (Cake/ Biscuit)	Milk tea/ Coffee Idli, Upma, Vada, 1) Idli 2) Upma 3)Vada 4) Boiled egg/ Sweet 5)Banana Snacks (Cake/ Biscuit)

	with milk 5) Banana, Papaya 6)Boiled egg/ Sweet Snacks (Cake/ samosa, Biscuits dry fruits & nuts.	Snacks (Cake/ samosa, dry nuts)		
Lunch	Royal	Premium	Classic	Working
	(1) Steam / Jera rice, (2) Roti (3) Dal fry, (4) vegetable tawa fry, Mix veg, Paneer, Mushroom , (5) Mutton curry , Chicken kasa/ chili chicken, Fish curry, Prawn malai/ masala (6) veg & non veg soup, (7) Papad, Salad (8) Chatni, desert dish,	1) Steam / Jera rice, (2) Roti (3) Dal fry, (4) vegetable tawa fry, Mix veg / Seasoned veg curry, Paneer, Mushroom, (5) Chicken kasa/ chili chicken, Fish curry, Prawn curry (6) veg & non veg soup, (7) Papad, Salad (8) Chatni, desert dish,	1) Steam / Jera rice, (2) Roti (3) Dal fry, (4) vegetable tawa fry, Mix veg / Seasoned veg curry, Paneer, (5) Chicken kasa/ chili chicken, Fish curry, (6) Papad, Salad (7) Chatni, desert	1) Steam / Plain rice (2) Roti (3) Yellow dal, (4) vegetable tawa fry, Mix veg / Seasoned veg curry, Paneer. (5) Fish/ Chiecken curry (6) Papad, Salad

Dinner:

Royal	Premium	Classic	Working
(1) Steam rice, (2) Roti,Naan, (3) Dal Makhani (4) Mix vegetable (5) Paneer / Mushroom (6) Bone less Fish, Chicken (7) Veg/ Non veg soup, Fish Finger (8) Fish finger, Paneer Tikka (9) Salad	(1) Steam rice, (2) Roti, (3) Dal fry (4) Mix vegetable (5) Paneer / Mushroom (6) Fish/ chicken (7) Veg/ Non veg soup (8) Salad	(1) Steam rice, (2) Roti, (3) Dal fry (4) 1 Mix vegetable curry/ seasonal vegetable curry (5) Paneer / Mushroom (6) chicken (7) Salad	1) Steam rice, (2) Roti, (3) Dal fry (4) 1 Mix vegetable curry/ seasonal vegetable curry (5) chicken (6) Salad

High Tea Rs (400/-):

Veg patty, Veg/ Chicken sandwich, Veg Spring roll, Veg cutlet, Butter / Chocolate Cookies , Cheese cake, Muffin, Potato Chips , Green Tea, Coffee Capuchino.

High Tea Rs (200/-):

Veg patty, Veg/ Chicken sandwich, Veg cutlet, Butter / Chocolate Cookies , Potato Chips , Milk/ Green Tea, Coffee Capuchino.

Note :

- i. Sufficient drinking water shall be available during the training programme with 20 liter dispenser , Disposable glass, Glass water bottle
- ii. Shall ensure Availability of Tooth pick, Tissue paper (Large Size), Mouth freshener during Breakfast, Lunch & Dinner.

Lodging & Boarding:

- i. Delux Room (Double occupancy)- Rs 2600/- Room (Taxes extra applicable)
- ii. Standard Room (Single occupancy) – Rs 2300/- Room (Taxes extra applicable)

E. METHODOLOGY OF PAYMENT:

29. The Contractor shall submit his claim for the services rendered every 15 days based on Number of PAX supplied duly certified on day to day basis . These claims are to be

- made in the week immediately following the fortnight for which the bill is raised.
30. Payment shall be made within 7 days once a month after ascertaining the satisfactory Performance of Contractual responsibility carried out in the previous period.
31. No advance payment claims or running bills shall be entertained by SUDA.
32. Service tax or any other statutory levies shall be deducted at source as per the rules in force from time to time.

F. PENALTY CLAUSE:

33. Penalty on account of the following shall be levied on the contractor based on the assessment done by the WSC
- (a) Any insect/foreign particle found in the meal would attract penalty of Rs. 5,000/- per occasion.
 - © Consequences arising due to supply of adulterated/contaminated/ unhygienic food shall be the sole responsibility of the Contractor. Penalty towards the same shall be @ Rs, 3,000/- per occasion.
 - (d) Complaints on account of unclean utensils /not adhering to personal hygiene of workers, unsatisfactory maintenance of serving area, etc. shall attract penalty of Rs 1,000/- per occasion.
 - (e) Serving non-branded/unauthorized items or beyond expiry date shall attract a penalty of Rs. 1,000/- per occasion along with replacement with branded items.
 - (g) In case of Poor quality of food being served, genuine complaint as assessed by SUDA/ OUA shall attract penalty of Rs. 2,000/- per occasion.
 - (h) In case the food is not properly cooked, genuine complaint as assessed by SUDA/ OUA shall attract penalty of Rs. 2,000/- per occasion.
 - (i) Shortage of Food – Rs. 500/- per occasion.
 - (j) Shortage of Manpower – Amount at the discretion of OUA/ SUDA
 - (k) Misbehavior/Act of indiscipline by contractor's Personnel – Amount at the discretion of OUA/ SUDA including replacement of such Personnel.
 - (l) Deduction on account of substandard performance/non-performance of contractual obligation shall be done from regular bills of the Contractor or encashment of the performance bank guarantee.

34. For repeated failures to adhere to the conditions mentioned above, the penalty amount shall be doubled for ea

G. GENERAL CONDITIONS:

35. All the rules, regulations, laws and by-laws of the Municipal Corporation or any other local authority having jurisdiction over the demised premises shall be complied with by the party.

36. Applicable taxes, if any, shall be paid extra and TDS will be deducted from the billed amount as per Income Tax rules and Regulation.
37. Conditional bids shall not be considered and will be outrightly rejected in very first instance.
38. Each page of the tender should be signed by the tenderer or by his authorized signatories with seal of the agency.
39. Bids shall remain valid for 6 months from the last date of bid submission.
40. The received bids will be evaluated by the Committee of OUA/ SUDA on the basis of requisite documents. **To qualify in the Technical Evaluation, Bidder has to score at least 70 out of 100 Marks, as per the evaluation criteria in Annex-A. Financial Bid of non-qualified bidders shall be returned unopened. Lowest quoted financial proposal (Service charge in %) (Not less than 5%) of technically qualified bidders shall be the most responsive bidder for the assignment.**
41. In the event of more than one bidder have quoted same service charges, then bidder who shall score highest in technical evaluation shall be considered as selected.
42. SUDA reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
43. Successful bidder will have to execute an agreement within 15 days of acceptance of the offer in the form of lease with SUDA/ OUA on a non-judicial stamp paper as per the Stamp Act.
44. The EMD of qualified bidders will be converted into performance security.
45. The offers of the agency who do not fulfill the requisite criteria and who do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
46. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
47. All legal matter will be under Bhubaneswar Judiciary only.
48. The payment will be made fortnightly through account payee cheque/ electronic transfer.
49. The bids can be sent to us by Hand/ Speed post/ Courier so as to reach the marked address within the due date and time. Late bids due to postal/courier etc. delay will not be accepted. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof.
50. The vendor should read the Tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication. Any lack of information shall not relieve the bidder of its responsibility to fulfill its obligations under the Bid. Banker's details of quoting firm/ vendor should be clearly mentioned as attached.
51. Conditional tenders shall not be accepted.
52. Late and delayed tender will not be considered. In case any unscheduled holiday occurs

on prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

53. The tenders are liable to be rejected if the conditions mentioned in the tender documents are not complied with. The tender should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.

54. SUDA may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lower bid, without thereby incurring any liability to the affected bidder or bidders.

55. SUDA at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the order.

56. Furnishing of wrong/ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a malafide/ fraudulent intent.

57. SUDA may waive off any minor informality non-conformity or irregularity in a bid stage which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

58. A responsive bid is one in which the bid is substantively responsible i.e. the bid which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Security deposit, Applicable law, and Taxes & Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

59. Any effort by a Bidder to influence SUDA in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's bid. The tender proposals may be given in the format attached herewith.

60. The decision of SUDA with respect to any of the matter pertaining to the tenders for hiring of agency for providing catering services at hostels shall be final and binding and shall not be called in question.

61. The payment shall be released on monthly basis after satisfactory service on submission of bill in duplicate by the agency. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.

62. The agency/agency shall be an independent entity engaged to produce the required result and compliance with all law and regulations applicable in this behalf and also keep institute authority and its officers indemnified for any breach or default.

63. SUDA reserves right to inspect all/ the premises, the mess facilities and other facilities at anytime during the tender process.

64. If during evaluation of Technical Proposal and/or Financial Proposal, the score or the bid price is tied then the agency having more number of experience and more credibility shall be preferred for evaluation.

65. SUDA at its sole discretion, reserves the right to accept or reject any of the tenders without any reason in the evaluation and comparison of the same.

H. EVALUATION OF OFFERS:

The evaluation Shall be done as following manner:

S. No	Main Criteria and weights out of total 100 marks	Sub criteria	Marks
1	Average Annual turn Over – 25 Mark	Turn over- Rs 100 lakh -15 Mark . For every additional 5 lakh – 2 mark shall be awarded subject to 25 mark	25
2	Similar experience of supplying food services in Government/ Semi government/ PSUs etc in last 5 years as on 30.09.2023 and minimum annual Billing under a single contract shall be minimum of Rs 10 Lakhs or more.	Each similar contract shall be awarded 5 mark subject to 30 Mark. Similar experience in	30
3	Total no of personnel in Payroll	For 20 persons- 10 Mark. For every additional 5 numbers 1 mark each subject to maximum 15 Mark	15
4	Experience in Bhubaneswar	Experience in Bhubaneswar – 10 Mark (Number of Similar assignments in Bhubaneswar of minimum annual Billing Rs 5 lakhs under a single contract - 2 Mark each subject to 10 Mark)	10
5	Food tasting	Preparation & presentation of food, committee physical verification of each category breakfast & lunch as mentioned in Section-D to be intimated to Bidder and date for presentation.	20 Mark
	Total Marks		100

Note : For SI-5 as Above : A designated committee shall verify the taste and quality of foods from each category of breakfast and lunch . Accordingly, marks shall be given.

Annexure-A

Technical Proposal Submission

Letter No

Place

Date:

From:

Name of the Consultant with complete address

To,

State Urban Development Agency

H&UD Department, Government of Odisha

Vivekananda Marg, Bhubaneswar- 751014

E mail : sudaodisha1990@gmail.com;

Sub: Request for Expression of Interest for Empanelment of Agency to Providing Catering Services at Odisha Urban Academy, Bhubaneswar & State Urban Development Agency (SUDA), Bhubaneswar

Sir,

We the undersigned offer to provide the services for above in accordance with your request for Expression of interest dated xx.xx.xxxx. We are hereby submitting out technical proposal (As per Appendix-A) in hard copy.

We have examined the information provided in your EoI and offer to undertake the work described in accordance with requirements and fee payable specified in the EoI. This proposal shall be valid till 120 days and we confirm the proposal remain binding upon us and may be accepted by you at any time before expiry date.

We accept that any contract that may result will comprise the contract documents issued with the EoI and can be based upon the documents submitted as part of our proposal; and placed by the (Name of the agency/ Institution). The proposal has been arrived at Indecently and without consultation, communication, agreement or understanding) for purpose of restricting competition) with any other party invited to tender for this contract.

We declare that all the information and statements made in proposal are true and accept that any misinterpretation contained in it may lead to disqualification.

I confirm that I have the Authority (Name of the Institution) to submit proposal / tenders and to clarify the details on its behalf.

We understand you are not bound to accept any proposal you receive.

Yours Sincerely

Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Technical Bid (Part-I) – T1

BIDDER'S DESCRIPTION

1	Name of the Firm/Agency (Agency should furnish the Registration details with the documentary evidence) & Year of establishment	
2.	Address of Office/ Owner's residence	
3.	Telephone No. Mobile No. E-mail	
4.	Valid license for running catering agency from Municipal Corporation. (License No)Enclose Copy	
5.	Food License Registration Certificate (Enclose Copy)	
6.	GST No	
7.	PAN No.	
8.	Aadhar No.	
9.	No. of years of experience in the field of similar assignments (Supplyi ng food to Government/ Semi Government/ PSUs	

	organizations)	
10	Copy of Audited Financial Statement for last Three Financial Years (20-21,21-22,22-23)	
11	Blacklisted or debarred	Yes/No
13	Statutory Requirements	1) Labor Registration Details 2) EPF, ESI, Gratuity Registration Details (Enclose copy of latest remittance of EPF &ESI made by Agency). 3) FSSAI Registration (Copy of certificate)
14	Complete details the Vendor/Agency	
15	Tender processing fee of Rs. 2500 is enclosed herewith vide DD no -----Dated drawn on,,,,,,,,, (name of the Bank)	
16	EMD fee of Rs. 50,000/- is enclosed herewith vide DD no -----Dated drawn on,,,,,,,,, (name of the Bank)	
17	Number of person in Payroll as on 31.09.2023.....	

[Form T2 -PAST EXPERIENCE]

Details of the similar assignments undertaken / completed during the last Five years as on 31.09.2023

S. No.	Name of Project	Name of Client with address and contact numbers	Date of Award of Contract	Date of completion of assignment (for both completed and ongoing projects)	Period of Service	Contract Value (in INR)	Total Payment Receipt in INR	Description of services provided
(1)	(2)	(3)	(4)	(5)	(6)	(8)		(9)

N.B. : Copies of the Work Orders / Completion Certificates/Performa certificate / Payment receipt till date certificate from CA /from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.

Authorized Signature

[In full and initials]: _____

Name and Designation of Signatory: Name of

the Bidder:

[Form T3 – SIMILAR EXPERIENCE IN BHUBANESWAR]

Details of the similar assignments undertaken / completed in Odisha during the last Five years:

S. No.	Name of Project	Name of Client with address and contact numbers	Date of Award of Contract	Date of completion of assignment (for both completed and ongoing projects)	Period of Service	Contract Value (in INR)	Total Payment Receipt in INR	Description of services provided
(1)	(2)	(3)	(4)	(5)	(6)	(8)		(9)

[FORM T4 – FINANCIAL CAPACITY]

S. No.	Period (Last 3 FYs)	Financial Turnover from the similar service in INR	Average Turnover from the similar service in INR
1.	2020-2021		
2.	2021-2022		
3.	2022-2023		

Certificate from the Statutory Auditor

This is to certify that [Insert name of the bidder with detail address] has the annual turnover against the respective FY on account of providing similar service.

Seal and Signature of the Auditor

Authorized Signature
_____ [In full and initials]: _____

Name and Designation of Signatory: Name of the Bidder:

[FORM T5 - SELF UNDER TAKING]

I/we, hereby undertake that, our company has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature

[In full and initials]: _____

Name and Designation of the Signatory: Name of the Bidder and Address:

Annexure-B

FINANCIAL PROPOSAL SUBMISSION FORM

To,

State Urban Development Agency (SUDA)
H & UD Department, Govt of Odisha
Adjacent to Bhubaneswar Municipal Corporation office
Vivekananda Marg, Bhubaneswar
Pin: 751012, Email: sudaodisha1990@gmail.com

Dear Sirs,

We undersigned, to offer to providing the service for empanelment for Providing Catering services at Odisha Urban Academy and State Urban Development Agency in accordance with your request Expression of Interest (Eol) [Insert date] and our technical proposal. Our attached financial proposal is for sum of [insert amount in words and amount]. The amount is exclusive of the domestic taxes.

We herby confirm that our financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations up to expiry of the validity period of the proposal.

We understand you are not bound to accept any proposal you receive.

Yours Sincerely

Authorized Signatory
Name & Address of the Firm

Financial Form

Fixed Cost for each Category;

	Royal	Premium	Classic	Working
Breakfast	- Rs. 200/-	- Rs. 175/-	- Rs. 150/-	- Rs. 120/-
Lunch	- Rs. 1000/-	- Rs. 750/-	- Rs. 550/-	- Rs. 320/-
Dinner	- Rs 600/-	- Rs 400/-	- Rs 300/-	
High tea	- Rs 400/-			

Lodging & Boarding:

- i. Deluxe Room (Double occupancy)- Rs 2600/- Room
- ii. Standard Room (Single occupancy) – Rs 2300/- Room

- To be quoted: Service Charge in % (Not below 5%) (_____) will be over and above the unit cost. Bidder quoted less than 5% shall be rejected. In the event of more than one bidder have quoted same service charges , then bidder who shall score highest in technical evaluation shall be considered as selected
- GST extra as Applicable.
- Offer shall be valid for 1 year. No changes accepted in the period of service.

I have read all terms and conditions and I shall be agreed to them.

Place:

Date:

Signature of the Tenderer