



**Ravenshaw University
Cuttack**

Tender No.- 1005 Date. 12/03/2026

Tender Call Notice for Supply of Food during "Odisha State Level Inter University Literary-Cultural Meet 2025-26"

Sealed Tenders are hereby invited from interested Registered Agencies / Firms / Caterers having valid PAN & GSTIN to supply Food during, Odisha State Level Inter University Literary-Cultural Meet 2025-26, Ravenshaw University, Cuttack during the period 27 March 2026 to 01 April 2026. The sealed tenders should reach the undersigned on or before 19.03.2026 by 1:00 P.M. by Regd. Post/Speed Post/Courier/Hand Delivery. Tenders received beyond the specified date and time shall be rejected. For details on specifications with terms and conditions to supply food during the above event, please see the notice on the university website: www.ravenshawuniversity.ac.in. The authority reserves the right to cancel the bids without assigning any reason thereof.

A handwritten signature in black ink, appearing to read 'S. Nayak', written over a horizontal line.

**Purchase Officer
Ravenshaw University
Cuttack**

**TENDER DOCUMENT FOR SUPPLY OF FOOD DURING "ODISHA STATE LEVEL
INTER UNIVERSITY LITERARY-CULTURAL MEET 2025-26"**

NATURE OF THE WORK: Catering (approximately for **1000** people) for Odisha State Level Inter University Literary-Cultural Meet 2025-26, Ravenshaw University, Cuttack Odisha

Tender Cost : Rs. 2000.00 (Non-refundable)

EMD Amount : Rs. 50,000/-(Refundable)

Date of Availability of Tender : **02.03.2026**

Last date of submission of Tenders : 19.03.2026 up to 1.00 PM.

Date and Time for opening Sealed Tenders/Technical Bids: 19.03.2026 at 3.00 PM.

Financial Bids : Will be intimated only to the Technically qualified Bidders

Venue : Office of the Registrar, Ravenshaw University, College Square, Cuttack, Odisha-753003.

For any query please contact : Prof. K.S.K. Varadwaj
Ph. No. 8895267202

The tender document will be obtained only from the University website i.e.

www.ravenshawuniversity.ac.in


**Purchase Officer
Ravenshaw University
Cuttack**

Memo No. 1006 Date 12/03/2026

Copy forwarded to :

1. Asst. Professor in Charge of Website, Ravenshaw University for information and necessary action. She is requested to upload the Tender Call Notice along with the details of information in the University Website.
2. CPGC / Chairperson Cultural Council / DSW / Purchase Section / Registrar / CoF/ OS/ P.A to Vice Chancellor for kind information of Vice Chancellor.


**Purchase Officer
Ravenshaw University
Cuttack**

1. GENERAL TERMS AND CONDITIONS:

1.1 The bidder must be reputed and registered Agencies / Firms / Caterers having minimum five years of experience in similar works in the field of catering services to any Government Educational Institutions/ Universities with minimum annual turnover of 30 lakhs (Rupees: Thirty lakhs) for last three years.

1.2 The bidders are required to accept all terms & conditions mentioned in the Tender Document. Ravenshaw University, Cuttack reserves the right to reject any or all offers without assigning any reason thereof.

1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or Bids are liable to be rejected.

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

1.5 Ravenshaw University, Cuttack, Odisha also reserves the right not to accept the lowest bid if any discrepancy found.

2. BID FEE & EARNEST MONEY DEPOSIT:

The tender document shall be submitted through Registered Post/Speed Post / Courier / by hand only to the Purchase Officer, Ravenshaw University, College Square, Cuttack-753003, Odisha duly signed by the authorized signatory in each page and duly authenticated with seal of the firm/agency along with 02(Two) separate Demand Drafts drawn any nationalized bank one of Rs. 2,000/- (Rupees Two thousand only) towards cost of tender paper and amount of Rs.50,000/- (Rupees Fifty thousand only) towards EMD in favor of "Ravenshaw University, Cuttack" drawn any scheduled bank payable at Cuttack so as to reach on or before 19.03.2026 by 1.00 PM.

Please note that offers not accompanied by the required EMD and Tender cost will be rejected.

Offers submitted with incomplete information will not be considered.

3. SCHEDULES OF TENDER:

The Tender Document will be available in the website of Ravenshaw University, Cuttack, Odisha (www.ravenshawuniversity.ac.in) for download. The intended bidders may download the same from the website.

3.1 Ravenshaw University reserves the right for not inviting the disqualified bidders in Technical Bid, while opening the Financial Bids.

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

3.3 The Competent Authority reserves the right to reject any or all tender without assigning any reason and shall not bind it to accept any tender and reserves the right to call for fresh tender.

3.4 PROCEDURE FOR SUBMISSION OF BIDS:

The Bids shall be submitted in three separate sealed A4 Size envelopes as under:-

- a) Envelop A- should contain the Bank drafts for the Earnest Money Deposit (EMD) ,Bid Fee along with the details in (Annexure-I) and all documents as per Annexure and the documents in support of the details furnished superscribed as Envelop 'A' (Documents) .
- b) Envelop B- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid superscribed as Envelop 'B' (Technical BID)
- c) Envelop C- should contain the Financial Bid Documents (Annexure-III) superscribed as Envelop 'C' (Financial BID).

3.5 All three sealed envelopes (i.e., envelopes A, B & C) should be kept inside a larger envelop duly sealed, addressed to the "Purchase Officer, Ravenshaw University, College Square, Cuttack, Odisha-753003" and super scribed "**Tender for Supply of Food during Odisha State Level Inter University Literary-Cultural Meet 2025-26**" may be submitted through **Registered Post/Speed Post/ Courier/Hand delivery** only on or before 19.03.2026 by 1.00 PM. The cover should also bear the name and address of the bidder including telephone number and e-mail id.

3.6 The bidder must put his seal and signatures on each page of the bid and also attest all or corrections etc., if any, under his seal and signatures.

4. BIDDER QUALIFICATION:

4.1 The bidder should have minimum five years of experience in the field of providing catering services to Govt. Educational Institutions / Universities (Copies of such work orders should be enclosed).

4.2 The minimum annual turnover of the prospective bidder should be Rs. 30 lakhs during the last three preceding years i.e. 2022-23, 2023-24 & 2024-25 (Audited copy of the same shall be attached in the technical bid).

4.3 The Bidder should have a required license issued by Food Safety and Standard Authority of India (Attested copy should be attached with Technical Bid).

4.4 Copy of PAN, Audited Balance Sheet, GST Registration certificate, Valid Firm / Agency Registration Certificates issued by competent authorities copy shall be enclosed in the technical bid.

4.5 The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations.

4.6 All the information submitted by the Bidder shall be presumed to be true to be best of the knowledge of the bidder.

5. SCOPE OFWORK:

5.1 To provide fresh & hygienic food as per the prescribed Menu given in Tender for Odisha State Level Inter University Literary-Cultural Meet 2025-26 from 28 to 31 March 2026.

5.2 The Breakfast and Dinner will be prepared and served in the Mahanadi Campus.

5.3 Lunch and Snacks will be served in the Main Campus.

5.4 The serving of the food items is the responsibility of the bidder.

5.5 The serving utensils including plates, glass and drinking water will be provided by the bidder.

5.6 The garbage must be disposed off immediately as per CMC guidelines.

6. **TERMS AND CONDITION OF BID:**

6.1 The bids must be accompanied with a Demand Draft issued by any Nationalized Bank for Rs. 50,000/- (Rupees Fifty thousand only) in favour of Ravenshaw University, Cuttack payable at Cuttack towards EMD.

6.2 The Technical Bids shall be opened at Office of the Registrar, Ravenshaw University, Cuttack by a duly constituted **Purchase Committee** and **Cultural Council** in the presence of such bidders or their authorized representatives who may desire to be present at the time of opening of bids.

6.3 It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms & conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.

6.4 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

6.5 Bid documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

6.6 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., Ravenshaw University, Cuttack reserves the right to terminate the contract.

6.7 The Earnest Money Deposit will be refunded to the unsuccessful bidders within one week of the date of approval of the successful bidders without any interest.

6.8 The successful bidder shall arrange for removal of the garbage, the kitchen waste of any other type of refused or waste material on that day at its own cost as per the guidelines of CMC.

6.9 The Earnest Money of the successful bidder will be returned after completion of the event without any interest.

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

6.11 All the disputes shall be subject to the jurisdiction of Hon'ble High Court of Orissa, Cuttack.


Purchase Officer
Ravenshaw University
Cuttack

Declaration

1. I have read all the terms and conditions of the Tender carefully and these are acceptable to me.

2. I hereby declare that my agency/firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organization.

Name of Tenderer _____

Address _____

Signature of Tenderer

With Seal & Date

TENDER DOCUMENT FOR CATERING DURING ODISHA STATE LEVEL INTER
UNIVERSITY LITERARY-CULTURAL MEET 2025-26

1. NAME OF THE AGENCY _____
2. Details of Tender Cost (Non-refundable). _____
 - a) Amount: _____
 - b) Name of Bank: _____
 - c) Bank Draft Number and Date _____
3. Details of EMD: _____
4. Detail of Bid Security : _____
 - a) Amount: _____
 - b) Name of Bank: _____
 - c) Bank Draft Number and Date _____

Signature of Tenderer

With Seal & Date

**TENDER DOCUMENT FOR SUPPLY OF FOOD DURING "ODISHA STATE LEVEL INTER
UNIVERSITY LITERARY-CULTURAL MEET 2025-26**

TECHNICAL BID:-

1. Name of the Bidder _____
2. Address of the Bidder _____
3. Phone No.
4. E-Mail ID :
5. Details of documents to be submitted:
6. Valid Food License:
7. Details of Permanent Account Number(PAN)
8. GST Registration Certificate issued by competent authority.
9. Three years of experience in similar works in the field of catering services to any Government Educational Institutions / Universities (Attached document any proof):
10. Regd. No. of the Firm (Attached document any proof)
11. Annual Turn Over of Rs.30 Lakhs for last 3 preceding years i.e. 2022-23, 2023-24, 2024-25:
(please attach a copy of Chartered Accountant certified statement of Account)
12. Copy of last 03 years Income Tax return and GST Return.
13. Tender document signed with seal & date on each page.
14. Declaration form duly signed

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

Signature of Tenderer

With Seal & Date

**TENDER DOCUMENT FOR SUPPLY OF FOOD DURING “ODISHA STATE LEVEL INTER
UNIVERSITY LITERARY-CULTURAL MEET 2025-26**

PRICE SCHEDULE / FINANCIAL BID

(To be utilized by the Bidder for quoting their prices)

- No Bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.

MENU

Date	Specification	Quantity	Name of the items (To be provided by the Firm)
27.03.2026	Breakfast	1000	
	Lunch	1000	Veg Biryani, Kachumber, Matar Paneer, Mineral Water
	Tea & Snacks	1000	Tea & Snacks
	Dinner	1000	Jeera rice / Rooti, Dal fry, Mix veg curry, Besan Alu curry, Simiya Khiri, Mineral Water
28.03.2026	Breakfast	1000	Veg Upama, Idly, Matar Alu curry, Banana-1 pic, Mineral Water
	Lunch	1000	Rice, Dal, Mix veg chhanka, soya curry, misty dahi, khata, Mineral Water
	Tea & Snacks	1000	Tea & Snacks
	Dinner	1000	Jeera Rice / Rooti, Dal Fry, Chicken Curry, Besan Alu Curry, Jalebi, Mineral Water
29.03.2026	Breakfast	1000	Chuda Upama, Masala Idli, Dalma, Banana-1pic, Mineral Water
	Lunch	1000	Rice, Dal, Kobi alu matar, Mix Bhaji, Khata, Mineral Water
	Tea & Snacks	1000	Tea & Snacks
	Dinner	1000	Fried Rice / Rooti, Dal Fry, Veg curry, Chhana Paneer, Simiya Khiri, Mineral Water
30.03.2026	Breakfast	1000	Idly, Buta Alu curry, Banana-1 pic, veg uthapam, Mineral Water
	Lunch	1000	Rice, Dalama, Kobi Alu matar, tamata Khata, Mineral Water
	Tea & Snacks	1000	Tea & Snacks
	Dinner	1000	Fried Rice / Rooti, Dal Fry, Chicken Curry, Veg Manchurian, Malpua, Mineral Water
31.03.2026	Breakfast	1000	Veg Upama, Gughuni, Banana-1 pic, Puri, Mineral Water
	Lunch	1000	Rice, Dal, Mix veg, Soya curry, pickles, Mineral Water
	Tea & Snacks	1000	Tea & Snacks
	Dinner	1000	Jeera Rice / Rooti, Veg tadaka, Egg tadaka, Khiri, Mineral Water
01.04.2026	Breakfast	1000	Chuda Upama, Dalma, Banana-1 pic, idly, Mineral Water
	Lunch	1000	Rice, Dal, Kobi Matar, Mix Bhaji, Pickles, Mineral Water
	Tea & Snacks	1000	Tea & Snacks
	Dinner	1000	Fried Rice / Rooti, Dal Fry, Veg Chili, Chhana Paneer, Simiya Khiri, Mineral Water

FINANCIAL BID

Price quoted per person per day including all taxes, charges and statutory liabilities	
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N.B.- Price not to be exceed Rs.250/- including all taxes, charges and statutory liabilities.

Signature of Tenderer

With Seal & Date