



Ravenshaw University Cuttack

Quotation Call Notice No. – 4784 Dt. 24.12.2018

Quotation Call for 10th Annual Convocation “OUT DOOR CATERING”

SUPPLY OF FOOD IN 10th ANNUAL CONVOCATION 2019

Sealed Quotations are invited from the reputed **outdoor** food Suppliers / Catering Service Providers of Cuttack city for supply of food to the Governor, Guests and participants of 10th ANNUAL CONVOCATION SCHEDULED TO BE HELD IN THE FIRST WEEK OF FEBRUARY 2019 AT RAVENSAW UNIVERSITY CAMPUS, CUTTACK as per the terms and conditions mentioned below.

The earnest money of Rs.2,000/- in shape of bank draft in favour of COF Ravenshaw University is to be deposited while submitting quotation.

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. 120/-.
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. 165/-.
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 with disposable glass with 10 numbers of tray to be placed at the Convocation area for distribution among the audience 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.

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 10th 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 and Financial Bid**. The interested firms are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Catering Service for “10th Annual Convocation-2019”** & “**Financial Bid for Catering Service for “10th Annual Convocation-2019”**”. Both sealed envelopes should be kept in another sealed envelope super scribing “**Quotation for Catering Service for 10th Annual Convocation-2019”**”. The quotation should be addressed to OIC Stock and Store, 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 three years consecutively. The photocopies of the work orders and the work completion certificate should be enclosed in the quotation form.
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 intending firm bidder have to present the sample of its food free of cost for spot testing by the members of the committee on 10.01.2019 at 3.00 PM.
5. If committee found any sample not meeting the quality interim of taste and hygiene then I shall lead to calculation of that bid.
6. The Quotation will be received up to **5 PM of 09.01.2019** only through SPEED POST /REGISTERED POST/COURIER/ By Hand addressed to “**OIC Stock and Store, Ravenshaw University, Cuttack**”. Quotation received after schedule date and time shall not be accepted. Authority is not responsible for any postal/courier service delay.
7. The quotation document can be downloaded from our website www.ravenshawuniversity.ac.in.

8. The bidder in addition to demand draft of Rs.2,000/- 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 2015-16,2016-17 and 2017-18.
 - 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 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 2015-16,2016-17 and 2017-18.
 - g. Service Tax registration Certificate (ST-02).
 - h. Quotation documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the quotation.
9. No advance will be given to the selected firm.
10. The Authority (Ravenshaw University, Cuttack) reserve the right to reject any/ all quotations without assigning any reasons thereof.
11. Any proposal received after the due date and time shall be summarily rejected.
12. The quotation shall be opened on **10.01.2019 at 3.00 PM** in the presence of the forms/their authorized representatives who may like to attend.
13. The representative of the firms should attend the quotation opening meeting with all original document/papers as called for in **the technical BID** for verification.
14. The selected bidder has to ensure supply of good quality and hygienic food.
15. 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.
16. 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.

Sd/-
OIC Stock and Store,
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**

Quotation Call Notice No. - _____ Dt. _____

APPLICATION- TECHNICAL BID

For Catering Services in "10th 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