



OFFICE OF THE PRINCIPAL R.I.T.E, MAHISAPAT, DHENKANAL
Address: - At/Post - Mahisapat, Dist. - Dhenkanal, Pincod-759013
Landline No.06762-295860, mail Id - priemahi.dag@nic.in

Office Order No:- 524

Date:- 9.9.25

Sealed Quotation of Expression of interest is invited by the Principal, R.I.T.E, Mahisapat, Dhenkanal from the interested Catering Service agency having requisite experience and valid documents for supply of food during 6 Month In-Service Training of VAWS and different trainings organised at Principal, R.I.T.E, Mahisapat, Dhenkanal for the financial year-2025-26.

The Sealed Quotation and documents should be submitted in a sealed cover super scribed as "EXPRESSION OF INTEREST FOR SELECTION OF CATERING SERVICE AGENCY FOR SUPPLY OF FOOD & SNACKS DURING 6 MONTH IN SERVICE TRAINING OF VAWS AND DIFFERENT TRAININGS PROGRAMMEs ORGANISED AT PRINCIPAL, R.I.T.E, MAHISAPAT, DHENKANAL. The Sealed envelope containing documents should be addressed to the Principal, R.I.T.E, Mahisapat, Dhenkanal. Agency name and full address including e-mail and telephone number should be mentioned at the bottom of the side of the envelope.

Selected Quotation and documents should reach the Office of the Principal, R.I.T.E, Mahisapat, Dhenkanal on or before 19th September-2025 by 1.00 PM through registered post/speed post or Courier services. The Quotation received after the stipulated time and date will not be entertained. The Quotation call will be opened on 19th September-2025 at 3.00 PM in the Office Chamber of Principal, R.I.T.E, Mahisapat, Dhenkanal in presence of the selection committee. The Principal, R.I.T.E, Mahisapat reserves all rights to accept or reject the tender without assigning any reason thereof.


Principal R.I.T.E,
Mahisapat, Dhenkanal



A) Eligibility criteria:-

- 1-The Agency/Service provider must have minimum one year experience in providing catering services in the Central Govt /State Govt./Private training Institution of Odisha as mentioned in Technical Specification of the Document. Experience Certificate for providing catering services in training Institutions shall be given priority.(The Agency/Service provider should submit copies of completion Certificate / Experience Certificate having Official letter No. and date which is subjected to verification to ascertain the authenticity in support of his experience).
- 2-Must have average annual turnover of Rs.10 lakhs during last 2 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 Service provider/Agency should have valid food licence (copy to be submitted along with the Quotation).
- 6-There should be no police case pending against the Agency/ Service provider and have not been blacklisted at any point of time (Original Affidavit to that effect to be attached).
- 7-The Agency/Service provider shall have the following registrations:-
 - a-GST registration.
 - b-Food Licence / FSSAI registration.

B)Evaluation criteria:-

- A process will be adopted as explained below for evaluation of the proposal:-
- I-(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 Check list Original must be submitted by the Agency/Service Provider.
 - ii) Copy of PAN.
 - iii)Copy of Odisha Goods and Services Tax Identification Number (OGSTIN).
 - iv) Copies of IT return for the last three financial years (Fy 2021-22,22-23,23-24).
 - v)Financial details of the Agency/Service provider(Turnover Certificate signed by CA having UDIN) along with all supportive documents as applicable duly signed as per the instruction.
 - vi)List of completed assignments of similar nature along with copies of contracts/ experience Certificate from previous clients.
 - vii)Valid Food Licence.
 - ix)Original Affidavit regarding no pending police case against the Agency/Service Provider and not black listed at any point of time.
 - x)All the pages of the proposal and enclosures are to be numbered and signed by the authorised 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 authorised representative of the bidder.

II-Technical Evaluation (Score sheet): Technical proposal will be opened and evaluated for those Agency/Service provider 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	Agency must have valid PAN and active GSTIN, latest GST clearance Copies of the IT returns for the last 3 financial year-2021-22,22-23,23-24	5
2	Valid Food licence or FSSAI registration	5
3	Average annual turnover from last 3 financial years ending on 31.03.2024 a) 10 lakh to 20 lakh or above:-20 Mark b) Below 10 lakh :-10 Mark	20
4	Year of experience in the Catering service(in the Central Govt. /State Govt./Private training Institution) a)Above 2 year :- 20Mark b)Below 2 year:- 10Mark (Must submit relevant document in support)	20
Grand Total Mark :-		50

III-FINANCIAL EVALUATION (2nd Stage):-The Agency/Service provider may be submitted the quotation price maximum Rs.450/- (Rupees four hundred fifty) only including GST per day per person. The maximum 10% less price may be quoted by the Agency/Service provider. The Broad menu prescribed is indicated in **Annexure-I**. The Financial Proposal of the technically qualified Agency/Service provider only shall be opened at this stage in the presence of the Authorised representative who wishes to attend the meeting with proper authorisation letter. The name of the Service provider along with the quoted financial price will be selected as the Catering Service provider for Principal, R.I.T.E, Mahisapat, Dhenkanal. In case of two or more bidders having same L1 price offered, the L1 bidder with highest Technical Score will be selected.

Term and condition of the Tender Documents:-

A. General:-

- 1-The successful caterer has to maintain his own staff, equipment's like kitchen ware, gas connection, serving equipment's, good quality porcelain plates/ tray, serving equipment's 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-The caterer shall prepare and serve all food items in hygienic containers, preferable 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, R.I.T.E, Mahisapat, Dhenkanal and in case of poor quality proportionate deductions will be made from the bills of the caterer.
- 4-The caterer may use the Institutes facilities to Install refrigerators / Deep Freezers / any other essentials equipment's required in the kitchen / Dining space at his own cost.
- 5-The serving staff should be attired in clean clothes / uniforms.
- 6-There should be separate staff for serving the food items and for cleaning the utensils/dishes, the dining spaces and surroundings.
- 7-All the kitchen waste should be disposed off by the caterer at appropriate places including the waste bins of the 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 and should maintain proper hygienic circumstance. Any penalty levied by for improper waste management will be recovered from the performance security of the caterer.
- 8-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.
- 9-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.
- 10-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.
- 11-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, if found satisfactory.
- 12-The Catering service can be terminated by either party by giving a notice of one month.
- 13-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, R.I.T.E, Mahisapat, Dhenkanal and the same shall be binding on the caterer.

14-The caterer shall also ensure that the main material and other equipment's 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, R.I.T.E, Mahisapat, Dhenkanal, shall be payable by the caterer and shall be deducted from his performance security. The Manpower engaged by the agency is answerable for any untoward/unpleasant situation committed by them.

15-The contract will be initially for one year.

16-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.

17-The caterer shall also ensure to provide separate bowl for extra liquid item along with servicing tray/plates.

18-Food Committee authorised by Principal, R.I.T.E, Mahisapat, Dhenkanal will check the quality of grains, Oils, Atta(flour), Vegetable and provisions used or stored in the store room for cooking. Any deficiency pointed out shall be promptly removed.

19-The agency shall be responsible for proper maintenance and safety of all furniture, materials, goods, electronic items, stocks lying in Principal, R.I.T.E, Mahisapat, Dhenkanal premises.

20-The Agency shall clean and sweep all the wash basins, dining hall, Kitchen and other floor areas within the Hostel under their usages.

21-Principal,R.I.T.E,Mahisapat,Dhenkanal dining Hall cannot be used by the agency for any kind of cooking or supplying of food outside of campus of Principal, R.I.T.E, Mahisapat, Dhenkanal. Parallel cooking for commercial purpose is prohibited.

22-In case L1 bidder fails to provide proper service to the Institute, the Authority reserves the right to cancel the contract within 2 days of notice to vacate the campus. The L2 & subsequently L3 shall be invited to provide the service with the rate of L1 or negotiable rate to be decided among the authority & Agency.

23-The service provider shall vacate the campus immediately soon after receipt of intimation from the Authority after completion of contract period or disengagement for violation of terms, conditions or any other reason. The delay in vacating the campus shall lead to imposition of penalty @ 10 times per day above the rent fixed per month or the amount as decided by the Authority, necessary legal action shall be initiated which includes black listing, filling of FIR etc. as per Law.

24-Agency should ensure appropriate behaviour towards the trainees, Officials and staffs of the Institute.

25-The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health check-up. The staff should trim their nails regularly and wear caps and gloves at the work place. Drinking of alcohol, Smoking, eating or chewing tobacco/zarda /gutkha etc. Spitting is strictly prohibited. Any kind of situation if arises due to food consumed by the trainee Officers/guests, the agency will be liable for such and the Institute reserves the right to initiate necessary action as per prevailing law and the agency will bear all expenses related to such incidents.

SUBMISSION OF CHECK LIST

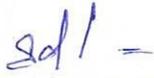
Sl No	Items	Remarks	Page No
1	Odisha GST Registration Certificate	Yes/No	
2	Copy of PAN	Yes/No	
3	Valid Food Licence	Yes/No	
4	Turnover Certificate from CA, Audited balance Sheets ITR	Yes/No	
5	Shops & Commercial Establishment Act Registration Certificate	Yes/No	
6	Up-to date GST Clearance Certificate (in GSTR-3B)	Yes/No	
7	List of past Experience/ Completion Certificate	Yes/No	
8	Original Affidavit regarding no pending police case against the bidder and not been blacklisted at any point of time	Yes/No	


Principal R.I.T.E,
Mahisapat, Dhenkanal

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Signature of the Authorized Person
Name
Seal


Principal R.I.T.E,
Mahisapat, Dhenkanal


FOOD MENU
Annexure-1

Item	Time schedule	Day	Quantity per unit	Specification
Morning Tiffin or Breack first with Tea	8.30Am	Monday	Bara 3 nos + Idli 3 nos with curry & Bannana or sweet	Prepared with good quality Oil & Good Quality of Milk
		Tuesday	Puri 3 + Upama with curry	
		Wednesday	Alu Prata + Dahi	
		Thursday	Chakuli +Guguni	
		Friday	Idli 3 + Bara 3 + Sambar Chatni	
		Saturday	Chuda Upama + Curry	
		Sunday	Dahi Bara + Aloodum	
Lunch	1.00 PM to 2.30 PM	Monday	Rice + Dalma(Moong Dal) + Mater Paneer + Khata + Pampad + Salad + Sweet curd	1-Good quality of raw Rice / Para boiled Rice 2-Good Quality FRESH Vegetables 3 -Good Quality Non Veg Items 4-Cooking-Good Quality Oil
		Tuesday	Rice + Dal(Arhar) + Mix veg + Fish Curry 2 Pc + Dahi Baigan + Orange + Pampad	
		Wednesday	Chicken Biryani 3Pc or Veg Biryani + Raita + Ic ecream	
		Thursday	Rice + Mung Dal + Mix Veg (Ghanta) + Mushroom+ Santula + Khiri + Salad	
		Friday	Rice + Dal (Arahar) + Mutton 4pc or Chili Paneer + Seasonal Mix veg + Banana + Rasagola + Pampada + Salad	
		Saturday	Rice +Mung Dal + Seasonal vegetable + Checken 3 pc + Dahi bundi raita + Jilapi	
		Sunday	Rice+Dal+Eggcurry/mix veg	
Evining Snacks with	5.30 to 6.30 Pm		Chuda Upama or Poha, Pakudi, Sew & Bundi, Aloodhop 3 Pc, Dosh, Bara 3 Pc	Prepared with good quality Oil & Good
Dinner	8.30PM to 10.30 PM	Monday	Rice or Roti + Chana Masala + Bhaja (Seasonal Vegetable) + Simnei	1-Good quality of raw Rice / Para boiled Rice or Good Quality of Atta 2-Good Quality FRESH Vegetables 3 -Good Quality Non Veg Items 4-Cooking-Good Quality Oil
		Tuesday	Rice or Roti + Mudhi ghanta veg or non veg + Bhaja(Seasonal) + Custard	
		Wednesday	Rice or Roti + Dalma (Mung) + Bhaja(seasonal) + Egg Bhujia (2 Egg) + Suji Khiri	
		Thursday	Rice or Roti + Kadai veg + Bhaja (Seasonal) + Chocolate	
		Friday	Rice or Roti + Mater Paneer + Egg Bhujia + Simej	
		Saturday	Rice or Roti + Beson Curry + Bhaja + Suji Halua or Sweet	
		Sunday	Roti + Dalma + Bhaja	

Note:-The Menu are indicative & subject to changes as per requirement.

Principal R.I.T.E,

Mahisapat, Dhenkanal

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

sd/-

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Regional Institute for
Training on Extension
Mahisapat, Dhenkanal