

**EXPRESSION OF INTEREST FOR SELECTION OF  
CANTEEN SERVICE**

**For**

**Zilla Mahotsav "JATARA"-2025**

**In Sundargarh**

***Organized By:***

***District Council of Culture, Sundargarh  
&  
District Administration, Sundargarh***

**Detail Address: Deputy Registrar of Cooperative Societies  
At/ Po – Sundargarh,  
Pin- 770001, Dist- Sundargarh.  
Ph: 6370236867  
E mail: drcssng@gmail.com**

**Event Period: 01 to 05 January 2025**

**❖ *The dates and place may be rescheduled in unavoidable circumstances***

**Location: Govt College Ground Sundargarh**

**EXPRESSION OF INTEREST CALL NOTICE FOR SELECTION OF CANTEEN SERVICE**  
**FOR ZILLA MAHOTSAV JATARA-2025**

No.:2972

Date: 21.12.2024

The District Administration is going to organize The Zilla Mahotsav "JATARA" 2025, which is scheduled to be held from 1<sup>st</sup> to 5<sup>th</sup> January 2025 in Sundargarh District Headquarter.

"Expression of Interest" in two bids i.e. "Technical Bid" with requisite documents and "Financial Bid" towards cost of food items in two separate sealed covers are invited from interested Organizations/ SHGs for running of canteen service to provide breakfast/ lunch/ dinner for officials/ participants in the program at a reasonable price from 1<sup>st</sup> to 5<sup>th</sup> January 2025 during Zilla Mahotsav JATARA 2025..

The interested firms are to inspect the location and collect required information regarding its location, size and available amenities to cater the requirement of the event. The **EMD of Rs. 15,000/-**-(Rupees Fifteen Thousand only) is to be deposited in shape of DD in favor of Deputy Registrar of Cooperative Societies, Sundargarh payable at Sundargarh. The Bid Document can be downloaded from the website : <https://sundargarh.odisha.gov.in/>. The bidder has to submit the cost of bid document i.e **Rs./- 1000/-** (Rupees One Thousand only) **in shape of DD** in favor of Deputy Registrar of Cooperative Societies , Sundargarh payable at Sundargarh with the Technical Bid. The last date of receipt of the sealed offer in the office at Deputy Registrar of Cooperative Societies , Sundargarh is up to **5.30 P.M. on dt 26.12.2024**. The "Technical Bids" will be opened at **4.00 PM on dt. 27.12.2024 at meeting hall of office** at Deputy Registrar of Cooperative Societies, Sundargarh in presence of the bidders or their authorized representatives. The "Financial Bids" of only qualifying firms will be opened on suitable date and time with intimation to the selected bidders.

The bidder is required to furnish an undertaking by way of affidavit not to use any kind of banned plastic materials (as notified by the Govt.) in the canteen, use only eco friendly products, strictly follow all types of fire safety norms as per Govt., rules & regulations, not to do any extra decoration/ signage/counters outside the allotted area, shall be solely responsible for all liabilities for running of the canteen, to abide with any other conditions as to be imposed by the authority and submit the food license issued by the city Health Officer of DHH, Sundargarh for opening of the canteen in Zilla Mahotsav JATARA 2025 .

**The authority reserves the right to reject any or all the offers without assigning any reason thereof.**

  
Deputy Registrar  
Co-operative Societies  
Sundargarh Division  
Sundargarh

## DATASHEET

| SINo | Particulars   | Details   |
|------|---|---|
| 1    | Method of Selection   | Least Cost Selection Process  |
| 2    | Date of Issue of EOI  | 22/12/2024  |
| 3    | Dead line for receipt of EOI Proposal   | 26/12/2024  |
| 4    | Date of opening of Technical Proposal   | 27/12/2024  |
|      | b) Menu verification  | Will be intimated after verification of documents   |
| 5    | Date of opening of Financial Proposal   | 27/12/2024  |
| 6    | Expected date of commencement of Assignment   | 31/12/2024  |
| 7    | Bid document Fee (Non Refundable)   | Rs. 1000/- (Rupees One Thousand only) in shape of DD favoring drawn in any scheduled commercial Bank payable at Deputy Registrar of Cooperative Societies, Sundargarh                 |
| 8    | Earnest Money Deposit (EMD)*<br>*Refundable subject to satisfactory performance & compliance to laid down conditions. | Rs. 15000/- (Rupees Fifteen Thousand only) In shape of DD favoring Deputy Registrar of Cooperative Societies, Sundargarh drawn in any scheduled commercial bank payable at Sundargarh |
| 9    | Contact Person(s)   | Umasankar Das,<br>DRCS, Sundargarh<br>6370236867,<br>Minakhi Pradhan,<br>District Coordinator, ECM,<br>7008399307   |
| 10   | Postal Address for submission of proposal   | Deputy Registrar of Cooperative Societies<br>At/ Po - Sundargarh, Pin- 770001, Dist-<br>Sundargarh.<br>Ph: 6622272365<br>E mail: drcssng@gmail.com                                    |
| 11   | Mode of Submission of proposal  | Speed Post/ Registered Post only to the address as specified at Sl. No 10 during the office hour only. Submission of bid through any other mode and late bid will be rejected.        |
| 12   | Place of opening of proposal  | Office chamber of Deputy Registrar of Cooperative Societies, Sundargarh.  |

|    |  |   |
|----|--|---|
| 13 | Website to visit for download of bid document. | <a href="https://sundargarh.odisha.gov.in/">https://sundargarh.odisha.gov.in/</a> |
|----|--|---|

**EXPRESSION OF INTEREST CALL NOTICE FOR SELECTION OF CANTEEN SERVICE  
FOR ZILLA MAHOTSAV JATARA-2025**

**Terms of Reference**

**1. Introduction:**

"Objective:

Selection of a hotel/ organization/ restaurant/ SHG for operating canteen service during Zilla Mahotsav Jatara 2025 from 1<sup>st</sup> to 5<sup>th</sup> January 2025 at District Headquarter, Sundargarh to provide breakfast/ lunch/ dinner & snacks at a reasonable cost.

**2. General Terms & Conditions:**

- i. This Bid document will be received in sealed cover super scribed "**EOI for Selection of Canteen Service for Zilla Mahotsav Jatara 2025** " (containing sealed technical bid and financial bid in separate sealed covers) **up to 5.30 PM on dt 26.12.2024.**
- ii. The date of organizing the event i.e from 1<sup>st</sup> January to 5<sup>th</sup> January 2025 at the District Headquarter, Sundargarh
- iii. The bidder must submit their proposal by **Speed Post/ Registered Post** to the address as specified at **Sl.No 10 of the DATASHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl.No 5 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/any consequence in receiving of the proposals.
- iv. The Agency shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the order in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.

- v. The above deposit of the Agency shall remain as security for the due rendering of services for the event and on successful completion of the event, the same will be refunded as per agreement.
- vi. The organizer will provide a built up space with dining table/ chair for running the canteen. However the agency will take necessary steps for regular sanitization of the chair/ table and dining area. The bidder has to restrict his activities within the allotted premises.
- vii. The selected agency will have to make necessary arrangement to deploy sufficient number of Canteen staffs, kitchen equipment/ utensil & drinking water to run the canteen w.e.f. 1<sup>st</sup> January to 5<sup>th</sup> January 2025.
- viii. The bidders have to be ready at all time to provide parcel service as it is a very safe way for serving food.
- ix. Adequate number of fire extinguishers need to be installed by the canteen operator in the kitchen and dining area (Minimum 2 Nos of Fire extinguishers) or as to be specified by the Fire Officer of Govt. of Odisha.
- x. Fire retardant solution to be sprayed in all fabrics/ flex materials used inside/ outside the kitchen and dining area.
- xi. As the JATARA ground will be a plastic free zone, the selected bidder has to use eco-friendly materials in the canteen for serving food and shall not use banned plastic materials(as notified by Govt. of Odisha) under any circumstances. The member(s) of the Food Inspector will verify the same regularly and report to the fair office in case of negligence by the canteen operator.
- xii. The firm shall lift the solid waste generated from the canteen and deposit the same in the earmarked area/ container.
- xiii. The firm shall maintain hygienic condition of kitchen & dining area.
- xiv. The firm shall be solely responsible for all liabilities for running the canteen at the Program.
- xv. **Performance Bank Guarantee**  
The qualified bidders shall have to sign an agreement in Non Judicial Stamp paper of appropriate value with deposit Rs. 50,000/-in shape of Demand Draft towards performance security within 3 days after acceptance of the EOI proposal. The Performance Security includes the amount deposited at EMD with the EOI document. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the Performance Security. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- xvi. **Contract Negotiation:**  
Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.
- xvii. The firm must obtain for himself on his own responsibility and at his own expense all the information after visiting the site "Govt College Ground Sundargarh " and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
- xviii. The Agency has to provide the services only JATARA program.

- xix. The Canteen operator has to ensure display of food items to be served on each day (Breakfast, Lunch, Dinner & only snacks for stage). The members of the food committee will verify the prepared food menu (breakfast, lunch, Dinner & only snacks for stage on each day) with the approved menu and submit the report to fair office in case of negligence.
- xx. The canteen operator will submit the received valid coupons to the fair office on next day i.e. (e.g.) the received valid coupon of 01/01/2025 (breakfast, lunch, dinner & only snacks) will be submitted in the fair office on 02/01/2025 and collect the receipt of the same from fair office. The same receipts (5 nos. for 5 days) will be submitted by the firm along with the final bill for payment after completion of the event.
- xxi. **Mode of payment**
- No advance will be paid to the firm for the work. Payment shall be made through RTGS/NEFT on the basis of number of valid food coupons issued by authority submitted in shape of receipts by the firm along with the claim bill. The Head of The Food Committee will certify the successful completion of the work by the firm before release of final payment. The firm has to submit the final bills within 02 days of completion of the event positively.
- xxii. No modification to the bid documents shall be allowed once it is received by the authority.
- xxiii. The firm should not have been indicated or convicted by any court of law. No adverse orders should have been passed against the firm by any Government authorities. No investigation by any authority as stated above should be pending against the firm.
- xxiv. The firm will nominate a coordinator (with contact number) who shall be responsible for immediate interaction with the Committee as and when required. The same person will deposit the received food coupons in the committee office and collect receipt of the same. The person will also submit the menu prepared by the canteen service to the Food committee on daily basis during the JATARA time.
- xxv. The activities of the canteen is limited to the allotted canteen area only. No extra decoration/ activities beyond the canteen area is admissible. The member of the Food and Sanitation Committee will verify the same regularly and report to the fair office in case of negligence by the canteen operator.
- xxvi. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- xxvii. In case of breach of any terms & conditions, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
- xxviii. Income tax, as applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 & as amended from time to time.
- xxix. The agency shall not sublet the work to any other agency under any circumstances.
- xxx. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the bidder/authorized representative.
- xxxi. **Governing Law and Penalty Clause**
- The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder

liable for liquidate damages and there after the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

### 3. Technical Bid

A. The firm have to submit the Technical Bid in the prescribed format i.e Covering letter and other information as per the "Annexure-III" along with following documents fulfilling the eligibility Criteria.

- i. Demand Draft of Rs. 1000/- (Rupees One hundred) only in favour of Deputy Registrar of Cooperative Societies, Sundargarh payable at Bhubaneswar towards bid document cost.
- ii. Earnest Money in form of a demand draft of Rs. 15,000/- (Rupees Fifteen Thousand Only) from scheduled commercial bank drawn in favor of Deputy Registrar of Cooperative Societies, Sundargarh
- iii. Copy of the Valid food license.
- iv. Copy of the GST Registration Certificate and up-to-date e filling copy for last three month up to August, September & October 2024.
- v. Copy of the PAN and up-to date return of income tax for the last three financial years up to 2024.
- vi. Copy of the Past Experience if any in providing canteen based food services. The bidder has to submit the self-attested copies of past experience towards providing canteen based food services.
- vii. Undertaking in shape of affidavit as at "Annexure-I"
- viii. Undertaking in shape of affidavit as at "Annexure-II".

B. The food items as per menu and rate chart will be verified and evaluated by the designated Committee at a specified time/place after opening and acceptance of Technical bids. Evaluation will be made on the basis of factors such as hygiene, variety, price, taste and presentation etc. Discrepancies observed if any on the food items as per the menu and rates by the designated committee will lead to disqualification of the bidder for opening of the financial bid.

Anyone found guilty of furnishing false information shall be blacklisted by the Sundargarh District Administration, Govt. of Odisha and EMD or performance security deposit or both of such agencies shall be forfeited.

### 4. Financial Bid

**The Financial Bid** shall be the cost of food items to be provided during the ZILLA MAHOTSAV JATARA Mela to be submitted in the prescribed format at "Annexure-V" with the prescribed Covering Letter at "Annexure-IV". **The financial quote must be Exclusive of GST as applicable.** The rate quoted by the bidders must stand for at least 90 days from selection of bidders/ issue of work order.

**5. Selection of Canteen Service.**

*The selection of canteen service will be made on the basis of technical criteria as mentioned and lowest financial quote.*

6. The authority/committee reserves the right to reject any or all the offers without assigning any reason thereof.
7. Any dispute arising out of the EOI, the decision of the Food Committee for JATARA shall be final & binding.
8. The date wise food menu is as follows. Accordingly, the bidder has to quote the rate in Annex-V

**FOOD MENU**

| <b>Date</b> | <b>Break Fast</b>   | <b>Lunch</b>  | <b>Dinner</b>   |
|-------------|---|---|---|
| 01.01.2025  | Idli, Sambar<br>Chatni, Jalebi, Egg<br>Tea/Coffee           | Rice, Roti, Dal, Mix Veg, Finger<br>Chips, Papad, Salad, Curd,<br>Tomato Khata          | Rice, Roti, Dal, Mix Sabjee, Papad,<br>Chicken Masala, Paneer Masala, Tomato<br>Khata, Salad                |
| 02.01.2025  | Puri, Aloo, Dum,<br>Jalebi, Bread<br>Omlette,<br>Tea/Coffee | Rice, Kadi, Roti, Phulkobi Aloo<br>Matar, Veg Chips, Papad,<br>DahiBundi, Salad         | Rice, Roti, Dal, Bhandakobi Mix Sabjee,<br>Green Chutney, Fish Masala, Paneer<br>Matar, Papad, Salad, Sweet |
| 03.01.2025  | Idli, Sambar,<br>Chatni, Jalebi,<br>Egg, Tea/Coffee         | Rice, Roti, Dal, Mix veg, Veg<br>Chips, Tomato Khata , Salad,<br>Papad, Curd            | Rice, Roti, Ghanta Mix, Tomato Khata,<br>Chicken Masala, Paneer Simla(veg),<br>Papad, Salad, Sweet.         |
| 04.01.2025  | Upma, Chana<br>Tarkari, Jalebi,<br>Egg Tea/Coffee           | Rice, Dal, Roti, Mix Veg, Veg<br>Chips, Tomato Khata, Saga<br>Bhaja, Papad, Salad, Curd | Rice, Dal, Roti, Dal, Mix Sabjee, Fish<br>Masala, Paneer Masala, Tomato Khata,<br>Papad, Salad              |
| 05.01.2025  | Idli, Sambar,<br>Chatni, Jalebi,<br>Egg, Tea/Coffee         | Rice, Roti, Dal, Mix Veg, Finger<br>Chips, Papad, Salad, Tomato<br>Khata, Dahibundi     | Rice, Roti, Dal, Mix Sabjee, Papad,<br>Mushroom Masala, Tomato Khata,<br>Salad, Chicken Masala              |

**SNACKS MENU FOR STAGE**

| <b>01.01.2025</b>                                 | <b>02.01.2025</b>                        | <b>03.01.2025</b>                                 | <b>04.01.2025</b>                        | <b>05.01.2025</b>                                 |
|---|--|---|--|---|
| Aloo Chop,<br>Kachodi, Cake,<br>Tea/Coffee, Water | Cutlet, Bada, Cake,<br>Tea/Coffee, Water | Aloo Chop, Kachodi,<br>Cake, Tea/Coffee,<br>Water | Cutlet, Bada, Cake,<br>Tea/Coffee, Water | Aloo Chop, Kachodi,<br>Cake, Tea/Coffee,<br>Water |

**NB: Actual requirement will be intimated soon.**

**UNDERTAKING**

*(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding undertaking for following)*

1. I, hereby undertake that, our agency has not been blacklisted/debarred by any of the Central Government/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority.
2. That there is no criminal case pending in any Court of Law against our agency or against the Proprietor/Director/Persons to be deployed by our agency at the time of submission of bid.
3. I/we further certify that Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past and as well as at the time of submission of bid. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
4. I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature  
(in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

## **UNDERTAKING**

*(On the Stamp Paper of appropriate value in shape of affidavit from the Notary)*

I, hereby undertake that,

- We will obey and ensure all principle of food safety and protocols for food out lets as prescribed by the Govt./DHH from time to time.
- We will not use any kind of banned plastic materials (as notified by the Govt.) in the canteen, use only eco-friendly products.
- Will strictly follow all types of fire safety norms as per Govt., rules & regulations,
- Will not to do any extra decoration/ signage/counters outside the allotted area, shall be solely responsible for all liabilities for running of the canteen,
- Will abide with any other conditions as to be imposed by the authority and submit the food license issued by the DHH Sundargarh for opening of the canteen during JATARA 2025.

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**TECHNICAL BIDCOVER IN GLETTER**  
*(ON BIDDER LETTER HEAD)*

[Location Date]

To  
[Name and Designation of  
Tender Inviting Authority]  
[Office Address and Location]

Sub:- EOI for Selection of Canteen Service to be organized from 1<sup>st</sup> to 5<sup>th</sup> January 2025 during JATARA program in Sundargarh (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (***Selection of Canteen Service***) in accordance with your EOI Notice No.:\_\_\_\_\_ **Dated** \_\_\_\_\_, we are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes. I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any missing contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to..... days and I confirm that this proposal will remain binding up on us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory  
with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

|    |  |                       |
|----|--|-----------------------|
| 1  | Name of the Bidder   |                       |
| 2  | Details of Bid Document Cost<br>(Demand Draft Details)   | DDNo:                 |
|    |  | Date:                 |
|    |  | Amount(Rs.)           |
|    |  | Drawn on Bank.        |
| 3  | Details of EMD:(Demand Draft Details)  | DDNo:                 |
|    |  | Date:                 |
|    |  | Amount(Rs.)           |
|    |  | Drawn on Bank.        |
| 4  | Name of the Director/Proprietor  |                       |
| 5  | Full Address of Registered Office if any   | Postal Address:       |
|    |  | Telephone No.         |
|    |  | FAX No.               |
|    |  | E-Mail Address        |
| 6  | Name & telephone number of the authorized person signing the bid   |                       |
| 7  | Bank Name  | Account Number:       |
|    |  | Bank and Branch Name: |
|    |  | IFSC Code             |
| 8  | PAN No.<br>(Attach self-attested copy)   |                       |
| 9  | GSTIN(Attach self-attested copy)   |                       |
| 10 | Acceptance to all the terms & conditions of the tender(Yes/No)   |                       |
| 11 | Power of Attorney/authorization letter for signing of the bid documents (submitted/ not submitted)   |                       |
| 12 | Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted) |                       |
| 13 | Kindly mention the total number of pages in the tender document.   |                       |

14. Details of the past experience towards providing Canteen Service(In last 5 Years):

| Period | Name of the Authority with complete address & Phone no. | Type of services provided with details of manpower/machinery deployed | Contract Amount (in INR) | Duration |    |
|--------|---|---|--------------------------|----------|----|
|        |   |   |                          | From     | To |
|        |   |   |                          |          |    |
|        |   |   |                          |          |    |
|        |   |   |                          |          |    |
|        |   |   |                          |          |    |

**15. Declaration**

I, Shri.....Son / Daughter / Wife of Shri \_\_\_\_\_

\_\_\_\_\_ Proprietor / Director /  
Authorized signatory of \_\_\_\_\_ (Name of the Service  
Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.

The information and documents furnished along with the tender are true and authentic  
to the best of my knowledge and belief. I am well aware of the fact that, furnishing of  
any false information/ fabricated document would lead to rejection of our tender at any  
stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Enclosures:**

- ii. Bid processing Fee in the form of Demand Draft in original.
- iii. EMD in the form of Demand Draft in original.
- iv. Copy of tender document (each page must be signed and sealed)
- v. Duly filled Technical Bid and Financial Bid
- vi. List of Documents as applicable.
- vii. Affidavits as applicable.

**FINANCIAL BID COVERING LETTER**  
(ON BIDDER LETTER HEAD)

[Location Date]

To  
[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- EOI for Selection of Canteen Service for JATARA program in Sundargarh to be organized from 1<sup>st</sup> to 5<sup>th</sup> January 2025 [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for (***Selection of Canteen Service***) in accordance with your EOI No. \_\_\_\_\_ Dated \_\_\_\_\_, our attached financial price is ***{insert amount(s) in words and figures} for the proposed service***. This amount is ***exclusive of the taxes applicable as per GST Act***. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the EOI to provide the services accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**Format for Financial Proposal (Excluding GST)****Financial Bid**Agency/Firm name-  
Address

| Sl. No | Name of the item | Price quoted per unit in Rs | Total Units Rs | Total Price Rs | GST Rs | Grand Total Rs |
|--------|------------------|-----------------------------|----------------|----------------|--------|----------------|
| 1      | Breakfast        |                             |                |                |        |                |
| 2      | Lunch            |                             |                |                |        |                |
| 3      | Dinner           |                             |                |                |        |                |
| 4      | Snacks           |                             |                |                |        |                |
|        |                  | <b>TOTAL</b>                |                |                |        |                |

(Total Rupees -----)

- NB: 1. The price quoted should include all expenses including arranging dishes, gas, food preparation, transportation, man power for serving, buffet plates, cleaning of site etc.  
2. The bidder should carefully read the schedule of requirement and quote the rate accordingly.

Place  
Date**Signature of Authorized person**Full Name:  
Seal

**BIDSUBMISSIONCHECKLIST**

| SL.NO                         | Description  | Submitted<br>(Yes/No) | Page No. |
|-------------------------------|--|-----------------------|----------|
| <b>TECHNICALBID(ORIGINAL)</b> |  |                       |          |
| 1                             | Covering letter along with information in Bidders Letter Head.                         |                       |          |
| 2                             | Bid Processing Fee (Demand Draft)  |                       |          |
| 3                             | EMD (Demand Draft)   |                       |          |
| 4                             | Valid food license   |                       |          |
| 5                             | GST Registration Certificate and up-to-date filling copy up-to September 2024.         |                       |          |
| 6                             | PAN and up-to date return of income tax for the last three financial years up-to 2024, |                       |          |
| 7                             | Past Experience towards providing canteen based food services.                         |                       |          |
| 8                             | Undertaking in shape of affidavit as per "Annexure-I"                                  |                       |          |
| 9                             | Undertaking in shape of affidavit as per "Annexure-II"                                 |                       |          |
| <b>FINANCIALBID(ORIGINAL)</b> |  |                       |          |
| 1                             | Covering Letter in Bidders Letter Head   |                       |          |
| 2                             | Duly filled in Financial Bid   |                       |          |

***It is to be ensured that:***

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (in full and initials): \_\_\_\_\_

Name and Designation with Date