




OFFICE OF THE REGISTRAR
DHARANIDHAR UNIVERSITY, KEONJHAR
PIN -758001, ODISHA, INDIA

Letter No. 837 /Dt. 18.03.2025

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from the intending registered firms/Vendors/Caterers for **Catering Service (Supply & Servicing of Breakfast, Lunch, and Evening Snacks & Dinner for Odisha Inter University Competitions Game & Sports 2024-25)** at Dharanidhar University. The detail list of items, terms and conditions/ specifications can be obtained from the University office (Sports Council Section) in person on working days during office hours or from university website: <https://dduniversity.ac.in>. The sealed quotation should accompany with copy of latest GST Registration Certificate, PAN CC, Valid Food License from FSSAI along with all supporting documents as mentioned in Tender documents and so as to reach the Office of the Registrar, Dharanidhar University, Keonjhar-758001, Odisha by Speed Post/Regd. Post/Courier on or before Dt: - 02.04.2025 (12.30 PM) which will be opened on the same day at 04.00 P.M. in presence of the bidders or their authorized representatives.


Registrar 18.03.25

Dharanidhar University, Keonjhar

Memo No. 838 /Date: 18.03.2025

Copy forwarded for information and necessary action to:

1. The Deputy Director, Advertisement, Information & Public Relation Dept., Govt. of Odisha, Bhubaneswar with a request to publish the Advertisement in 01(one) Local newspaper and 01 (One) National News Paper in one issue with minimum size as prescribed by I & PR Dept., Govt. of Odisha on or before Dt: - 20.03.2025 and direct the newspaper agency to submit the bill in triplicate along with copy of advertisement for payment.
2. **OIC, Website**, Dharanidhar University with a request to upload the notification in Dharanidhar University website for wide circulation.



Registrar 18.03.25

Dharanidhar University, Keonjhar

Memo No. 839 / Dated: 18.03.2025

Copy forwarded for information & necessary action: -

- 1) CoF, DDU
- 2) SO, Accounts Section
- 3) Secretary, Sports Council.
- 4) PS to OSD & PA to Registrar
- 5) University Notice Board
- 6) Nodal Officer- OIUC Games & Sports 2024-25, DDU


Registrar 18.03.25

Dharanidhar University, Keonjhar

REQUEST FOR QUOTATION (RFQ)

Tender for Catering Services
(Supply & Servicing of Breakfast, Lunch, Evening Snacks & Dinner)
for Odisha Inter University Competitions, Games & Sports 2024-25)

-: Organized By:-
Dharanidhar University, Keonjhar

No. 837 Date. 18/03/2025

Dharanidhar University, Keonjhar

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Registrar
Dharanidhar University
Keonjhar-758001

Terms & Conditions: -

- 1) Rate should be quoted including GST, transportation, Supply & Servicing at the venue etc.
- 2) The detailed list of items should be furnished on quotation in detail to evaluate the technical efficiency of the items.
- 3) Copy of the GST Registration Certificate, PAN card, valid Food License from FSSAI must be submitted along with quotation.
- 4) 2% EMD of the quoted value is to be submitted along with quotation in shape of Demand Draft from any nationalized bank drawn in favour of Comptroller of Finance, Dharanidhar University which is refundable to unsuccessful bidder after finalization of quotation and other after completion of supply. The quotation without EMD will not be taken into consideration.
- 5) If the firm/vender/caterer fails to supply the **Catering Service (Supply & Servicing of Breakfast, Lunch, Evening Snacks & Dinner for Odisha Inter University Competitions Game & Sports 2024-25)** as per order in due time the supply order will automatically be cancelled and the EMD money will be forfeited.
- 6) Supply of Catering **Service (Supply & Servicing of Breakfast, Lunch, Evening Snacks & Dinner for Odisha Inter University Competitions Game & Sports 2024-25)** should be made as per the direction of Nodal Officer, OIUC Games & Sports 2024-25, Dharanidhar University at the risk of the supplier/Caterer without any additional charges.
- 7) The University Authority reserves the right to select or reject any or all quotation without assigning any reason thereof.
- 8) The quotation cover should be superscribed with the words **“Quotation for Catering Service (Supply & Servicing of Breakfast, Lunch, Evening Snacks & Dinner for Odisha Inter University Competitions Games & Sports 2024-25) to Dharanidhar University.”**


Registrar

Dharanidhar University, Keonjhar

Registrar

Dharanidhar University
Keonjhar-758001

Chapter-1
DETAIL QUOTATION CALL NOTICE (DQCN)

1. **Request for Quotation(RFQ): -**

- The Registrar on behalf of Dharanidhar University invites sealed quotations for “**Catering Service (supply & servicing of Breakfast, Lunch, Evening Snacks & Dinner for Odisha Inter University Competitions Games & Sports 2024-25)**” at Dharanidhar University as per the specification given in Annexure- “III” from eligible registered Vendor/Firm/ Manufacturer.
- The RFQ document can be downloaded from the official website of Dharanidhar University i.e. <https://dduniversity.ac.in>

2. **BID Schedule and Address: -**

- The detailed schedule of bid submission to Dharanidhar University and its address is given as below:

Last date and time for submission of bid	12.30 PM of 02st April 2025
Date and time of opening of bid documents	04.00 PM of 02st April 2025
Name and address of the officer inviting Quotation	To The Registrar, Dharanidhar University, Keonjhar-758001, Odisha

3. **Deposit of EMD: -**

- An amount of **Rs. 57,000/-** in the shape of a Banker’s Cheque/ Demand Draft/Pay order issued from any nationalized bank drawn in favour of “**The Comptroller of Finance, Dharanidhar University**” payable at Keonjhar shall be submitted along with quotation documents.
- The EMD of the successful bidder shall be returned after the successful submission of the Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it will be returned after the award of the contract. Bid(s) received without a demand draft of EMD will be summarily rejected.
- Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- The firms who are registered with Micro, Small, Medium Enterprises (MSME) are exempted from submitting the EMD (A copy of registration must be provided along with the technical bid).
- The EMD, in case of unsuccessful Bidders, shall be retained by Dharanidhar University, Keonjhar till the finalization of the tender. No interest will be payable by Dharanidhar University, Keonjhar on the EMD.

4. **Scope of work: -**

- The Scope of work **Catering Service (supply & servicing of Breakfast, Lunch, Evening Snacks & Dinner for Odisha Inter University Competitions Games & Sports 2024-25)** to Dharanidhar University.

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- Specifications of the individual items are mentioned in the document vide Annexure-III.
 - The cost of delivery and supply of Catering service will be sole responsibility of the bidder. No separate payment shall be made in this regard. Also, in case of any breakage during delivery, the bidder shall ensure that the equipment is replaced at the bidder's cost. In case any supplied equipment is not as per the specifications or has a manufacturing defect, the cost of replacement will be in the scope of the bidder at no additional cost to Dharanidhar University.
5. **Due Diligence:** -
- The Bidders are expected to examine all instructions, terms, and specifications stated in this RFQ.
 - The Bid shall be deemed to have been submitted after careful study and examination of this RFQ document. Failure to furnish all information or submission of a bid not responsive to this RFQ will be at the Bidders' risk and may result in the rejection of the bid. Sambalpur University is not bound to disclose the grounds for the rejection of the Bid. The decision of Sambalpur University regarding the final declaration of the successful Bidder shall be final.
6. **Eligibility Criteria:** -
- The invitation to bid is open to all Bidders who qualify for the Eligibility Criteria as given below. Failure to provide the desired information and documents may lead to the disqualification of the Bidder.
 - **The Bidder should be a GST-registered vendor.**
 - The Bidder should not be currently blacklisted by any Government / Government agency/ Bank/ institution in India or abroad. The bidder should provide a declaration to this effect on their company's letterhead (the details are attached in Annexure-I).
 - The bidder should have a Valid Food Licence issued by FSSAI
 - The bidder should have 03 years' experience in supply of Catering Service in Government Organisation.
 - The bidder who has quoted less value as a whole will be considered as the lowest qualified bidder, and the contract will be awarded to that bidder. In case the L-1 bidder fails to agreement within 03 days after work order, the contract will be awarded to the L-2 bidder.


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Keonjhar-758001

Chapter-2
INSTRUCTIONS TO QUOTATIONERS


1. The bid proposals are to be sent in *sealed envelopes* subscribed with tender notice detail and addressed to as appended hereunder.

Tender For" Supply of Catering Service (supply & servicing of Breakfast, Lunch, Evening Snacks & Dinner for Odisha Inter University Competitions Games & Sports 2024-25) (Dharanidhar University";	
From Mr./Mrs..... Address..... Contact No..... Email id.....	To The Registrar, Dharanidhar University Keonjhar-758001, Odisha Email-registrar@dduniversity.ac.in

2. The bids submitted without tender documents along with Annexure (annexure –IV, Financial bid to be submitted in a separate sealed envelope) will be summarily rejected, and no further communication in this regard will be entertained. The authority reserves the right to accept/ negotiate/ reject any or all the tenders and modify the conditions/specifications at any stage without assigning any reason thereof.
3. **Opening of Tender:** The tenderer is at liberty either himself or to authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders by Dharanidhar University, Keonjhar will be ignored. Further, Dharanidhar University, Keonjhar does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
4. **Specification:** The Vendor/Firm/Agencies must confirm in writing that the service supplied by them shall be as per the specification/Requirements mentioned in Annexure – “III” and in case of any variation, the contract shall be liable to be canceled immediately.
5. **Validity:** The quoted rates must be valid for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted a validity shorter than the required period, the same will be treated as unresponsive, and it will be rejected. In case the tenderer withdraws, modifies or changes his offer during the validity period, the bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions, etc. of their original tender.
6. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on inquiry, it appears that the person so, signing had no authority to do so, Dharanidhar University may without prejudice to other Civil and criminal remedies cancel the contract and held the signatory liable for all cost and damages.

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7. **Right of acceptance:** Dharanidhar University, Keonjhar reserves the right to accept the whole or any part or portion of the bid and the bidder shall provide the same at the rates quoted. Dharanidhar University, Keonjhar reserves the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
8. **Arbitration:** The authority reserves all the rights to cancel the process at any time without assigning any reason thereof. Any dispute arising in this case shall come under the jurisdiction of the courts of Keonjhar.
9. **Payment Terms:** The Bill in triplicate may be sent to this office for settlement after satisfactory delivery of the equipment. The bill should have full particulars of the items. No Payment shall be made in advance, nor shall the loan from any financial institutions be recommended based on the order of award of work. The Contractor shall submit the bill only after satisfactory delivery, installation, and commissioning of the material to the satisfaction of Dharanidhar University, Keonjhar. The case of issuing sanctions and passing of bills for payment will be initiated on receipt of the inspection report. No payment will be made for equipment rejected. Dharanidhar University shall deduct the statutory deduction as applicable under the Income Tax Act of 1961, Odisha Value Added Tax Act of 2004, and other applicable statutory deductions.
10. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by Dharanidhar University, Keonjhar in that event the EMD shall also stand forfeited.
11. The Tenderers should furnish a copy of the GST & PAN registration number. Tenders not complying with this condition will be rejected.
12. The items will have to be supplied at the Institute site. No transportation/ cartage charges will be provided for the same.
13. Bidder shall submit a copy of the tender document and addendum/corrigendum there too, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender document.
14. **Applicable Law:** The contract shall be governed by the laws and procedures established by the government of India within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing.
15. **Force Majeure:** Any delay due to Force Majeure will not be attributable to the supplier.
16. After due evaluation of the bid(s) Dharanidhar University, Keonjhar will award the contract to the lowest evaluated responsive tenderer. A conditional bid will be treated as unresponsive and it may be rejected. The work order will be issued to the lowest bidder who qualifies for the technical bid as well as the financial bid. **An agreement copy has to be submitted by the bidder in govt. stamp paper** toward smooth execution of the contract within **due time**.


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ANNEXURE-I

CERTIFICATE

(To be submitted on letterhead of the company/ firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.


I also certify that the above information is true and correct in every respect and any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

I also certify that the firm will supply the item as per the specification given by the institution and also abide by all the terms & conditions stipulated in the tender

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:

Place:


01.03.25
Registrar
Bidhar University
758001

Eligibility Criteria


Sl. No.	Description	Bidder's Remarks
1.	Name of Supplier/Firm/Company	
	Name of contact person with details and mobile number.	
2.	Full address	
3.	E-Mail	
4.	Telephone/Mobile/Fax Number	
5.	EMD@2% of Estimated Value I.e. Amount: Rs. 57,000/- (Details of DD no.....and Date.....)	
6.	Self-attested photocopy of PAN Card	
7.	Self-attested photocopy of GST Registration certificate.	
8.	Letter of authorization for the signing of the bid documents, if any.	
9	DD of Rs. 3,000/- as Bid Processing fees	
10	Self-attested photo copy valid food License issued by FSSAI	
10	Copies of Experience Certificate	

(Signature of the Bidder)

Along with the Stamp of the Firm/Company

Date:

Place:

 23-25 Registrar
 Jharkhand University
 758001

SCOPE OF WORK & SCHEDULE OF REQUIREMENTS

Supply & Servicing of Breakfast, Lunch, Evening Snacks & Dinner for 06 days

Day 1- 2370 persons (Players + Officials)

Day 2- 2370 persons (Players + Officials)

Day 3- 2000 persons (Players + Officials)

Day 4- 1500 persons (Players + Officials)

Day 5- 1500 persons (Players + Officials)

Day 6- 1500 persons (Players + Officials)

Total Quantity – 11240 nos. for 06 days

A). Break fast- (Including Drinking Water)

1. Upma/Idlee/Puri/ Bread, Jam, Butter
2. Sabji/ sambar
3. Bananna/Egg
4. Tea/coffee/Juice

B). Lunch – (including Drinkng Water)

1. Plain Rice/Roti/ jeera Rice/Lemon Rice
2. Dal fry
3. Mix Veg / Panas Alu Rasa/ Potal Alu rasa/ Ghanta
4. Ambula Rai/ Tamatoo Khajur Khata/ Dahi Bundi/Dahi Baigana
5. Salad / Pampad/Mix veg Chips
6. Chicken Cury -4 pc /Egg Curry -2 pc / Fish Curry– 1 pc/ Panner/Mushroom

C). Dinner- (Including Drinking Water)

1. Plain Rice/Roti/Puri
2. Dal fry
3. Mix Veg / Panas Alu Rasa/ Potal Alu rasa/ Ghanta/Nabaratna curry
4. Mix Veg Chips / Vaja/
5. Khir/Jilabi/Malpua
6. Pampad/Salad

D). Evening Snacks –

1. Tea / Coffee
2. Samosa-1 pc/ Veg Cutlet -1 pc / Biscuits-4 pc

E). Refreshment for VVIP Guests & Officials – (High Tea), Lunch & Dinner

ANNEXURE-IV

Financial Bids

Name of the Work – Catering Service (Supply & Servicing of Breakfast, Lunch, Evening Snacks & Dinner) for Odisha Inter University Competitions Games & Sports 2024-25) at Dharanidhar University, Keonjhar.

Sl. No.	Name of the work	Duration	Total Quantity for 06 days	Rate	GST	Total Amount
01	Supply & servicing of Breakfast , Lunch, Dinner & Evening Snacks	14/04/2025 to 19/04/2025 (06 days)	11240			
02	Supply & servicing of Refreshment to VVIP Guests & Officials	14/04/2025 to 19/04/2025 (06 days)	100			

1. We have gone through the terms & conditions as stipulated in the tender and confirm to accept and abide by the same.
2. No other charges would be payable by the Institute.

(Signature of the Bidder)
Along with the Stamp of the Firm/Company

Date:
Place:

03.25
Registrar
idhar University
-758001