

DISTRICT PROJECT OFFICE, RTE.SSA, PURI

No. 3637 /FIN/18

Dt. 11/10/2018

EXPRESSION OF INTEREST FOR EMPANELMENT OF CATERERS.

Sealed Expression of Interest (Eol) are invited from caterers having valid GST registration certificate, PAN and food license from Health Office, Puri Municipality etc. for empanelment towards supply of food for different training programmes / workshops organized at District Project office, RTE-SSA, Puri. The last date of receipt of sealed Eol is **25/10/2018 up to 1.00 PM.**

Interested and eligible parties may down load Eol / BID DOCUMENT from website [www.opepa.odisha.gov.in](http://www.opepa.odisha.gov.in) & [www.puri.nic.in](http://www.puri.nic.in) and apply immediately.

  
11/10/18  
District Project Coordinator  
RTE-SSA, Puri

Memo No. 3638 /SSA/ Date 11/10/2018 /

Copy forwarded to NIC, Puri/ Office Notice Board, SSA/ Notice Board of Collector, Puri/ Project Director, DRDA, Puri/ District Education Officer, Puri/ Sub Collector, Puri/ DIPRO, Puri/ District inspector of Schools, Puri/ Block Development Officer, Puri Sadar/ DSWO, Puri/ RTO, Puri/ Executive Officer, Puri municipality for information and they are requested to display the quotation call notice in their Notice Board for wide publicity for information to general public.

  
11/10/18  
District Project Coordinator  
RTE-SSA, Puri

**EXPRESSION OF INTEREST (EOI) DOCUMENT FOR  
EMPANELLMENT OF CATERERS**

District Project Office, RTE, SSA, Puri conducts various workshop/ training/meeting at district level for different activities. As per SSA norms, there is provision for providing lunch, dinner, breakfast, tea & snacks to the participants as per approved unit cost depending on the nature of the programme. Sealed Expression of Interest (Eoi) are invited for empanelment of caterer from reputed local Food Suppliers / Catering Service Providers of Puri for supply of food items to the participants in the various workshop/training/meeting at District level as per the approved unit cost mentioned below.

**A. Approved rate per day per participant.**

Breakfast	- Rs. 20/-
Lunch	- Rs. 80/-
Dinner	- Rs. 60/-
Tea & Snacks	- Rs. 10/-

GST as applicable will be paid over and above the unit cost.

**B. Evaluation process.**

The caterers are to submit the proposal indicating the items and quantity as per the format given below within the norms stated above separately for **vegetarian and non vegetarian food**. The evaluation will be made taking into consideration of the items & quantity/quality of food to be supplied by the caterer.

Particular	Details of Menu	Weight	Brand Name of Dal	Brand Name of Oil
Lunch & Dinner				
Breakfast				
Tea & Snacks				

#### H. Technical Verification

The quality of food shall be checked by a Joint committee constituted by DPO and Food Inspector from time to time to ensure the quality and hygiene of food.

- I. No cooking is allowed inside the DPO premises. The cooked food may be served in packet or in buffet as per the requirement of DPO, RTE-SSA, Puri .It is responsibility of the caterer to clean the dinning room after lunch/dinner is over.

#### J. General Terms and Condition.

03. All the foods shall be prepared by good quality Edible oil and items of the menu may be changed as per the requirement by the DPO.

04. The Eol document will available at the Finance section, DPO, RTE-SSA, Puri up to **24/10/2018** except Sunday & Govt. holiday from **10:30 AM to 4:00 PM**. The tender paper can also be downloaded from website **www.opepa.odisha.gov.in & www.puri.nic.in**

03. The Bid document shall contain self attested photocopy of the following document.

- a. Valid GST registration certificate.
- b. Valid PAN Card
- c. Valid food License issued by health officer, Puri municipality.
- d. Documentary proof of office at Puri.
- e. Cost of tender paper amounting to Rs.200/- (Two Hundred only ) (non refundable) & EMD of Rs.3000/- (Rupees Three Thousand only) in shape of Bank Draft drawn in favour of "District Project Coordinator" payable at "Puri".
- h. Original Eol documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the Eol.
- i. Any other document / papers supporting previous experience.

05. The Successful bidder has to furnish performance security of Rs.5000/- in shape of Bank Draft / Bank Guarantee (valid at least for 12 months) on the date of agreement. DPO may increase performance security if required.
05. The EMD of unsuccessful applicants will be refunded within a period of 30 days from the date of opening of the Eol or after finalization of the process.
06. The selected caterers will be required to execute an Agreement with DPO on such terms and conditions as per the requirement of DPO. The agreement shall normally be for 01(one) year unless extended further by the mutual consent of the caterers and the DPO. The agreement may be extended on the same terms and conditions or with some additions/deletions/modifications, for further specific period mutually agreed upon by the caterers and the DPO.
07. If the selected firm fails to execute the Agreement or deposit the required performance security within the prescribed date after being intimated, its EMD will be forfeited & it will be black listed. This also will be forfeited if the party fails to carry out any conditions of the Agreement.
08. Eol document is not transferable. Only the purchaser of the Eol document can participate in the proceeding. He has to enclose original copy of the money receipt along with the tender papers.
09. No advance will be given to the selected firm.
10. Any proposal received after the due date and time shall be summarily rejected.
11. The Office of the caterer must have been located in Puri.
12. DPO may assign the work to one or more caterers on job work basis as per the requirement.
13. The work can be cancelled from both sides by giving 30 days notice.
14. Each bidder shall submit Menu list for Break Fast, Lunch & Dinner, Tea & Snacks indicating Item No and weight of each menu (approx.) with bid document.
15. The Eol will be received up to **1.00 PM of 25/10/2018** only through SPEED POST /COURIER/by person addressed to "The District Project



Coordinator, RTE-SSA, Puri, LIC Clony UGUP School Campus, Chandan Hazuri Marg-751001" The sealed envelope containing the EOI should be superscribed as "EOI for empanelment of caterer-2018". The authority is not responsible for postal/courier delay. Offer received after the date line & time mentioned above will not be considered & opened. Thus the same shall be deemed to be rejected

- 17 The BID shall be opened on **25/10/2018 at 4.00PM** in the presence of the Bidders/their authorized representatives.

**19. Penalty**

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

20. The Authority may reject any / all proposal without assigning any reason thereof.

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