



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



No. - 893

Date:- 08.04.2025

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, 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 **22.04.2025 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 **23.04.2025 at 11.00 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.

**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	08.04.2025
Last date & time for submission of Bid Documents	22.04.2025, 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 23.04.2025, 11.00 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.


Principal
SITE, Bhubaneswar

I. Introduction:

Sealed Tenders are invited from interested Catering Agency to provide cooked food for participants of different trainings and other programmes organized at State Institute of Training and Extension (SITE), Baramunda, Bhubaneswar at different times for the period of **two years from the date of engagement**. Contract may be extended for further period of one year on satisfactory performance and recommendation of a committee constituted by the Principal, SITE.

Different training programmes / workshops are organized at State Institute of Training and Extension (SITE), Baramunda, Bhubaneswar round the year. For this purpose, food arrangement is to be made which includes Breakfast, Lunch, Tea & Snacks and Dinner at SITE, Baramunda, Bhubaneswar.

Interested Catering Service providers, having valid documents and requisite eligibility criteria, are requested to submit their tenders / bids in a sealed cover super scribing "Tender for selection of catering agency for supply of food for different trainings and other programmes organized by Principal SITE, Baramunda, Bhubaneswar. The last date of submission of the Bid is on / before **22.04.2025** by **4.00 P.M.** in the office of the **Principal SITE, Baramunda, Bhubaneswar, 751003**. The Tender document can be downloaded from the website: <https://agri.odisha.gov.in/> The details of the Tender documents are enclosed herewith. The sealed tenders will be opened by the tender committee on 23.04.2025 at 11.00 AM in the office of the Principal SITE, Baramunda, Bhubaneswar 751003 in presence of Tender Committee and tenderers /representatives of the tenderers.

After scrutiny of the Technical Bid documents, the technically qualified Bidders will have to present the sample food based on the items before the Tender Committee to be intimated later on for food tasting.

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

A. Eligibility Criteria:

1. The bidder must have minimum three year experience in providing catering services in the Central Govt./State Govt. Training Institutions. (the bidder should submit copies of work order & completion certificate 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/ Cuttack locality. (Proof of Address to be submitted)

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**) 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 / work orders / experience certificate from previous clients.
 - viii) Valid Food License
 - ix) Original Affidavit regarding no pending police case against the bidder and not blacklisted at any point of time.
 - x) All the pages of the proposal and enclosures are signed or not by the authorized representative.
 - xi) 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.	Experience in providing catering services in no. of training institutions <ul style="list-style-type: none"> • 1 institution - 5 marks • 2 institutions - 10 marks • 3 institutions - 15 marks • 4 or more institutions - 20 marks (Must submit relevant document in support)	20
4.	Food Tasting <ul style="list-style-type: none"> • Quality of Food - 10 Marks • Taste of Food - 10 Marks • Neatness & Cleanliness - 10 Marks • Food Presentation Skill - 10 Marks 	40

N:B: Bidders securing 40 marks or above out of Total 60 marks (Sl.No.-1 to 3) 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 4) 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.

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, 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. 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 men 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.

B. Information and condition relating to submission of Bids

1. Information and condition relating to Bids

The bid will be available from 08.04.2025 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 **22.04.2025, 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 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 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

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.	Up-to-date GST Clearance Certificate (in GSTR-3B)	YES/NO
9.	List of Past Experiences along with work order and completion certificate	YES/NO
10.	Original Affidavit regarding no pending police case against the bidder and not been blacklisted at any point of time	YES/NO
11.	Sealed Financial Proposal	YES/NO

Date:

Signature of the Bidder /Authorized person

Place:

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/-.

**Signature of the
Bidder / Authorized Signatory**