



## **EXPRESSION OF INTEREST (EOI)**

**For**

**Empanelment of Agency and Rate For Providing Catering  
Services at Collector Office, Cuttack**

**EOI No. 1818 / Date: 02.09.2025**

**OFFICE OF THE COLLECTOR, CUTTACK**

At/Po- Chandini Chowk, Dist.- Cuttack, Pin- 753002, Odisha

Phone No- 0671-2508100

Email: dm-cuttack@nic.in

## Schedule of RFP Process

<b>Sr. No.</b>	<b>Description</b>	<b>Date &amp; Time</b>
1	<b>Period of availability of RFP document:</b>	Dt 04.09.2025, . Downloadable from Website <a href="https://cuttack.odisha.gov.in">https://cuttack.odisha.gov.in</a>
2	<b>Last date for receipt of RFP:</b>	Dt. 18.09.2025 by 04.00 PM. Through Registered Post/ Courier/ Speed post. No drop box facility available and Hand delivery is not allowed.
3	<b>Place of submission of RFP:</b>	Office of the ADM, Development Collectorate, Cuttack At/Po- Chandini Chowk, Dist- Cuttack Pin- 753002, Odisha.
4	<b>Date and Time of opening of Technical Proposal</b>	Dt. 19.09.2025 at 11.30 AM.
5	<b>Presentation by qualified Bidder</b>	Dt. 19.09.2025 at 11.30 AM.
6	<b>Opening of Financial Proposal</b>	Will be intimated after evaluation of Technical Bid
7	<b>For further information:</b>	The Collector Collectorate, Cuttack At/Po- Chandini Chowk, Dist- Cuttack Pin- 753002, Odisha. <b>Email-</b> dm-cuttack@nic.in

## CONTENTS

Sl. No.	Description of Items	Page reference
	<b>PART-I Bid Document</b>	
1.	Notice Inviting Bid/tender/EoI	6-8
2.	Section-A Eligibility Criteria	9
3	Section-B Scope of Work	10-13
4.	Section-C Instruction to Bidders	14-17
5.	Section-D Commercial Terms and Conditions	18-20
6.	Section-E Financial Terms and conditions	21-22
7	Section-F Special Terms and conditions	23-24
8	Annexure-I (Bidder Information Form & Commercial data sheet)	25-26
9	Annexure-II (Affidavit regarding Black Listing and authentication of bid documents certificate)	27
10	Annexure-III (Format of Power of Attorney)	28-29
11	Annexure-IV (Affidavits on Terms and Conditions of Expression of Interest)	30
12	Annexure-V (General Information for Hiring of Vehicle)	31
	<b>Part –II Price Bid</b>	
13	Bill of Quantity	32-33

## **DISCLAIMER**

The information contained in this Expression of Interest (EOI) or any other information provided subsequently to the Bidder(s), whether verbally or in documentary or any other form by or on behalf of Office of the Collector, Cuttack is provided to interested parties on the terms & conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor an invitation by Office of the Collector, Cuttack to interested parties who apply for empanelment (henceforth "Bidders") in response to this EOI. The purpose of this EOI is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for their empanelment of the respective services.

Office of the Collector, Cuttack makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained herein or deemed to form part of this EOI or arising in any way from this empanelment process.

Office of the Collector, Cuttack may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI. The issue of this EOI does not imply that Office of the Collector, Cuttack is bound to empanel any Bidder(s) or select any Bidder(s) for any project. Office of the Collector, Cuttack reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Office of the Collector, Cuttack or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Bidder and Office of the Collector, Cuttack shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the proposal, regardless of the conduct or outcome of this EOI and related processes.

Notice No. 1818, Date: 02.09.2025

**Request for Expression of Interest (Eoi) for Empanelment of Agency and rate for Providing Catering Services at Collector, Cuttack**

**Bid Identification No. :**

The Collector, Cuttack on behalf of Office of the Collector, Cuttack invites Eoi in two bid systems (Part-I - Technical Bid and Part-II - Financial Bid) in conformity with the detailed terms and conditions of Request for Expression of Interest (Eoi) from eligible bidders meeting the minimum Eligibility Criteria for empanel agencies and rates for Providing Catering Service, as detailed herein, which are to be provided as per actual requirement by the authority. The bid documents are available in the official website:<https://cuttack.nic.in/>. and also available in the office of the under signed. The bid documents can be downloaded from the website and also be collected from the office of the undersigned by payment of the bid cost. The completed bid documents should be submitted in the office of the undersigned BY SPEED POST/ BY REGISTERED POST/BY PERSON IN HAND/BY COURER SERVICE before the last date and time of closing of the bidding period by eligible Agency/Contractor.

Sl. No.	Name of work	EMD in Rs.	Cost of Bid Documents (including 18% GST)	Agreement Period
1	2	3	4	5
1	Providing Catering service as and when required for one year (year 2025).	<b>Rs.1,00,000</b>	Nil	12 months

1. Mode of Submission of Bid document: Bid document must be submitted offline only in the office of the undersigned.
2. The bidders desirous to participate in bidding should follow the changes/ modifications/ addendum to Bid documents if any in the official website time to time.
3. The original documents i.e., Affidavits, Undertakings & Certificates as per the Schedules and Annexure of Bid document that should be submitted for verification during evaluation of the Bid.

### Critical Dates:-

Sl.No	Description	Critical Dates
(i)	Period of availability of Bid Document	: 04.09.2025
(ii)	Last date & time of submission of Bid	: 18.09.2025 At 4.00 PM
(iii)	Date & time of opening of Technical Bid (Part-I)	: 19.09.2025 at 11.30 AM
(iv)	Date & time of opening of Financial Bid (Part-II)	: Will be intimated after evaluation of Technical Bid (Part-I)

### Minimum Eligibility Criteria:

Agencies/firms must meet the following criteria to be eligible for empanelment:

1. The bidder must be a firm/agency registered with competent authority as per relevant law.

The registration certificate should be submitted.

2. The bidder should have own set up of hygienic kitchen confirming to food standards with minimum 25 employees in payroll working in catering and hospitality services.

The bidder must have labour license for above nos. of employees.

3. The bidder should have minimum of **05 years of experience** in the business of providing catering services. A copy of orders/contract/MoU/bills is to be submitted to satisfy the above condition.
4. The bidder must provide **05 (five)** Contracts with Government Department/Semi Govt./PSUs clients to whom similar services have been provided in the last three years with each contract value of more than Rs **Two Lakhs**. Certificate from chartered accountant to be furnished as regards to amount of services provided under the contract along with contract copy.
5. The average annual turnover for the last three financial years shall not be less than Rs.**50.00 lakhs**.
6. Participants in the Bidding must have GST registration.
7. The bid for the work shall remain open for acceptance for a period of 30 (**Thirty days**) from the date of opening of price bids. If any Bidder withdraws their bid

before the said period or makes any modifications in the terms and conditions of the bid, the earnest money of bidder shall stand forfeited.

8. All amendments, clarifications etc. will be available in the official website of Collector, Cuttack. Bidders should regularly visit the above website to keep themselves updated.
9. Authority reserves the right to reject any or all the bid/tenders without assigning any reasons thereof.

## Section-A

### Eligibility Criteria:

Agencies/firms must meet the following criteria to be eligible for empanelment:

1. Must be a licensed and registered Catering service agency/firm under relevant local laws. Food license /FSSAI under Rule 4 of Food Safety & Standard Act (FSSA) 2006 (Act 34 of 2006).
2. The bidder should have own set up of hygienic kitchen confirming to food standards with minimum 25 employees in payroll working in catering and hospitality services. The bidder must have labour license for above nos. of employees.
3. The bidder should have minimum of **05 years of experience** in the business of providing catering services. A copy of orders/contract/MoU/bills is to be submitted to satisfy the above condition.
4. The bidder must provide 05 (five) contracts with Government Department/Semi Govt./PSUs clients to whom similar services have been provided in the last three years with each contract value of more than Rs Two Lakhs. Certificate from chartered accountant to be furnished as regards to amount of services provided under the contract along with copy of contract.
5. The average annual turnover for the last three (2022-23, 2023-24 & 2024-25) financial years shall not be less than **Rs.50.00 lakhs. Certified copy of Chartered Accountant with valid Unique Document Identification Number (UDIN).**
6. Participants in the Bidding must have GST registration.
7. EFP/ ESI Registration Certificates along with up to date ECR deposited if any
8. Labour license/Registration under the contract Labour (Regulation & Control Act, 1970) if any.
9. Bidder has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/Office or by any Public Sector Undertaking (PSUs)

**Documentary proof in support of fulfillment of all the eligibility criteria must be provided by the bidder.**



## Section-B

### **Scope of Work**

#### **2. Scope of Work:**

2.1 The scope of work includes the following:

- (a) Providing different types/quantity of food in different days as per the Collectorate Office requirements.
- (b) Maintaining the venue in excellent clean and hygienic condition, ensuring they are clean before and after the event, and comply with all safety standards.
- (c) Providing well-trained, experienced, manpower with proper dress code /uniform.
- (d) Sufficient man power to be deployed to serve in the event. At least 10 nos. man power for service up to 50 person's event and for every additional 20 persons extra 3 nos. manpower to be deployed
- (e) Offering competitive rates for food items on per plate/person basis
- (f) Providing timely invoicing and ensuring smooth payment processes.
- (g) Ensuring compliance with all relevant local food regulations.

Sealed **Expression of Interest (Eoi)** are invited in prescribed format in two bid system from interested reputed Agencies /Contractor or private individuals having valid GST Registration for providing food catering service which shall confirm to the Terms and Conditions of the bid document of **Office of the Collector, Cuttack**

2.3 The service will be start from the date of signing of Agreement for one year at the rate of L1 bidder (excluding GST). The category of food required are as per Bill of Quantity and the quantity may increase or decrease up to any extent as per requirement. The quantity mentioned in the bill of quantity are tentative and for evaluation purpose only. The period of contract can be extended based on satisfactory performance for further duration on the same terms and conditions with mutual consent.

2.4 **RECOMMENDED MENU:** (As per the direction of the Authority)

Sl. No.	Item	EXECUTIVE	DELUXE	STANDARD	WORKING
<b>1</b>	<b>Refreshment (Mid-session Tea /Coffee (Forenoon)</b>				
	i) Masala Tea/Coffee/Cold coffee/fruit Juice (any two) ii) 3 type of Dry Fruits/2 Veg Sandwich, iii) 2 pcs millets cookies, iv) 4 pcs Khajoor	All	Item- i ,ii, iii	Item-i, iii, iv	Item- i, iii
<b>2</b>	<b>Buffet Breakfast</b>				
	i) Masala Tea/Coffee/Cold coffee/fruit Juice (any two). ii) Chhole Bhature/ Alu Paratha/ Uthapam/ Idli/ Upama (Any two). iii) Vada/ Samosha/ Veg cutlet/ Aaluchup (Any two). iv) Cornflakes with milk/ Bread (Jam/Butter)/ Sandwich (Any one). v) Fruits- Banana/Apple/ Orange/ Papaya/ Grapes/etc ( Any or all) vi) Boiled egg/ Sweet (all) vii) Cake/ Biscuit/Dry fruit/Nuts (Any two). viii) Aaloo curry/ Ghuguni/ Chatni/ Sambar/ Sauce (Tomato/Green Chilli/ Red Chilli/Schezwan) (Any three).	All	Item-i, ii, iii, iv, vi, viii	Item- i, ii, iii, vi, vii, viii	Item-i, ii, iii, vi, viii
<b>3</b>	<b>Buffet Lunch</b>				
<b>i)</b>	Veg soup/ Non-veg soup	All	Item-i, ii, iii, iv, v(any	Item-i, ii(1 each),iii[a(any one)], iii[b(any	Item-i, ii, iii[a(any one)],
<b>ii)</b>	Veg & Non-veg starter – 2 each.				

<b>iii)</b>	(a) Steam rice/ Jira Rice/ Fried rice/ Veg Polao/ Biryani/ Similar (Any two)  (b) Roti/ Paratha/ Kulcha/ Puri/ Tanduri roti/ Nan/ Similar (Any two)		two), vi, vii, vii (any two), viii (any two)	one), iv, v (any two), vi, vii, viii (any two)	iii [b (any one), iv, v (any two), vi (any one), vii (any two), viii (any one)]
<b>iv)</b>	Dal fry/ Dal Tadka/ Dal Makhani/ Dalma/ Yellow Dal (Any one)				
<b>v)</b>	Veg fry/ Mix veg / Veg Malai kofta/ Veg Manchurian/ Paneer / Mushroom / any Seasonal Veg Curry/ Similar (Any three)				
<b>vi)</b>	Mutton/ Chicken / Fish / Prawn / Crab / Similar etc (Any two)				
<b>vii)</b>	Papad, Pickle/ Chutney, Green Salads/ Sprout Salad/ Curd (all)				
<b>viii)</b>	Desserts 02 Nos. Sweet/ Icecream/ Kheer/ Puding (any three)				
<b>4</b>	<b>Dinner</b>				
<b>i)</b>	Veg soup/ Non-veg soup (all)				
<b>ii)</b>	Veg & Non-veg starter – 2 each.				
<b>iii)</b>	Fried rice/ Steam rice/ Jeera rice/ Biryani/ Roti/ Kulcha/ Tanduri roti/ Nan/ Paratha (Any three)				
<b>iv)</b>	Dal fry/ Dal Makhani/ Yellow Dal (Any one)	All	Item- i, ii, iii (any two), iv, v (any two), vi, vii (any two), viii (any two)	Item- i, iii (any two), iv, v (any two), vi (any one), vii (any one), viii (any one)	Not required
<b>v)</b>	Veg fry/ Mix veg / Paneer / Mushroom / any Seasonal Veg Curry (Any three)				
<b>vi)</b>	Mutton/ Chicken / Fish / Prawn etc (Any two)				
<b>vii)</b>	Papad, Chutney, Green Salads/ Sprout Salad				

<b>viii)</b>	Desserts 02 Nos. Sweet/ Icecream/ Kheer etc.(all)				
<b>5 (a)</b>	<b>High Tea (Category-I)</b>				
<b>i)</b>	Masala Tea/ Coffee/Health Drink/ Milk shake/Fruit Juice (Any Three)	All			
<b>ii)</b>	Veg/Non Veg Sandwich				
<b>iii)</b>	Veg Spring Roll/Veg/Non Veg Cutlet(any two)				
<b>iv)</b>	Millets Cookies & Dry fruits				
<b>v)</b>	Muffin, Papadi Paneer, Potato Chips (Any two)				
<b>5(b)</b>	<b>High Tea (Category-II)</b>				
<b>i)</b>	Green Tea, Milk Tea , Coffee, Fresh Lime Juice(Any three)	All			

**Section-C**  
**INSTRUCTION TO BIDDERS (ITB)**

**A. General.**

1. Bid/tenders must be submitted in English Language only.
2. Incomplete / telegraphic or conditional Bid/tenders are not acceptable.
3. Prices quoted must be firm and fixed. Variations and escalations will not be allowed.
4. Departmental terms and conditions and specifications must be accepted in full by the bidder and in token thereof the bidder must sign at the bottom of each page of the document and submit the same with Bid/tender document.
5. At any time prior to the last date of submission of bid, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by any intending bidder, modify the Bid/tender document by issuance of corrigendum / Addendum.
6. The quantity of all category required to be changed/increase/decrease as per requirement, is subject to alteration without prior information.
7. The Bidders are required to furnish their offers in the price bid both in words & figures and as per the format supplied in the Part-II (BoQ). The amount quoted in word will be considered for evaluation and acceptance, in case of mismatching the word with the figure.
8. Food catering service must be provided within the period specified in the notice after placing the work order by the Client/ Authority.
9. Canvassing in any manner is strictly prohibited. The same will lead to rejection of the Bid/tender.
10. Proof in support of experience/turnover/certificate of registration should be enclosed. **(Ref: Section-A)**.
11. Power of Attorney to sign the agreement on behalf of Bidder & Partnership Deed Articles should be supplied in hard copies.
12. Bid/tenders will be accepted & opened as per information mentioned in the notice-inviting Bid/tender.

13. The technical bids (Part-I) shall be opened on 19.09.2025 at 11.30 AM. in the office of the Collector, Cuttack in presence of bidders or their authorized representatives, who may prefer to remain present at the time of opening.
14. Submission of Bid/tenders: The Bid/tender shall be submitted physically through the Speed post/ Registered post/ By person/By Courier as stated earlier.
15. Bidders blacklisted by any Govt Department, PSU or Government Company are not eligible. In this regard an Affidavit demonstrating such fact of is required to be provided.
16. The bidders should submit the copies of the following documents in bid
  - a) GST registration certificate.
  - b) Certificate and Proof as per eligibility Criteria.
  - c) PAN card.
  - d) Power of Attorney to sign the Bid and Agreement.
  - e) Affidavit for authentication of documents as per Annexure (IV).

17. **SUBMISSION OF BID/TENDERS**

The bid documents should be submitted before the schedule date and time.

a) **Bid Documents:**

Bid documents consisting of technical bid(Part-I) & price bid (Part-II) shall be submitted in two Separate sealed envelopes and the two envelopes are to be kept in one big envelop with clearly mentioning the Bid Identification No. and complete address of the bidder on the cover and sealed properly.

b) **Bid Price:**

In case of submission of Bids (Part-II) **Bill of Quantity** shall be made available to the bidder. The bidder shall fill up the rate against all the items and fill rates both in figures and word at the appropriate location. The quoted rate in word is final for consideration and acceptance. The bidder is not supposed to change or modify or over write the rate or amount. If required, the bidder may use additional sheets for submitting the BoQ with proper clarify and legible writing.

c) **Bid Security/EMD:**

- (i) The bidder shall submit **EMD/Bid security** for the amount as mentioned above **and cost of Bid document** for the amount as mentioned above of the detailed Notice Inviting Bid/tender.
- (ii) The EMD will be forfeited in any of the following case.
  - 1. If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
  - 2. In the case of a successful Bidder, If the Bidder fails within the specified time limit to
    - i. Sign the Agreement / contract or
    - ii. Furnish the required ISD and Performance Security.
  - 3. In case of submission of Bids physically, if any of the statements, documents, and certificates of the bidder is found to be false/ fabricated/ bogus, the bidder will be blacklisted and his EMD/ Bid Security shall be forfeited.

d) **Submission of Bid:**

In case of submission of bids by the bidder and the copy/copies of documents as required as per Bid. The bidder shall have to produce the original documents in support of copies & statements on demand by the Authority prior to award of contract-failing which action as per Bid document will be initiated.

In case of submission of Bids, **the bidder shall submit only single copy of the bid document**. They are required to check the documents with the requirement asked for in the bid. The bids shall not be considered responsive and action as per relevant clause shall be taken if they does not provide the required documents or provided illegible document. Clarity of the document may be ensured.

The bidder is required to submit one bid only. If any bidder submits multiple bids, then all the bids will be summarily rejected for that particular bidder.

e) **Late Bids:**

In case of submission of Bids through any means as indicated above, submitted after closure of the receipt time the bid shall be rejected. Submission of bid in time is the responsibility of the bidder. The Authority in no way responsible for the same.

f) **Bid Opening:**

For all bids submitted physically in due time, the bidders who participated in the bidding can witness opening of the bid at opening place.

g) **Evaluation:**

- (i) The technical and price bids will be evaluated based on the minimum eligibility criteria prescribed for the bidders. After the technical evaluation, the price bids of only eligible bidders shall be opened.
- (ii) All the quoted price excluding GST will be considered totally for evaluation purpose.
- (iii) If more than one bid is quoted same rates either at the estimated cost put to tender or less than the estimated cost put to tender, the accepting Authority will finalize the tender through a transparent lottery system where all bidders / their authorized representative will remain present.

18. The offer without bid security or not confirming to minimum eligibility criteria or received without cost of bid document will be rejected.

19. The lowest offer having all required documentary evidence will be accepted by the competent authority after due negotiation on commercial terms and price offer.

**Section-D**  
**TERMS AND CONDITIONS**

**1. Rate:**

The offer should indicate the unit cost of the items exclusive of GST. The unit cost, however should be inclusive of incidental charges if any.

**2. GST etc.:**

GST as prescribed both under Central and State Government rules would be applicable.

**3. Bid Security Deposit:**

- (a) Bid security deposit as specified in the bid document is required to be deposited in shape of DD/TDR/Bank Guarantee/FD are to be pledged in favour of The **“Collector, Cuttack” payable at Cuttack** along with the bid without which the bid will not be accepted. No interest will be payable for the bid security amount under any circumstances. The bid security shall remain valid for a period of 45 days beyond the bid validity period.
- (b) The tender paper cost shall be deposited in shape of Demand Draft only drawn in favour of **“The Collector, Cuttack Payable at Cuttack”**
- (c) Bid security would be refunded without any interest to the unsuccessful bidders after issue of the work order to the lowest responsive bidder.
- (d) Bid security would be forfeited in case of non- compliance of the work order by the successful bidder. Without bid document cost and bid security, the bid submitted by bidder will be not be considered.

**4. Performance Security :**

The successful bidder must deposit the Performance security @3% of the estimated contract price based on the BoQ items with the **“Collector, Cuttack Payable at Cuttack”** during signing of Agreement in shape of fixed deposit receipt from a Nationalized/Scheduled Bank / irrevocable Bank Guarantee from a nationalized/scheduled Indian bank. The validity of security will be for a period of 60 days beyond the date of completion of all contractual obligations. The EMD/bid security deposited with Collector, Cuttack shall be refunded to the successful bidder on receipt of performance security by the Collector, Cuttack.



**5. Quantity:**

The quantities of the items mentioned in this bid document are subject to revision according to requirement. The quantity of all Items may vary up to any extent in less or excess.

**6. Validity of Offer:**

The offer must be kept valid for a period of 30( Thirty) days from the date of opening of the Price Bid. No escalation of price except the admissible tax component within the schedule period would be accepted. The validity can be further extended with mutual consent.

**7. Dispute:**

For adjudication of any dispute between the Client and the Bidder arising in this contract to be settled mutually. In case of failure, reference can be made to relevant court of law in State of Odisha.

**8. Additional terms:**

In case it is found necessary at a later date before execution of the contract to include any other clause in this contract / bid document, that shall be appended to this document in shape of corrigendum / addendum as the case may be.

**9. No further discussion/interface will be held with the bidders whose bids would be Rejected/Disqualified/Technically Disqualified.**

**10. The Technical bids would first be taken into consideration by the Committee. The Technical bids shall be opened on the scheduled date and time in presence of the representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one person authorized for each bidder shall be allowed to be present at the time of opening the tender. For attending the Bid Opening, no separate intimation shall be given to the Participating Agency.**

**11. The registered office or one of the Branch Offices of the Service Provider should be located within Bhubaneswar/ Cuttack. In case there is no Branch Office, the successful bidder will have to open branch office within two months of signing the agreement.**

**12. All documents submitted shall be consecutively numbered having signature of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender document.**

**13. The Collectorate, Cuttack reserves the right to call for any document in original including the bank account to verify the veracity of the documents.**



## Section-E

### **FINANCIAL TERMS AND CONDITIONS**

The following **terms and condition** must be fulfilled by the successful bidder for providing food catering service to The Collectorate, Cuttack for one year (12 month).

1. The rates are to be quoted in the prescribed format at Part-II (BoQ). All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy the amounts stated in words shall prevail. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids. **Financial Bid Submitted in Open form shall be summarily rejected.**
2. The rates are to be quoted excluding GST.
3. The quantity mentioned in the price bid are subject to change as per requirement and can be increased or decreased up to any extent.
4. The quantity of food to be served up to the satisfaction of the person and will be count as one plate. No shortage of any item during the event is not permissible.
5. The selected agency after getting the work order will provide the food as per the menu. The standard sample of rice, dal, cooking oil as used during food taste shall be verified as and when deemed fit by the food committee / Mess Committee constituted from time to time. The feedback of Officers, Trainees and other Guests will be reviewed and in case, the food is found to be below standard quality by such feedback, the Authority reserves the right to blacklist / cancel the contract / impose penalty @ **Rs.50/-** per meal per day and forfeit the security deposit.
6. The quoted rates shall be inclusive of all Statutory Dues / Tax / Cess. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Government shall not be liable for any dues for availing the services of the personnel.
7. The Agency shall ensure the compliance of the provisions of Employees Provident Fund Act, ESI Act, Child labour 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.

8. The Financial Bid of only those tenderers will be opened whose technical bids are found to be in order. The Financial bids shall be opened in the presence of the authorized representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The rate quoted by the firm should always be a round figure. After opening of financial bid the L1 has to go for a food test.
- a) If the food committee of the Collectorate, Cuttack is satisfied with the food quality and hygiene of the party, the concerned party will be given the work order.
  - b) If L1 is disqualified for average quality of food then the L2 would be asked to appear the food test.
  - c) If the L2 satisfies the food committee of Office of the Collectorate, Cuttack then L2 may be asked to provide the meal at the quoted rate of L1 and may be given the work order.
  - d) If more than one bidder has quoted L1 or same minimum bid price, they have to go for a food test and be chosen to operate in Office of the Collectorate, Cuttack basing transparent lottery.

**Section –F**  
**Special Terms and conditions**

1. Supply of well-cooked food (Breakfast & Lunch) in various training program/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 collectorate, Cuttack
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 cleaning, washing and overall upkeep of pantry assets and premises.
9. **No child labour** should be engaged under the service.
10. No cooking is allowed inside the Collectorate, Cuttack office premises. The cooked food may be served in packet or in buffet as per the requirement of Collectorate, Cuttack 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.
11. 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. Any breakage 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 available.

## 12. **Executive Events**

In addition to the terms specified above, the following additional services has to be provided by the agency :

- (a) The nos. of hospitality personnel shall be at least 10% more than the regular services.
- (b) The hotel management certified personnel shall be engaged for this service.
- (c) The dressing code should be strictly followed and should adhere to high standards required for an executive event.

**BIDDER INFORMATION FORM & COMMERCIAL DATA SHEET**

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted].

Date ☺insert date (as day, month and year) of Bid Submission]

Bid Identification No.:

1.	Bidder's Legal Name (insert Bidder's legal name+
2.	Bidder's Registration Details :
3.	Bidder's Year of Registration : *insert Bidder's year of registration+.
4.	Bidder's Legal Address of Registration in India:*+
5.	Bidder's Authorized Representative Information Name: *insert Authorised Representative's name+ Address : *insert Authorised Representative's Address+ Telephone/Fax numbers / Mobile phone number: *insert Authorised representative's telephone/ fax numbers+
6.	Attached are copies of original documents of : [check the boxes) of the attached original documents]
7.	PAN and GST Registration details of the bidder
8.	Annual turnover of the Bidder FY 2022-23 : Rs FY 2023-24 : Rs FY 2024-25 : Rs

<b>9.</b>	Similar Experience Details:					
	Experience Certificate:					
	Sl. No.	Financial Year	Details of the Client Govt/Semi-Govt./PSU/Others	Contract Duration	Value of the Work	Remarks
	1	2024-2025				
	2	2023-2024				
3	2022-2023					

**Annexure-I** (Contd...)

<b>10.</b>	Details of kitchen and Manpower				
	Sl.No	Location of the Kitchen	Manpower Available	Labour License (Yes/No)	Remarks Document Placed at (Page No: _____)

**Annexure-II**

**Affidavit regarding Blacklisting and Authenticity of bid documents Certificate**

**[Notarization is required]**

[Format of self-certificate stating that the entity / promoter(s) / Director(s) of Entity are not blacklisted and authenticity of bid documents.

M/s ..... (name of the Bidder), (the names and address of the registered office) hereby certify and confirm that we or any of our promoter(s) /director(s) are not barred by any State Government / any other government entity or blacklisted by any state government or central government/ department/ Local Government / agency in India from participating in Project(s) , either individually or as member of a consortium as on the ..... (last date of submission of Bid).

We also confirm that all the bid/EoI documents submitted to Collectorate, Cuttack in connection with Bid Identification No..... of .....are authentic and bonafide document in the eyes of the law of the land.

We further confirm that we are aware that our application for the captioned project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of the EoI/tender document at any stage of the bidding process or thereafter during the agreement period. Dated this ..... Days of .....

Name of the Bidder

Signature of the Authorized Person

Name of the Authorized person



**Annexure-III**

**Format of Power of Attorney**

(Applicable only in case where the signatory to the Bid/EoI is not authorized directly by the Bidder firm through Board Resolution or Partners' resolution and is signing on behalf of the Authorized Signatory. The Power of Attorney is not required for a firm being Proprietary Concern).

[On Requisite Stamp Paper duly Notarized)

KNOW ALL MEN by these presents that we, \_\_\_\_\_. \*name of the company / partnership firm+, a company incorporated under the Companies Act, 1956/ Firm having partnership deed as per partnership act and having its Registered Office/ Office at .... \*Address of the Company / partnership firm+ (hereinafter referred to as "Company/ firm") :

WHEREAS in response to the EoI/tender document [title of the EoI/tender], ("Project"), the Company / firm is submitting Bid comprising Technical and Price Bids for the project in ..... to \*name of the purchase+, and is desirous to appointing an attorney for the purpose thereof. Whereas the company deems it expedient to appoint Mr..... Son of .....resident of ..... holding the post of ..... As the Attorney of the Company/firm

NOW KNOW WE ALL BY THESE PRESENTS, THAT .....\*name of the company / firm do hereby nominate, constitute and appoint .....\* name & designation of the person. .... as its true and lawful Attorney of the company / firm to do and execute all or any of the following acts, deeds and things for the company/ firm in its name and on its behalf, that is to say :

To act as the Company(s)/firm(s) official representatives for submitting the Bid comprising Technical Bid and Price Bid for the said works and other relevant documents in connection therewith:

To sign all the necessary documents, papers, testimonials, applications, representations and correspondence necessary and proper for the purpose aforesaid.

To receive EoI/tender/ bid documents and make inquiries, make the necessary corrections and clarifications to the Bid and other documents and sign agreement, as may be necessary.



To do all such acts deeds and things in the name and on behalf of the company as necessary for the purpose aforesaid.

<p>The common seal of (name of the company / firm] was here unto affixed pursuant to a resolution passed at the meeting of Committee of Directors / Partners held on ..... Day of .....20.... in the presence of [name and designation of the person] and countersigned by [name and designation of the persons] of the Company/ firm of [name of the company].</p>	<p>..... [name and designation of the person] ..... [name and designation of the person]</p>
---	--



**Annexure-IV**

**Affidavit on Terms & Conditions of EoI**

1. I/We have read the instructions appended in the Bid documents.
2. I/We agree that the decision of the Collectorate, Cuttack/Govt of Odisha in Selection of Agency/Contractors will be final and binding upon me/us.
3. All the information furnished herewith is correct to the best of my/our knowledge and belief. In case of any information or documents furnished found to be false or incorrect, I/We have no objection if my/our Bid/tender is rejected.
4. I/we agree that I/We have no objection if inquiries are made about my eligibility criteria listed by us in the accompanying sheets or any other enquiry on Information furnished herewith in the accompanying sheets.
5. I/We agreed that I/We have no objection if our past experience is inspected by any authority of Office of the Collectorate, Cuttack/Govt. of Odisha to assess the quality of Job.

Date

Place

Signature

Name and Designation

Name Of The Organisation



**GENERAL INFORMATION OF THE BIDDER**

**Agency Profile :-**

1. Name of Agency :
2. Licensed/registration No of Agency :
3. GST Registration No. (Proof to be enclosed) :
4. List of previous clients and reference of work (Proof to be enclosed) :
5. Contact Number of the Service provider (Tenderer/ Bidder) :
6. Complete correspondence address:
7. Mail ID:
8. Mobile. /Telephone.

"Certified that the information submitted above is true to the best of my knowledge and belief".

Seal & Signature of the Bidder / Tenderer

**Part-II****Bill of Quantity****For the work Supply of Food Catering for different events in Collectorate, Cuttack for one Year**

Sl. No.	Item	Quantity	Unit	Rate in Rs.	Amount in Rs.
<b>1</b>	<b>Refreshment (Midsession)</b>				
a)	Executive		Nos		
b)	Deluxe		Nos		
c)	Standard		Nos		
d)	Working		Nos		
<b>2</b>	<b>Buffet Breakfast</b>				
a)	Executive		Nos		
b)	Deluxe		Nos		
c)	Standard		Nos		
d)	Working		Nos		
<b>3</b>	<b>Buffet Lunch</b>				
a)	Executive		Nos		
b)	Deluxe		Nos		
c)	Standard		Nos		
d)	Working		Nos		
<b>4</b>	<b>Dinner</b>				
a)	Executive		Nos		
b)	Deluxe		Nos		
c)	Standard		Nos		
<b>5</b>	<b>High Tea</b>				
a)	Category-I		Nos		
b)	Category-II		Nos		
	<b>Total</b>				31

NB :1. Rates are excluding GST. Rates quoted by the bidders shall be firm and fixed for one year from the date of signing of Agreement.

1. The quantities of the items mentioned are indicative only for the purpose of evaluation. The same shall be subject to revision according to actual requirement which may vary up to any extent in less or excess.

-----

SD/-  
Addl. District Magistrate (Dev),  
Cuttack