



REQUEST FOR PROPOSAL(RFP)

SELECTION OF CATERING SERVICE PROVIDER FOR SUPPLY OF FOOD IN THE STATE LEVEL CHILDREN'S FESTIVAL "SURAVI-2025" SCHEDULED TO BE HELD FROM 12TH TO 14TH NOV 2025 AT CAPITAL HIGH SCHOOL, UNIT-III , BHUBANESWAR.

OCTOBER-2025

No 11010 /TE/2025 dated 14/10/2025



**ସମଗ୍ର ଶିକ୍ଷା
ସମଗ୍ର ଶିକ୍ଷା
Samagra Shiksha**



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

SHIKHYA SOUDH, UNIT-V, BHUBANESWAR-751001.

osepa.odisha.gov.in

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DISCLAIMER & CONFIDENTIALITY

This RfP is called for “**Selection of Catering Service provider for supply of food**” in the State Level Children’s Festival “Suravi-2025” scheduled to be held from 12^h Nov 2025 to 14th Nov 2025 at Capital High School, Unit-III , Bhubaneswar. RfP is issued by the Odisha School Education Programme Authority (OSEPA), a society under administrative control of School & Mass Education Department, Govt. of Odisha. While the information in this RfP document has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither OSEPA nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of ,or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RfP Document or on which this RfP Document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is here by expressly disclaimed.

The information contained in this RfP document is selective and subject to updating, expansion, revision and amendment at the sole discretion of the OSEPA. It does not claim to contain all the information that are recipient may require for the purposes of making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RfP Document, to correct any inaccuracies there in and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies there to and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RfP document includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the OSEPA, which the assumptions and the base information on which they are made may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RfP Document is, or should be relied on as, a promise, representation or warranty.

OSEPA shall be the sole and final Authority with respect to selection of a bidder through this tender.



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समग्र शिक्षा
Samagra Shiksha



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

“SHIKSHA SOUDHA”, UNIT-V, BHUBANESWAR-751001

No:11010 /TE/2025

Dated.14/10/2025

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Odisha School Education Programme Authority (OSEPA), under administrative control of School & Mass Education Department, Government of Odisha invites sealed tender for “**Selection of Catering Service provider for supply of food**” in the State Level Children’s Festival “**Suravi-2025**” scheduled to be held from 12th Nov 2025 to 14th Nov 2025 at Capital High School, Unit-III , Bhubaneswar.

The RFP document will be available in the OSEPA website i.e osepa.odisha.gov.in. The bidders fulfilling the prescribed eligibility criteria of the RFP can access, download the complete RFP Document and other details from the above website & apply accordingly. Corrigendum/addendum, if any, shall only be notified in the website mentioned above.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of availability of RFP document in OSEPA website	By 5.00 PM of 15/10/2025
2	Last Date for receipt of Bid	By 5.30 PM of 04/11/2025
3	Date of Opening of Technical Bid	On 11.00 AM of 06/11/2025
4	Date of Opening of Financial Bid of technically qualified bidders.	To be intimated after technical evaluation

The proposal complete in all respects must reach the undersigned by Speed Post / Registered Post / Courier **only latest by 5:30 PM on 04/11/2025**. The proposals received beyond the last date and time will be rejected. The Tender Inviting Authority (TIA) i.e OSEPA reserves the right to accept / reject any / all BIDs / cancel the entire selection process at any stage without assigning any reason thereof.

Address for Submission of Proposal:

**State Project Director,
Odisha School Education Programme Authority (OSEPA)
“Shiksha Soudha”, Unit-V, Bhubaneswar, Odisha-751001**

State Project Director

IMPORTANT INFORMATION TO THE BIDDER.

Sl.no.	Item	Description
1	Availability of RfP document	OSEPA web site osepa.odisha.gov.in
2	Address & Mode for Submission of Proposal	Address: Odisha School Education Programme Authority (OSEPA), Unit-V, Shiksha Soudha, Bhubaneswar-751001 Mode of Submission:- Only through Speed Post / Registered Post / Courier/post. Submission of Bid through any other mode will not be entertained & liable for rejection.
3	Date and time for receipt of the Tender documents only by speed post / Registered post / courier	During office hour up to 5.30 PM of 04/11/2025 in all working days.
4	Bid Processing fees (non - refundable)	₹5,000/- in shape of DD / Banker's cheque drawn in any nationalized/scheduled bank favouring State Project Director, OSEPA, payable at Bhubaneswar
5	Bid security /(EMD) –refundable without interest	₹1,00,000/- in shape of DD / Banker's cheque drawn in any nationalized/scheduled bank favouring State Project Director, OSEPA, payable at Bhubaneswar which will be annexed with the Technical Bid. EMD/Bid security is to be obtained from the bidders except Micro and Small Enterprises (MSEs) and start-ups as per Odisha MSME Development Policy and start-ups as defined under Odisha start-ups Policy, and F.D. Government of Odisha guidelines.
6	Last date for sending queries to OSEPA (to be sent by e mail only)	By 5.00 PM of 27/10/2025 Queries may be sent by email: osepate2022@gmail.com
7	Issue of responses to queries	29/10/2025
8	Date, time and venue of opening of (i) Technical Bid (ii) Financial Bids of eligible Bidders (iii) Venue	11.00 AM of 06/11/2025 To be intimated after technical evaluation Odisha School Education Programme Authority, Shiksha Soudha, Unit-V, Bhubaneswar-751001.
9	Performance Security deposit	10% of the contract value –to be submitted by the selected bidder within 02 days of issue of Letter of Award (LoA)
10	Signing of contract	Within 02 (Two) days from the date of issue of Letter of Award (LoA)
11	Validity of Proposal	Proposals must remain valid for one hundred Eighty (180) days from the submission date.
12	Bidder to state financial proposal in the Indian currency	Indian Rupees (INR)
13	Method of Selection	Quality and Cost Based Selection (QCBS)

INVITATION OF BID

Sealed tenders are invited from the reputed catering service Provider for supply of food to the participants of State Level Children's Festival "SURAVI-2025" scheduled to be held from **12th -14th November-2025** at Govt. Boys High School, Unit-III, Bhubaneswar as per the scope of work, general instruction & terms and conditions mentioned below.

Scope of work , Terms & Condition and General instruction for the Bidders.

A. Scope of Work

The Scope of work include

- (i) Supply of good quality food as lunch, snacks & dinner to the participants & others as per approved menu from 11/11/2025 to 15/11/2025.
- (ii) Supply of day wise coloured plastic coupon separately for lunch, snacks & dinner.
- (iii) Supply of sealed packaged drinking water in 20 liter bottle having batch no. & date of packing from 11/11/2025 to 15/11/2025 with 200 ml paper glass at venue site.
- (iv) Provision of uninterrupted water supply for the purpose of cooking of food , cleaning of utensils, hand washing etc. Cleaning of dining , cooking area & disposal of waste/debris etc.

B. Eligibility /Pre-qualification Criteria:

Sl. No	Eligibility Criteria	Documents required to be submitted
	1	2
1	Previous experience of minimum for 03 years of providing catering service starting from financial year 2022-23 onwards.	Copy of year wise Work Order/Contract Document with Work Completion Certificates from the previous Clients OR Copy of year wise Work Order/Contract Document & GST invoice rose against the previous client (at least for 03 years starting from financial year 2022-23 onwards)
2	The bidder must have registered under GST Act.	Copy of Valid Goods & Services Tax (GST) registration certificate registered under GST Act.
3	The bidder must have PAN/ TAN issued by IT Department.	Copy of valid PAN/ TAN
4	Valid food license issued by appropriate Authority of the Govt.	Copy of valid food license
5	Office, workshop set up in the city of Bhubaneswar & adequate person power for execution of the work .	Documentary proof in support of office of the bidder in the Bhubaneswar issued by Govt. Authority. Address of workshop setup in Bhubaneswar & details of person power.
6	The Agency should have an average annual turnover of ₹40.00 lakhs or more from Catering Services for the last 03 Financial Years (FY) NB: (i) In case of the bidder(s) filed Income Tax Return (ITR) of Assessment Year (AY) 2025-26 (i.e. FY 2024-25), the last three financial years would be 2021-22, 2022-23 & 2023-24. (ii) In case of the bidder(s) not filled ITR of	1. Copy of turn-over Certificate from CA (TECH-3) format & audited financial statements for the three financial years either as per NB (i) or NB (ii). 2. Copies of the IT Returns for the last three Assessment Years against the turnover Certificate from CA & audited financial statements of appropriate financial years.

Sl. No	Eligibility Criteria	Documents required to be submitted
	1	2
	AY 2025-26 (i.e. FY 2024-25) , the last three financial years shall be FY 2021-22, 2022-23, 2023-24	
7	The Bidder must have Successfully completed at least one assignment of providing catering services for minimum 3000 person in a day to the Central Govt./ State Govt./ Autonomous Body under the Govt. administrative control / Universities / International & National Organizations in a single order from FY 2022-23 onwards.	Filled in TECH-4 format along with copy of Work Order/ Contract Document & Work Completion Certificates from the previous Clients OR Copy of Work Order/Contract Document & GST invoice rose against the previous client.
8	Declaration regarding any conflict of interest.	The Bidder must declare on the letter head that the Agency is not carrying out any activity which is of a conflicting nature. (TECH-5)
9	Bidder must not be under any declaration of ineligibility by any Client and should not have been blacklisted with any of the Government/ PSU as on date of proposal.	Undertaking/ Declaration as per TECH-6 on stamp paper of appropriate value regarding his eligibility and non-blacklisting needs to be furnished by the bidder.
10	Bid processing fees	DD / Banker's cheque of ₹5000/- drawn in any nationalized/scheduled bank favouring State Project Director, OSEPA, payable at Bhubaneswar
11	Bid security /(EMD)	DD / Banker's cheque of ₹1,00,000/- drawn in any nationalized/scheduled bank favouring State Project Director, OSEPA, payable at Bhubaneswar. OR Supporting document in case bidder's claiming exemption of Bid Security / EMD
13	Menu chart	Date wise menu chart as per TECH-7 Format in bidder letter head.
12	The bidder to submit valid BIS/ISI Licence i.e IS 14543 of the brand or product or manufacturer or Licensee of packaged drinking Water (other than packaged Natural Mineral Water).	Valid BIS/ISI Licence i.e IS 14543 of the brand or product or manufacturer or Licensee of packaged drinking Water (other than packaged Natural Mineral Water).

C. SUBMISSION OF PROPOSAL

(i) **Part 1: Technical Proposal**

The Technical Proposals submitted by the bidders shall be evaluated in accordance with the eligibility criteria and technical evaluation parameters specified in the Request for Proposal (RFP). Only those bidders who are technically qualified shall be considered for further evaluation of their Financial Proposals

(ii) **Part 2: Financial Proposal**

The Financial Proposals will be opened only for bidders who are technically qualified, based on eligibility and technical evaluation defined in the RFP. The bidder with the highest combined score under the QCBS method will be invited for the next steps leading to contract award.

(iii) **Procedure for submission of proposal**

- (a) **Pre-Qualification Proposal:** The envelope containing pre-qualification documents as mentioned in **Para D (a) below** shall be sealed and superscripted **“Pre-Qualification Proposal – Selection of Catering Service Provider for SURAVI-2025”**.
- (b) **Technical Proposal:** The envelope containing the **document** as asked for in **Technical evaluation (2nd stage) col.3** shall be sealed and superscripted **“Technical Proposal – Selection of Catering Service Provider for SURAVI-2025”**. **In case the document is submitted in a pre-qualification proposal & the same is required for technical evaluation, the bidder has to enclose it again in the Technical Proposal envelope also.**
- (c) **Financial Proposal:** The envelope containing financial proposal, shall be sealed and superscripted **“Financial Proposal - Selection of Agency for providing Selection of Catering Service Provider for SURAVI-2025”**. The duly filled-in Financial Proposal Forms should contain the detailed price offer for the proposed assignment as per the prescribed format.

The **“Pre- Qualification Proposal”**, **“Technical Proposal”** and **“Financial Proposal”** must have to be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/ information mentioned in the RFP Document. All the above three envelopes have to be sealed and placed inside one envelope with proper labeling of the following information in bold letters:

NAME OF THE ASSIGNMENT: SELECTION OF CATERING SERVICE PROVIDER FOR SURAVI-2025

RFP NO.:

DATE:

DATE OF SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

(D) EVALUATION OF PROPOSAL:

A THREE stage process will be adopted as explained below for evaluation of the Bids

(a) Pre- qualification (1stStage): Pre-qualification proposal will be opened and scrutinized as per the listed documents given below:

- Covering Letter. **(TECH-1)**
- Organization Details. **(TECH-2)**
- Supporting document as asked for in pre-qualification /eligibility criteria towards Previous experience of minimum for 03 years of providing catering service starting from financial year 2022-23 onwards.
- Copy of Valid Goods & Services Tax (GST) registration certificate registered under GST Act.
- Copy of PAN /TAN.
- Copy of valid food license issued by competent Authority of Government.
- Documentary proof in support of office of the bidder in the Bhubaneswar issued by Govt. Authority. Address of workshop setup in Bhubaneswar & details of person power.
- Copy of turnover Certificate from CA **(TECH-3)** along with audited financial statements for the three financial years as mentioned in eligibility criteria.
- Copies of the IT Returns as mentioned in eligibility criteria.
- Filled in **TECH-4** format along with copy of Work Order/ Contract Document & Work Completion Certificates from the previous Clients **OR** Copy of Work Order/Contract Document & GST invoice rose against the previous client
- Declaration on the bidder's letter head that the Agency is not carrying out any activity which is of conflicting nature. **(TECH-5).**
- Undertaking/ declaration in **TECH-6** form on stamp paper of appropriate value.
- Date wise Menu chart in bidder's letter head **(TECH-7).**
- Bid Security/ EMD or supporting document in case bidder's claim on exemption of Bid Security / EMD
- DD of ₹5,000/- as Bid Processing fees.
- In case of drinking water: Valid BIS/ISI Licence i.e IS 14543 of the brand or product or manufacturer or Licensee of packaged drinking Water (other than packaged Natural Mineral Water).
- Checklist in **TECH-8** format

NB: The bidder(s) is/are requested to keep the above documents in Pre-Qualification proposal envelope for scrutiny. All the pages of the proposal and enclosures/ attachments are to be signed by the authorized representative of the bidder. Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respects, indexed and properly bounded. Each page should be numbered and signed by the authorized representative.

(b) Technical Evaluation (2nd Stage): The Technical proposals of those bidders, who have qualified the pre bid selection criteria, will be evaluated as per the following parameters:

Sl. No	Criteria	Maximum Marks	Document required to be submitted in technical proposal envelope
	1	2	3
1	Average annual turnover of ₹40.00 lakhs over last three financial years from catering services; • ₹40.00 lakhs - ₹60.00 Lakhs – 10 marks • More than ₹60.00 lakhs Upto ₹80.lakhs – 15 marks • More than ₹80.00 lakhs – 20 marks	20	Copy of Certificate from CA in TECH-3 along with audited financial statements for the three financial years either as per NB (i) or NB (ii) of eligibility criteria.
2	Past Experience: The Bidder must have Successfully completed at least one assignment of providing catering services for minimum 3000 person in a day to the Central Govt./ State Govt./ Autonomous Body under the Govt. administrative control / Universities / International & National Organizations in a single order from FY 2022-23 onwards. • One assignment of providing catering services for minimum 3000 person in a day – 10 marks • Two assignments of providing catering services for minimum 3000 person or more in a day – 15 marks • Three assignments of providing catering services for minimum 3000 person or more in a day – 20 marks • Four or more assignments of providing catering services for minimum 3000 person or more in a day – 25 marks	25	Duly filled in TECH-4 Format & Copy of Work Order/ Contract Document & Work Completion Certificates from the previous Clients OR Copy of Work Order/Contract Document & GST invoice rose against the previous client
3	Years of experience on providing Event Catering Services till 31 st March 2025. • 3 to 5 year-5 marks • Each additional Year-1 mark (limited to 5 marks)	10	Copy of year wise Work Order/ Contract Document & Work Completion Certificates from the previous Clients. OR Copy of year wise Work Order/Contract Document & GST invoice rose against the previous client
4	Evaluation of Menu chart given by the bidder	20	TECH-7 format containing date wise menu chart .
5	Onsite verification of Office & workshop set up of the bidder along with person power in the city of Bhubaneswar.	25	Documentary proof in support of office of the bidder in the Bhubaneswar issued by Govt. Authority. Address of workshop setup in Bhubaneswar & details of person power
Total Marks		100	

The bidder(s) will submit copy of the documents as asked for in **col.3** of the above table in **Technical Proposal envelope**. The bidder(s) is/ are requested to submit only those documents for which they are having chance of getting marks. Submission of unnecessary bulky documents may lead to rejection of the bid. Bidder/s securing 70 marks out of total 100 marks in the technical evaluation criteria are to be declared as **technically qualified**. Bidder/s securing less than 70 marks out of total 100 marks in the technical evaluation criteria will be declared as technically disqualified & hence not to be considered for further evaluation.

NB: Award of Marks against technical evaluation criteria as mentioned above is completely prerogative of the Committee constituted by OSEPA which is final & binding to all bidders.

(c) **FINANCIAL EVALUATION (3rd Stage):** The financial proposals (as submitted by the bidder in FIN-1 & FIN-2 format) of only those bidders qualifying the technical evaluation (2nd Stage) shall be opened in the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

(E) BID EVALUATION:

Quality and Cost Based Selection (**QCBS**) method will be followed during the overall selection process.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $Sf = 100 \times Fm/F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$\begin{aligned} T &= 70, \text{ and} \\ P &= 30 \end{aligned}$$

Bids shall be ranked according to their combined scores (S), calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS shall be called for further negotiation, if required, leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. **In case of a tie, the bidder having higher technical score will be considered the preferred bidder.** In case of further tie, the Tender Inviting Authority i.e OSEPA reserves the right to select the catering service provider which will be final & binding to all the bidders.

(F) AWARD OF CONTRACT:

The contract will be awarded to the bidder scoring highest score in the QCBS method after completion of the contract negotiation stage, if any. OSEPA will notify the successful bidder in writing by issuing a Letter of Award (LoA). The successful bidders will be asked to sign the contract after fulfilling all formalities within 02 days of issuance of the LoA. After signing of the contract, no variation or modification of the terms of the contract shall be made except by a written amendment signed by both the parties. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.***

(G) EMD / Bid security: (refundable with out interest)

The bidder must furnish, as part of the technical proposal, Bid Security (EMD) amounting to **Rs.1,00,000/- (Rupees one lakh only)** in shape of **DD / Banker's cheque** drawn in any nationalized/scheduled bank favouring State Project Director, OSEPA, payable at Bhubaneswar which will be annexed with the Technical Bid.

- (i) If the offer of the bidder's is not accepted, its Bid security (EMD) shall be refunded to him.
- (ii) The Bid Security (EMD) of the successful bidder shall be returned on receipt of performance security.
- (iii) Bids not accompanied by Bid Security (EMD) shall be rejected & will be treated as non-responsive.
- (iv) No interest shall be payable by this office for the sum deposited as bid security (EMD).
- (v) Proposals of the bidder/s not accompanied by EMD shall be rejected & will be treated as non-responsive.

Proposals not accompanied by EMD bidders except Micro and Small Enterprises (MSEs) as per Odisha MSME Development Policy and start-ups as defined under Odisha start-ups Policy, and Finance Deptt. GoO guidelines) shall be rejected & will be treated as non-responsive. No interest shall be payable by this office for the sum deposited as earnest money deposit.

NB: Micro and Small Enterprises (MSEs) as per Odisha MSME Development Policy and Start-ups as defined under Odisha start-ups Policy, and Finance Department. GoO guidelines are exempted for submission of EMD. The bidder(s) claiming EMD exemption should furnish the supporting document in pre-qualification proposal envelope.

(H) BID PROCESSING FEES (NON REFUNDABLE)

The bidder/s are to furnish bid processing fees of Rs.5000/- in in shape of **DD / Banker's cheque** drawn in any nationalized/scheduled bank favouring State Project Director, OSEPA, payable at Bhubaneswar which will be annexed with the Technical Bid. Proposals of the bidder/s not accompanied by EMD shall be rejected & will be treated as non-responsive.

(I) FINANCIAL BID:

The bidder has to submit the financial Bid in a separate envelope only in the format given as FINANCIAL BID-FIN-1 & FINANCIAL BID-FIN-2 FORMAT

- (i) **In FIN-1 FORMAT**, the bidder is required to quote rate per person per day for lunch, snacks & dinner within the limits as detailed in Para-J below.
- (ii) **In FIN-2 FORMAT**, the bidder is required to quote the total price by multiplying the rate quoted by them in FIN-1 format with the tentative quantity mentioned in **Annexure-A**. The total amount as quoted by technically qualified bidder/s in **FIN-2 FORMAT will be considered for QCBS evaluation.**
- (iii) In Financial bid the bidder has to quote price for all items in FORMAT-FIN-1 & FORMAT-FIN-2. No Part bidding is allowed. Part bidding will lead to rejection of the proposal of the bidder.
- (iv) The rate quoted in Financial bid shall be inclusive of all taxes, charges, duties, levies, if any, along with material cost, labour cost, transportation cost, loading / unloading cost,

- supply of day wise coloured plastic coupon separately for lunch, snacks & dinner, provision of uninterrupted water supply for the purpose of cooking of food , cleaning of utensils, hand washing, cleaning of dining , cooking area & disposal of waste/debris, supply of required sealed packaged drinking water & paper glass as per specifications etc.
- (v) In case of any calculation error found in the financial bid format (FIN-1 & FIN-2), OSEPA reserve the right to calculate the same as per actual & finalize the price. The decision of OSEPA is final & binding to all bidder/s.

(J) RATE PER DAY PER PERSON :

- (a) The bidder will have to quote the rate within the lower & upper limit per day per person fixed for different components i.e. Lunch/Snacks/Dinner fixed for the purpose. The lower limit & upper limit is fixed as under;

Lunch per day per person	-	lower limit ₹135/- & upper limit ₹140/-
Snacks per day per person	-	lower limit ₹35/- & upper limit 40/-
Dinner per day per person	-	lower limit ₹95/- & upper limit ₹100/-

The above rate is inclusive of all taxes, charges, duties, levies , if any, along with material cost, labour cost, transportation cost, loading / unloading cost, supply of day wise coloured plastic coupon separately for lunch, snacks & dinner, provision of uninterrupted water supply for the purpose of cooking of food , cleaning of utensils, hand washing, cleaning of dining , cooking area & disposal of waste/debris, supply of required sealed packaged drinking water & paper glass as per specifications etc .

- (b) The offer of the bidder/s quoting unit price below the lower limit & above the upper limit as given above for lunch, snacks & dinner is liable for rejections. The quoted rate upto two decimal points will be taken in to consideration. For example: if a bidder is quoting rate as ₹137.258903 per person per day for lunch , then the rate will be treated as Rs.137.25. However, the decision of Tender Inviting Authority i.e OSEPA towards selection of the caterer is final and binding to all the Bidder/s.

(K) MENU CHART:

The bidder/s are required to submit a Menu Chart date wise as per prescribed TECH-7 format. In case the bidder qualified in 1st stage of evaluation (pre-qualification), the menu chart will be evaluated by the Committee constituted by OSEPA for award of marks during technical evaluation stage. While preparing the Menu Chart, the bidder is to make following **mandatory provisions** along with other items.

Date	Lunch	Snacks	Dinner
11/11/2025	Food items – one non Veg item (2 eggs) & other veg items. Chaula Khiri	Mandia Biscuit/cake/ladu (20-25 gms) of reputed brand ,Fruits (apple/ orange/ banana).Juice of reputed brand (tetra pack)	Food items – all Veg items. Sweets.
12/11/2025	Food items – one non Veg item (Chicken) & other veg items. Cup ice cream of reputed brand (min. 50ml)	- Mandia Biscuit/cake/ladu (20-25 gms) of reputed brand ,Fruits (apple/ orange/ banana).Juice of reputed brand (tetra pack)	Food items – all Veg items. Sweets.
13/11/2025	Food items – all Veg items Chaula Khiri	Mandia Biscuit/cake/ladu (20-25 gms) of reputed brand ,Fruits (apple/ orange/ banana).Juice of reputed brand (tetra pack)	Food items – all Veg items. Sweets.

Date	Lunch	Snacks	Dinner
14/11/2025	Food items – one non Veg item (Chicken) & other veg items. Cup ice cream of reputed brand (min. 50ml)	- Mandia Biscuit/cake/ladu (20-25 gms) of reputed brand ,Fruits (apple/ orange/ banana).Juice of reputed brand (tetra pack)	Food items – all Veg items. Sweets.
15/11/2025	Food items – one non Veg item (fish) & other veg items. Cup ice cream of reputed brand (min. 50ml)		

(L) OSEPA’S RIGHT TO ACCEPT ANY PROPOSAL AND TO REJECT ANY OR ALL PROPOSAL(S)

OSEPA reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation / improper response/ adverse remark by the Committee after onsite verification may lead to the disqualification of the bid. If such disqualification /rejection occurs after the proposals have been opened and the L1 applicant gets disqualified/rejected, then OSEPA reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the OSEPA including annulment of the selection process.

(M) SUPPLY OF FOOD & DRINKING WATER

The selected caterer should confirm the nos. of person to be provided with food as well as drinking water from the co-ordinating officials declared by OSEPA for the purpose before preparing food for the day. The successful bidder will cook the food at Capital High School Unit-III, Bhubaneswar from 11/11/2025 to 15/11/2025 supply to the participants in Capital High School venue.

(N) SUPPLY OF DRINKING WATER:

The successful bidder will supply sealed packaged drinking water & paper glass of 200 ml. in different venues as per details given below;

- i. The sealed packaged drinking water will be supplied in 20 liter bottle with batch no. & date of packing from 11/11/2025 to 15/11/2025 with 200 ml paper glass.
- ii. The sealed packaged drinking water should have of BIS certification i.e. IS 14543 of the brand or product or manufacturer or Licensee of packaged drinking Water (other than packaged Natural Mineral Water).
- iii. The drinking water shall be packed in clean, hygienic, colour less, transparent , tamper proof, coolly wrapped by temper proof seal which shall be printed in the name of brand/company.
- iv. The level / seal of the container shall be marked with the following particulars.
(a)Name of the product i.e. packaged drinking water (b) name & address of the processor (c) Brand name (d) batch or Code number (e) date of processing/packing (f) Best for consumption up to____(date/month/year) (g) Net volume etc.
- v. The drinking water in paper glass shall be supplied in a stall constructed nearby to the dining hall at the programme venue round the clock . Besides, the same shall also be supplied in Girl’s High School, Unit-VI, Bhubaneswar .

(O) TECHNICAL VERIFICATION

The **quality/quantity** of food as well as drinking water shall be checked by the **Co-ordinating Officials for SURAVI-2025 declared by OSEPA** for catering services from time to time

during execution of work to ensure the quality and hygiene of food & drinking water. The above officials will also check the seal & details of the water bottle randomly. 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 & drinking water by the selected bidder and certification by the above official declared by OSEPA in a **Challan form on daily basis session wise**. The Challan form will be supplied by the coordinating officials of OSEPA. The selected food supplier has to supply the food only as per menu list as approved by OSEPA.

(P) ANTI-CORRUPTION MEASURE:

- a. Any effort by Bidder(s) to influence the OSEPA in the evaluation and ranking of financial proposals and recommendation for award of contract, will result in rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected, if it is determined that the recommended bidder has directly or through an agent engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

(Q) LEGAL JURISDICTION:

All legal disputes are subject to the jurisdiction of Civil Courts of Bhubaneswar only.

(R) FORCE MAJEURE:

For purpose of this clause, “**Force Majeure**” means an event beyond the control of the agency and not involving the agency’s fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify OSEPA in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the OSEPA in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise OSEPA in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, OSEPA reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

(S) PAYMENT TERMS :

Payment will be released within one month after submission of following documents after completion of the work.

- Final Bill
- Challan duly certified by co-ordinating official of OSEPA & the supplier
- Report, if any, submitted by the food inspector of BMC.
- Certificate regarding cleaning of the field by HM, Capital High School, Unit-III, Bhubaneswar.

(T) OTHER TERMS AND CONDITION.

- (i) All the foods shall be prepared in good quality Ag marked **edible oil** , Ag marked non polish Arhar Dal, Ag marked Rice . Items of the menu may change as per the requirement. The nos. of persons per day also may increase / decrease as per the requirement.

- (ii) The quantity of lunch and dinner to be provided is **for square (full) meal and 350 grams for snacks**. The tentative nos. of persons to be provided with food, drinking water, paper glass is enclosed at **Annexure-A. The nos. mentioned in Annexure-A may increase / decrease. The selected caterer should confirm the nos. of person to be provided with food/drinking water & paper glass from the co-ordinating officials before preparing food for the day.**
- (iii) The selected bidder will have to serve the lunch/snacks/dinner as per the time schedule given below;

Date	Lunch	Snacks	Dinner
11/11/2025	12 noon to 3:00 PM	4:30 PM to 6:00 PM	7:30 PM to 10:00 PM
12/11/2025	12 noon to 3:00 PM	4:30 PM to 6:00 PM	7:30 PM to 10:00 PM
13/11/2025	12 noon to 3:00 PM	4:30 PM to 6:00 PM	7:30 PM to 10:00 PM
14/11/2025	12 noon to 3:00 PM	4:30 PM to 6:00 PM	7:30 PM to 10:00 PM
15/11/2025	10 PM to 12 noon		

In exceptional cases, the time schedule as mentioned above may be revised as per instructions of Co-ordinating Officials for SURAVI-2025 declared by OSEPA.

- (iv) The bidder is required to furnish valid food license from appropriate Authority of the Govt. The validity of the food license shall be **at least up to 15/11/2025 & beyond**. The food license **not having validity at least up to 15/11/2025** shall be treated as **invalid** & the proposal of the bidder is liable for rejection on technical ground.
- (v) The selected bidder has to furnish performance security of **10% of the contract** value in shape Bank Draft / Bankers Cheque drawn in any Nationalized / Scheduled Bank favouring “State Project Director, OSEPA” payable at “Bhubaneswar within two days of issue of LoA.
- (vi) The selected bidder will be required to execute an Agreement with OSEPA within two days of issue of LoA on such terms and conditions as per the requirement of OSEPA.
- (vii) If the selected bidder fails to execute the Agreement or deposit the required performance security within the prescribed date after being intimated, it may be blacklisted along with forfeiture of its EMD . The Performance security will be forfeited if the party fails to carry out any conditions of the Agreement. However, decisions of the Tender Inviting Authority i.e. OSEPA is final & binding to selected supplier. The performance security of the successful bidder will be refunded after final settlement of bills.
- (viii) No advance will be given to the selected firm.
- (ix) Any proposal received after the due date and time shall be summarily rejected.
- (x) The selected bidder has to ensure supply of good quality and hygienic food.
- (xi) The selected bidder will be held responsible for any untoward incidence occurred due to substandard/bad food & drinking water supply and will be prosecuted as per law of the land.
- (xii) Fresh vegetables, meat etc. may be used for cooking.
- (xiii) Each Bidder shall submit only one (1) proposal, in response to this RFP. Any Bidder who submits or participates with more than one proposal, shall be disqualified.
- (xiv) OSEPA may take help of food inspector, BMC to check the quality of food & drinking water supplied in the programme. Adverse report, if any, made by the food inspector will lead to imposition of penalty as per recommendation of the Committee constituted by OSEPA.
- (U) PENALTY CLAUSE:**
The food supplied by the Supplier / Caterer shall be strictly according to the specification & menu list given as Annexure-A. Discomforts in supply of food ,drinking water (with paper glass) & adverse report by food inspector BMC, if any, shall be considered as negative factor towards payment of bills & may lead to forfeiture Performance security wholly/partly. Any deviation noticed in supply of the food other than the approved menu list is liable for imposition of penalty on the supplier as per recommendation of the committee constituted by OSEPA for the purpose. In this regard, the decision of State Project Director, OSEPA is final & binding to the selected supplier.

(A) Tentative List of date wise Nos. of Persons to be provided with food for SURAVI-2025

Date	Components	Approximate Nos.
	1	2
11.11.2025 (Tuesday)	Lunch	800
	Snacks	1400
	Dinner	1800
12-11-2025 (Wednesday)	Lunch	3400
	Snacks	3400
	Dinner	3400
13-11-2025 (Thursday)	Lunch	3400
	Snacks	3400
	Dinner	3400
14-11-2025 (Friday)	Lunch	3600
	Snacks	3600
	Dinner	3600
15-11-2025 (Saturday)	Lunch	500

TECH-1
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

Date:

Place

To

**The State Project Director
Odisha School Education Programme Authority
Unit-V, Bhubaneswar.**

Sub: Technical Proposal for providing Catering Services for SURAVI 2025

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed assignment “SURAVI 2025” in response to your Request for Proposal No.____, Dated:_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive

I remain,

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH- 2

General Details of the Bidder

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Bhubaneswar, Odisha If Yes, Please furnish details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.:Date: Name of the Bank:	
8	PAN & TAN	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials with Date & Seal]: _____

Name and Designation with Date and Seal: _____

TECH- 3

Bidder Organization Financial Details

Financial Information in INR				
Details	FY 2022-23	FY 2023-24	FY 2024-25	Average
Turnover from event management services (in Lakh) in case of the bidder filled ITR for AY 2025-26				
Turnover from event management services (in Lakh) in case of the bidder not filled ITR for AY 2025-26	FY- 2021-22	FY 2022-23	FY 2023-24	Average
	<i>Supporting Documents:</i> Audited financial statements for the last three Financial Years, (2022-23, 2023-24 & 2024-25 or 2021-22, 2022-23 & 2023-24 as the case may be. (Copies of income & expenditure statement/ Profit & loss account and balance sheet certified by CA for the respective Financial Years are mandatory along with this Form) <i>Filled in information in this Format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the Technical Proposal.</i>			

Signature and Seal of the CA with Date:

Membership No.

Name of the Firm.

UDIN:

Authorized Signatory of the Bidder [*In full and initial with Date and Seal*]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH- 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of completed assignments of providing catering services from FY 2022-23 onwards)

Sl. no.	Year	Name of the Assignment with details	Name of the Client	Contract value (in INR) and duration in month	Date of Award / commencement of assignment	Date of completion of assignment	Nos. of person provided food
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

NB: The bidder has to attach Document / papers in support of previous experience of minimum for 03 years of providing catering service starting from financial year 2022-23

Authorized Signatory [In full and initials with Date & Seal]: _____

Name and Designation with Date and Seal: _____

TECH - 5

DECLARATION REGARDING ANY CONFLICTING ACTIVITIES

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in EligibilityCriteria. If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our Agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Eligibility Criteria.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the OSEPA which shall be binding on us.

Authorized Signatory [In full and initial with Date and Seal]: _____

Communication Address of the Bidder: _____

(ON BIDDER'S LETTER HEAD)

Date:

Place

UNDERTAKING/DECLARATION

1. I, _____ Son/ Daughter / Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this undertaking/declaration and execute this tender document;
2. I certified that I have not committed any offense –
 - (a) Under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years.”
3. I have carefully read the entire bid document and understood all the terms and conditions of it and undertake to abide by them.
4. The information / documents/papers 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. In case of any wrong or false information as found by OSEPA, the State Project Director, OSEPA 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 tender.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

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

(ON BIDDER'S LETTER HEAD)

Date:

Place

Menu Chart

Date/Day	Lunch	Snacks	Dinner
11/11/2025 (Tuesday)			
12/11/2025 (Wednesday)			
13/11/2025 (Thursday)			
14/11/2025 (Friday)			
15/11/2025 (Saturday)			

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

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

TECH-8
CHECK LIST

Sl.no	Description	Submitted (Yes/No)	Page No.
(A)	PRE QUALIFICATION PROPOSAL		
1	Covering Letter (TECH -1)		
2	General Details of the Bidder (TECH - 2)		
3	Documentary evidence as mentioned in eligibility criteria for 03 years of experience starting from financial year 2022-23 onwards		
4	Copy of valid GST registration certificate		
5	Copy of PAN & TAN		
6	Valid food license issued by appropriate Authority of the Govt.		
7	Documentary proof in support of office of the bidder in the Bhubaneswar issued by Govt. Authority. Address of workshop setup in Bhubaneswar & details of person power.		
8	Financial details of the bidder (TECH - 3) along with all the supporting documents for the concerned period		
9	Copies of IT Returns for the last 3 AYs as mentioned in eligibility criteria		
10	Filled in TECH-4 format along with copy of Work Order/ Contract Document & Work Completion Certificates from the previous Clients OR Copy of Work Order/Contract Document & GST invoice rose against the previous client.		
11	Declaration in TECH-5 format on the bidder's letter head that the Agency is not carrying out any activity which is of conflicting nature.		
12	Undertaking/ declaration in TECH-6 form in bidder's letter head		
13	Date wise Menu chart in bidder's letter head (TECH-7).		
14	Bid Security/ EMD or supporting document of EMD exemption.		
15	Bid Processing Fee of ₹5,000/ in shape of DD/ BC		
16	Valid BIS/ISI Licence i.e IS 14543 of the brand or product or manufacturer or Licensee of packaged drinking Water (other than packaged Natural Mineral Water).		
17	Any other Document as asked for in this RFP		
(B)	TECHNICAL PROPOSAL		
18	Documents as asked for in Technical Evaluation Criteria against Average annual turnover.		
19	Documents as asked for in Technical Evaluation Criteria against past Experience		
20	Documents as asked for in Technical Evaluation Criteria against year of experience		
21	Menu chart in TECH-7 Format		
22	Documents as asked for in Technical Evaluation Criteria against Onsite verification of Office & workshop set up of the bidder along with person power in the city of Bhubaneswar.		
23	Any other Document as asked for in this RFP		
(C)	FINANCIAL PROPOSAL		
24	Filled in FIN- 1 & FIN -2 format		

Authorized Signatory [In full and initials with Date & Seal]

Name and Designation:

FINANCIAL BID

FIN-1

(In Bidder's letter Head)

[Location, Date]

(Amount in ₹)

- | | | |
|-----|------------------------------------|-----------|
| (1) | Rate per person per day for Lunch | ₹ _____/- |
| (2) | Rate per person per day for Snacks | ₹ _____/- |
| (3) | Rate per person per day for Dinner | ₹ _____/- |

The rate quoted above is inclusive of all taxes, charges, duties, levies , if any, along with material cost, labour cost, transportation cost, loading / unloading cost, supply of day wise coloured plastic coupon separately for lunch, snacks & dinner, provision of un interrupted water supply for the purpose of cooking of food , cleaning of utensils, hand washing, cleaning of dining , cooking area & disposal of waste/debris, supply of required sealed packaged drinking water & paper glass as per specifications etc.

Place:
Date:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

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

FINANCIAL BID**FIN-2****(In Bidder's letter Head)**

[Location, Date]

Date	Components	Approximate Nos.	Rate (as quoted in FIN-1) in ₹	Total (in ₹)
	1	2	3	4=col.2Xcol.3
11.11.2025 (Tuesday)	Lunch	800		
	Snacks	1400		
	Dinner	1800		
12-11-2025 (Wednesday)	Lunch	3400		
	Snacks	3400		
	Dinner	3400		
13-11-2025 (Thursday)	Lunch	3400		
	Snacks	3400		
	Dinner	3400		
14-11-2025 (Friday)	Lunch	3600		
	Snacks	3600		
	Dinner	3400		
15-11-2025 (Saturday)	Lunch	500		
Total				

The total price quoted above is inclusive of all taxes, charges, duties, levies , if any, along with material cost, labour cost, transportation cost, loading / unloading cost, supply of day wise coloured plastic coupon separately for lunch, snacks & dinner, provision of un interrupted water supply for the purpose of cooking of food , cleaning of utensils, hand washing, cleaning of dining , cooking area & disposal of waste/debris, supply of required sealed packaged drinking water & paper glass as per specifications etc.

Place:
Date:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

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