



**Ravenshaw University
Cuttack**

Quotation Call Notice No. 1669 Dt. 16.05.23

Quotation Call for 12th Annual Convocation "OUT DOOR CATERING"

SUPPLY OF FOOD IN 12th ANNUAL CONVOCATION 2023

Sealed Quotations are invited from the reputed **outdoor** food Suppliers / Catering Service Providers of Cuttack city for supply of food to the VVIP Guests and participants of 12th ANNUAL CONVOCATION SCHEDULED TO BE HELD 26th MAY 2023 AT RAVENSAW UNIVERSITY CAMPUS, CUTTACK as per the terms and conditions mentioned below.

The earnest money of Rs.10,000/- in shape of bank draft in favour of Ravenshaw University payable at Cuttack is to be deposited while submitting quotation.

Associate Professor in Charge of
Stock & Store and Purchase Officer

Memo No 1670 /Date 16.05.23

Copy to Registrar's Office/ CPGC/ Members of the University Purchase Committee/
Comptroller of Finance/ Associate Professor in Charge of Stock & Store and Purchase Officer/
PA to Hon'ble Vice Chancellor for information.

Associate Professor in Charge of
Stock & Store and Purchase Officer

A. Evaluation process.

Out Door Catering

1. Rate per person for Tiffin for awardees (students), faculty, non-teaching staff and press contained veg sandwich, spring roll, veg cutlet, stick paneer chapatti, steam cake, kaju barfi, juice and water (for 500 persons) maximum amount of Rs. 150/-.
2. Rate per person for Tiffin for VVIPS contained Veg sandwich, spring roll, veg cutlet, stick paneer chapatti, steam cake, kaju barfi, Tropicana juice, water, salted kaju, coconut water, fruits, tea and coffee (for 50 persons) maximum amount of Rs. 200/-.
3. Rate per person for Tiffin for NCC volunteer, NSS volunteer, other volunteer, security persons, cleaning agency and police contained Samosa-01, Aluchap-01, Vegetable chup-02, sweet-01 (for 300 persons) maximum amount of Rs.60/-.
4. 20 Mineral Water jar (Big Size) with disposable glass (500 Nos.) with 10 numbers of tray and 100 Nos. of Mineral water bottle (small size) to be placed at the Convocation area for distribution among the audience and guests near the convocation.

The selected caterer should confirm the nos. of person to be provided with food from the coordinating officials before preparing food for the concerned programme. The evaluation will be made taking into consideration of the (1) valid document produced by the bidder as called for in the bid document. The rate quoted should be inclusive of all taxes, charges, material cost labour cost, drinking water etc, as per the format given Financial BID(Annexure-II)

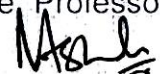
Regarding selection of the caterer, the decision of the Vice Chancellor of Ravenshaw University shall be final & binding on the bidder.

B. Technical Verification

The quality/quantity of food shall be checked by the **Coordinating Officials for 12th ANNUAL CONVOCATION** for catering services from time to time during execution of work to ensure the quality and hygiene of food. Any deviation noticed from the quality/quantity and hygiene point of view will be treated as adverse factor for release of payment. The payment shall be released after successful supply of food by the selected bidder.

Other Terms and Condition.

1. The Quotation has been invited under two bid system i.e. **Technical Bid (Annexure-I) and Financial Bid (Annexure-II)**. The interested firms are advised to submit two separate sealed envelopes super scribing "**Technical Bid for Catering Service for "12th Annual Convocation-2023"** & "**Financial Bid for Catering Service for "12th Annual Convocation-2023"**". Both sealed envelopes should be kept in another sealed envelope super scribing "**Quotation for Catering Service for 12th Annual Convocation-2023"**". The quotation should be addressed to Associate Professor in



Charge of Stock, Store and Purchase Officer, Ravenshaw University, Cuttack. The Bidders who have submitted all valid documents as called for in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

2. The intending Food Suppliers / Catering Service Providers should have at least **05 (Five)** years of experience in providing food to reputed different organization / University. The Food Suppliers / Catering Service Providers should have supplied food for at least **500 persons** per day in a single programme of Govt. or Govt. aided organization in last five years consecutively. The photocopies of the work orders and the work completion certificate should be enclosed in the quotation form. Priority will be given to the firms those who have previous experience in serving food in the meetings of Hon'ble Governor of Odisha.
3. The intending Food Suppliers / Catering Service Providers should have at least minimum turnover of Rs.10,00,000/- (ten lakh) in the last three assessment years.
4. The Quotation will be received up to **3 PM of 22.05.2023** only through SPEED POST /REGISTERED POST/COURIER/ By Hand addressed to "Registrar, Ravenshaw University, Cuttack". Quotation received after schedule date and time shall not be accepted. Authority is not responsible for any postal/courier service delay.
5. The quotation document can be downloaded from our website www.ravenshawuniversity.ac.in.
6. The bidder in addition to demand draft of Rs.10,000/- is required to enclose self attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be rejected.**
 - a. Valid GST registration certificate.
 - b. Valid PAN Card & Income Tax return for Assessment year 2020-21, 2021-22 and 2023-23.
 - c. Valid **food license** issued by appropriate authority of the Govt.
 - d. Document / papers supporting previous experience minimum for last **five years**.
 - e. Document in support of previous experience in supplying food in a of Govt / Govt. aided organization in last three years consecutively.
 - f. Audited Statement of Accounts (Balance Sheet, Profit & loss account etc) **showing turn over of Rs. 10,00,000 lakh or more per year** duly certified by CA firm for the financial year 2020-21, 2021-22 and 2023-23.
 - g. Quotation documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the quotation.



7. No advance will be given to the selected firm.
8. The Authority (Ravenshaw University, Cuttack) reserve the right to reject any/ all quotations without assigning any reasons thereof.
9. Any proposal received after the due date and time shall be summarily rejected.
10. The bid shall be opened on **22.05.2023 at 4.00 PM** in the presence of the bidders / their authorized representatives.
11. The representative of the bidders should come with all original document/papers as called for in **the technical BID** for opening of the bid.
12. The selected bidder has to ensure supply of good quality and hygienic food.
13. The selected bidder will be held responsible for any untoward incidence occurred due to substandard/bad food supply and will be prosecuted as per law of the land.
14. Any dispute arising in respect of the Bid shall be instituted with the jurisdiction of Civil Court at Cuttack, Odisha.

D. Penalty

The food supplied by the Supplier / Caterer shall be strictly according to the specification. Discomforts in supply of food shall be considered as adverse factor towards payment of bills.



**Associate Professor in Charge of
Stock, Store and Purchase Officer
Ravenshaw University, Cuttack**

AFFIDAVIT:

Certified that the document/papers furnished by me/us as in the **Technical BID** are true to the best of my knowledge and belief and in case of any wrong or false information, the Vice Chancellor, Ravenshaw University, Cuttack has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the quotation.

Place:

SIGNATURE OF FIRM'S OFFICIAL SIGNATORY

Date:

**Name & Designation with Rubber Stamp/
Official Seal of the Firm**



**Ravenshaw University
Cuttack**

APPLICATION- TECHNICAL BID

For Catering Services in "12th ANNUAL CONVOCATION"

1. Name of the firm: _____

2. Name of Proprietor/ Partner / Director:

3. Full Address of Registered Office:

Telephone No. : _____ Fax : _____

E-Mail Address:

(b) Full Address of Operating / Branch Office:

Telephone No. : _____ Fax No.: _____

E-Mail Address : _____

4. Name & Telephone No. of Authorized Officer /

Person to liaise with Field Office (s): _____

Place:

SIGNATURE OF FIRM'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm

A handwritten signature in black ink, appearing to read 'A. Bandyopadhyay'.



**Ravenshaw University
Cuttack**

APPLICATION- FINANCIAL BID

For Catering Services in "12th ANNUAL CONVOCATION"

SL. No.	Description	Food Contained	Person	Base Price	Rate Per Person	Rate (Inclusive of all Taxes)
1.	Tiffin for Awardees (Students), Faculty, Non Teaching Staff & Press	Packet contained- Veg Sandwich, Spring Roll, Veg Cutlet, Stick Paneer Chapatti, Steam Cake, Kaju Barfi, Juice and Mineral Water	500	150/-		
2.	Tiffin for VVIPs (serve through Buffet system)	Veg Sandwich, Spring Roll, Veg Cutlet, Stick Paneer Chapatti, Steam Cake, Kaju Barfi, Tropicana Juice, Salted Kaju, Coconut Water, Fruits, Tea, Cofee & Mineral Water	50	200/-		
3.	Tiffing for NCC Volunteer, NSS Volunteer, Security Persons, Cleaning agency, Police personnel	Packet Contained- Samosa-01, Aluchap-01, Vegetable Chop-02, Sweet-01	300	60/-		
4.	Placed near Convocation area for distribution among the audience and guests near the Convocation.	20 Mineral Water Jar(Big Size) with disposable glass(500 Nos) with 10 numbers of tray and 100 Nos of Mineral Bottle (small size)				
		Total Amount				

Place:

SIGNATURE OF FIRM'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/
Official Seal of the Firm

Mandy