



## **OFFICE OF THE DEPUTY DIRECTOR SPORTS**

(Sports Hostel, Rourkela, Chhend, Quarry siding Rourkela-15)

Email Id – [hockeyshrkl@gmail.com](mailto:hockeyshrkl@gmail.com)

**No.510**.....

**Date.20.07.2025**

### **QUOTATION CALL NOTICE**

Sealed quotations are invited from Catering Service Provider Agencies/Individuals for the supply of food items i.e. Breakfast, Lunch, Evening Snacks, and Dinner-during the 4th Hockey Association of Odisha State Championship 2025, which is tentatively scheduled to be held in Rourkela from 3rd August 2025 to September 2025, as per the following terms and conditions.

1. The quotation, complete in all respects, should reach the undersigned on or before **30.07.2025** by **05:00 PM** and will be opened on the same day at **06:00 PM** in the presence of the bidders or their authorized representatives in the chamber of the **Deputy Director, Sports, Rourkela (Sports Hostel, Panposh, Rourkela), Quarry Siding, near TISCO Colony, Chhend – 769015, Rourkela, Odisha.**
2. Quotations received after the stipulated date and time, i.e., **30.07.2025** by 05:00 PM, shall be summarily rejected and will not be considered for any reason whatsoever. It is the sole responsibility of the bidder to ensure that the quotation reaches the designated office within the prescribed timeline. Any delay, including those caused by postal or courier services, will not be entertained.
3. Each bidder is required to submit a Bidding Cost of **Rs.1,000/- (Rupees One Thousand only/-)** in the form of a Demand Draft (DD) issued by any nationalised bank, drawn in favour of "**Administrator Birsa Munda International Hockey Stadium**", payable at Rourkela. The Bidding Cost must be enclosed in the sealed quotation envelope. Bids submitted without the requisite Bidding Cost will be summarily rejected.
4. The successful bidder, upon finalization of the tender, shall be required to submit an Earnest Money Deposit (EMD) of **Rs.1,00,000/- (Rupees One lakh only/-)**. The EMD must be submitted in the form of a **Demand Draft (DD)** drawn on any Nationalized Bank, in favour of "**Administrator Birsa Munda International Hockey Stadium**", and payable at **Rourkela**. The EMD shall be refunded after the successful completion of the Event/Programme, subject to satisfactory performance and compliance with all terms and conditions of the contract.
5. Submission of Mandatory Documents: (Details Annexed at Evaluation Criteria)  
All bidders are required to submit self-attested copies of the following documents along with their quotation:
  - (i) Valid GST Registration Certificate with GSTIN,
  - (ii) Copy of valid PAN Card,
  - (iii) Latest Audit Report or Income Tax Return (ITR),
  - (iv) Any other relevant licenses or certifications applicable to the nature of services being offered.

Failure to submit any of the above documents may lead to disqualification of the bid. All documents must be legible and submitted in English.

6. The bidder preferably should have prior experience in providing catering services for similar large-scale events, such as those organized by government departments, public sector undertakings, sports events, educational institutions, or reputed private Organizations.

Preference will be given to bidders who submit the following supporting documents:

- i. Copies of Work Orders or Agreements for at least two similar assignments executed in the last three financial years,
- ii. Corresponding Completion Certificates or Performance Reports issued by the concerned authority/organization.
- iii. Bidders with adequate proof of relevant experience may receive priority during the evaluation process.

(All relevant details Annexed at Eligibility Criteria)

7. The bidder must submit a self-declaration on their official letterhead stating that they have not been blacklisted or debarred by any Central/State Government Department, Public Sector Undertaking, Autonomous Body, or any other competent authority in India as on the date of submission of the bid. **(Format Annexed)**

Any false declaration in this regard will lead to immediate disqualification of the bid and may attract legal or administrative action as deemed appropriate by the competent authority.

8. The bidder shall submit a declaration stating that no officer or employee of the Office of the Deputy Director, Sports, Rourkela, or any other person related directly or indirectly to the tendering process, is associated with the bidder in any manner as a partner, proprietor, director, shareholder, or employee. **(Format Annexed)**

In the event of any such relationship coming to light at any stage of the tender process or during the execution of the contract, the bid/contract is liable to be cancelled immediately, and appropriate legal or administrative action may be initiated.

9. The undersigned reserves the absolute right to reject any or all quotations, wholly or in part, without assigning any reason whatsoever. This includes the right to cancel or modify the terms and conditions of the quotation process at any stage, without incurring any liability towards the affected bidder(s). No claim, appeal, or correspondence in this regard shall be entertained, and the decision of the undersigned shall be final and binding.

10. All accompanying documents submitted along with the quotation must be in English. In the event that any document is in a language other than English, it must be accompanied by a certified English translation, duly notarized by a Competent Authority. In case of any discrepancy or dispute in interpretation, the English version of the document shall be considered authoritative and final for all official purposes.

11. The sealed envelopes containing the quotation must be submitted to the following address:

**Office of the Deputy Director, Sports,  
Sports Hostel, Panposh, Rourkela,  
At– Quarry Siding, Near TISCO Colony, Chhend – 769015, Rourkela, Odisha.**

The quotations should reach the above address on or before the Bid Due Date through Registered Post or Speed Post only. Submissions by hand delivery, courier, or any other mode shall not be accepted.

12. The bidder quoting the lowest financial bid for each individual item listed in the financial bid (i.e., Breakfast, Lunch, Evening Snacks, and Dinner) shall be considered the successful bidder. The evaluation shall be done on an item-wise lowest quote basis, and work may be awarded accordingly.
13. The Deputy Director, Sports is under no obligation to accept the lowest bid or any bid submitted in response to this invitation. The authority reserves the right to cancel, annul, or terminate the tendering process at any stage, without assigning any reason whatsoever. Such termination may be communicated by issuing a written notice, and no claim or compensation shall be entertained from any bidder on this account.
14. All matters pertaining to this order/quotation and any disputes arising thereof, shall be subject to the exclusive jurisdiction of the courts in Rourkela/Sundargarh District.



Deputy Director Sports,  
Rourkela

Memo No.511..... / Date.20.07.2025

Copy submitted to the A.D.M., Rourkela for favour of kind information and necessary action.



Deputy Director Sports,  
Rourkela

Memo No. 512..... / Date.20.07.2025

Copy forwarded to the DeGM, Sundargarh and with a request to host this Quotation Notice in the district website "<https://sundargarh.odisha.gov.in>" for wide publicity.



Deputy Director Sports,  
Rourkela

## **PAYMENT TERMS**

1. The total cost of the catering service/food supply service payable shall be in accordance with the rates quoted by the selected catering agency in their financial proposal, subject to negotiation and mutual agreement with the Competent Authority. The final payable amount will be determined post negotiation and included in the work order or agreement issued to the successful bidder.
2. **Currency of Payment:** All payments to the selected catering agency shall be made in Indian Rupees (INR) only. No other currency shall be accepted or considered for any transaction related to this contract.

3. **Terms of Payment:**

The payments in respect of the Services shall be made as follows:

<b>Sl.No.</b>	<b>Description</b>	<b>Payment</b>
a.	After completion of the entire scope of Catering Services.	60%
b.	After recommendation by the Quotation or Tender Committee/Evaluation Committee.	40%

4. The agency shall be required to submit a detailed invoice in support of their payment claim at each stage, as mentioned in the payment terms above. The invoice must clearly specify the services rendered, quantity of meals provided, dates of service, and any other relevant details as required by the Authority. All claims will be subject to verification and certification by the designated authority prior to the release of payment.
5. The Catering Agency must ensure that any additional work or service beyond the scope originally agreed upon is carried out only after obtaining prior written approval from the Deputy Director, Sports, Rourkela. Any such work undertaken without written authorization shall be deemed unauthorized and shall not be considered for payment under any circumstances.

## **ELIGIBILITY CRITERIA**

Bidders are advised to carefully read and understand the Conditions of Eligibility outlined in this document. Only those bidders who meet all the specified eligibility criteria shall be considered for further evaluation. Submission of a proposal shall be deemed as acceptance of all the terms and confirmation that the bidder satisfies the required eligibility conditions. Incomplete proposals or those not meeting the eligibility requirements are liable to be rejected without any further notice.

To be eligible for evaluation of its Proposal, the Bidder shall fulfill the following Eligibility Criteria:

<b>Criteria</b>	<b>Requirements</b>	<b>Documentary Requirement</b>
LegalEntity	<p>The bidder may be a single legal entity. For the purpose of this Invitation for Proposal (RFP), a Business Entity shall mean:</p> <ul style="list-style-type: none"> <li>• A company registered in India under the Companies Act, 1956 or 2013, or</li> <li>• A partnership firm registered under the Limited Liability Partnership Act, 2008 or the Indian Partnership Act, or</li> <li>• A proprietorship firm duly registered under applicable laws.</li> </ul> <p>The bidding entity must have a proven track record of providing relevant catering services for a minimum period of three (3) years, as on March 31, 2025. Supporting documents such as work orders, contracts, or performance certificates must be submitted to establish compliance with this requirement.</p>	Certificate of Registration/ Incorporation(s)
Financial Capacity	<p>The bidder should have a minimum average annual turnover of Rs.45 lakhs during the last three financial years (i.e., 2021–22, 2022–23, and 2023–24) specifically from catering services.</p> <p>The bidder must submit copies of the following documents as proof:</p> <ul style="list-style-type: none"> <li>• Audited financial statements or</li> <li>• Certified statements from a Chartered Accountant, clearly indicating the turnover from catering services for each of the specified years.</li> </ul> <p>Failure to submit the required financial documentation may result in disqualification from the evaluation process.</p>	<p>Certificate from statutory auditor/audited financial statements for the three previous financial years/ CA</p> <p>Certificate along with audited statement of income/expenditure, Receipt/Payment, Balance sheet of las three FY.</p>
State Presence	<p>The bidder should have an operational office or active presence in the State of Odisha as on the date of submission of the bid. Proof of local presence may</p>	Documentary proof/ Address proof

	<p>include:</p> <ul style="list-style-type: none"> <li>Valid trade license or registration certificate issued by a competent authority in Odisha,</li> <li>Utility bill, rental/lease agreement, or any other document establishing the existence of an operational office.</li> </ul> <p>This is to ensure timely coordination and efficient execution of services during the event.</p>	
<p>Bidder Experience</p>	<p>The bidder should have prior experience in providing catering services to any Central Government Department, State Government Department, Public Sector Undertaking (PSU), Government Agency, Corporation, Board, Foundation, Sports Organization, Sports Foundation, or Sports Federation in India.</p> <p>Such experience must have been obtained within the last three (3) years, prior to the date of issuance of this tender document, and must include at least one single contract/work with a minimum project value of Rs.5 lakhs (excluding taxes).</p> <p>The bidder must submit valid supporting documents such as:</p> <ul style="list-style-type: none"> <li>Work Order/Contract Agreement, and</li> <li>Completion Certificate or Performance Certificate issued by the competent authority.</li> </ul> <p>Failure to provide verifiable documentation may lead to disqualification from the evaluation process.</p>	<p>Work Order with Completion Certificate / Contract (Contract Value &amp; Scope of Work should have mentioned)</p>
<p>Other Criteria</p>	<p>The bidder must possess and submit self-attested copies of the following statutory documents as part of their proposal:</p> <ol style="list-style-type: none"> <li>Valid GST Registration Certificate with an active GSTIN.</li> <li>Permanent Account Number (PAN) issued by the Income Tax Department.</li> <li>Income Tax Return (ITR) for the most recent financial year (2023–24).</li> </ol> <p>Non-submission of any of the above documents or submission of invalid/expired documents may result in disqualification of the bid.</p>	<p>Copy of PAN and GST Registration Certificate with update challan. IT return of last three FY (2021-22, 2022-23 &amp; 2023-24)</p>

## **EVALUATION CRITERIA**

Sl. No.	Criteria	Max Marks	Documentary Requirement
1.	<p>Average annual turnover from relevant experience (Catering Services) during the last three Financial Year (2021-22, 2022-23 &amp; 2023-24) from catering services.</p> <ul style="list-style-type: none"> <li>● Rs. 05 lakhs to Rs. 15 lakhs - 5 Marks</li> <li>● Above Rs. 15 lakhs to Rs. 25 Lakhs – 10 Marks</li> <li>● More than Rs. 25 Lakhs - 15 Marks</li> </ul>	15	Certificate from statutory auditor/audited financial statements for the three latest financial years/ Chartered Accountant Certificate.
2.	<p>Relevant experience of the Agency in providing Catering Services to any Central Department / State Department / PSU / Sports Organization / Sports Foundation in India within the last 3 years.</p> <ul style="list-style-type: none"> <li>● Three assignments – 10 Marks</li> <li>● Four assignments - 15 Marks</li> <li>● More than 4 assignments - 20 Marks</li> </ul>	20	Work Order / Completion Certificate/ Certificate from Statutory Auditor.
3.	<p>Relevant experience of providing Catering Services of similar nature to minimum 500 Meals (per day) for 1 project:</p> <ul style="list-style-type: none"> <li>● 300 – 500 Meals – 5 Marks</li> <li>● 501 – 1000 Meals – 10 Marks</li> <li>● More than 1000 Meals – 15 Marks</li> </ul>	15	Work orders /completion certificate /Agreement establishing number of meals served per day.
4.	<p><b>Technical Presentation:</b></p> <p>The bidders will have to present the concept for following.</p> <ul style="list-style-type: none"> <li>● Approach and Methodology – 10 Marks</li> <li>● Manpower deployment plan – 10 Marks</li> <li>● Brands/ source of ingredient's to be used in cooking - 10 Marks.</li> <li>● Use of Environmentally friendly materials for services - 10 Marks.</li> </ul> <p>Adherence of proper Waste Management &amp; Disposal Standards - 10 Marks.</p>	50	Technical Presentation
<b>Total Marks</b>		<b>100</b>	
<b>Qualifying Marks (70%)</b>		<b>70</b>	

## **TERMS OF REFERENCE**

1. **Objective:** The objective of this Quotation Call is to engage a reputed and experienced Catering Agency for providing catering services during the 4th Hockey Association of Odisha (HAO) State Championship – 2025, scheduled to be held at Rourkela. The selected agency will be responsible for delivering quality food services, including Breakfast, Lunch, Evening Snacks, and Dinner, for the duration of the championship as per the terms and conditions laid out in this document.
2. **Scope of Services:** The Catering Agency shall be solely responsible for the planning, direction, control, and delivery of all catering services during the event. The agency must ensure that the services are delivered in a manner that meets the standards and expectations of the Office of the Deputy Director, Sports, Rourkela.

The agency shall also ensure that food quality, hygiene, quantity, and timely service are maintained throughout the championship.

A tentative menu and the daily food requirement are provided in Annexure-B and Annexure-C respectively. These may be modified or altered at the discretion of the Authority, and the agency shall comply with such changes without any additional cost or delay.

Sl. No.	Name of the Event	Tentative Venues
1	04 <sup>th</sup> HAO Championship	Vedvyas House, Rourkela
2	04 <sup>th</sup> HAO Championship	Sports Hostel Panposh, Rourkela,
3	04 <sup>th</sup> HAO Championship	Birsa Munda Hockey Stadium, Rourkela
4	04 <sup>th</sup> HAO Championship	Biju Patnaik Hockey Stadium Rourkela

### **a. GENERAL PRINCIPLES:**

1. **Statutory Licenses and Compliance:** The Catering Agency shall be responsible for obtaining all necessary licenses, approvals, and clearances required to operate catering services from the Food Safety and Standards Authority of India (FSSAI), District Headquarters Hospital (DHH), or any other competent authority/local body as applicable under prevailing laws and regulations.
2. **Food Quality Standards:** The Catering Agency shall ensure that all meals are prepared using fresh and high-quality ingredients, strictly adhering to the standards and regulations prescribed under the Prevention of Food Adulteration Act, 1954, as well as the guidelines issued by the Food and Drug Administration (FDA), Food Safety and Standards Authority of India (FSSAI), and the Food and Agriculture Organization (FAO).

The agency shall be fully responsible for maintaining the safety, hygiene, and nutritional value of the food served, and any deviation from prescribed norms may result in penal action, termination of contract, or blacklisting, as deemed appropriate by the competent authority.
3. **Food Delivery and Responsibility:** The Catering Agency shall be responsible for the timely delivery of meals to the designated event venue(s) as specified by the Deputy Director, Sports. The agency shall ensure that all food items are

supplied in good condition, properly packed, and are fit for human consumption at all times.

The agency shall take all necessary precautions during transportation, handling, and serving to maintain food quality, temperature, and hygiene standards. Any instance of spoiled, contaminated, or substandard food will result in immediate corrective action, including possible penalties or termination of the contract.

4. **Food Serving Standards:** The Catering Agency shall ensure that all meals are served fresh and hot. Appropriate food-grade chafing dishes and insulated containers must be used to maintain serving temperature at all times. Food should be served at recommended temperatures as per FSSAI guidelines.
5. **Self-Sufficiency of Resources:** The Catering Agency shall arrange for its own accommodation, transportation, manpower, cooking equipment, serving materials, fuel, utensils, and other logistical needs. No additional support in these regards shall be provided by the event organizers.
6. **Eco-Friendly Practices – Plastic-Free Event:** The event is designated as a plastic-free zone. The use of single-use plastic items such as plastic cutlery, plates, cups, carry bags, and water bottles is strictly prohibited. Eco-friendly, biodegradable, or recyclable alternatives must be used.
7. **Kitchen Setup:** The agency shall establish a fully operational kitchen facility suitable for large-scale meal preparation at their own cost. This includes procurement of all kitchen utilities, burners, LPG/induction setups, storage bins, water supply arrangements, waste disposal systems, etc.
8. **Provision of Catering Compound:** The Deputy Director, Sports shall provide a designated Catering Compound within or near the venue for cooking and serving activities. The agency is expected to utilize this space responsibly.
9. **Hygiene and Cleanliness:** The Catering Agency must maintain the highest standards of cleanliness at the Catering Compound throughout the event. After completion of the event, the entire area must be cleaned, cleared of all waste, and handed back in a neat and usable condition.
10. **Provisioning of Equipment at Venue:** The agency must provide all necessary equipment, service counters, food warmers, distribution stations, etc., at the venue. Adequate staff must be deployed for each meal service.
11. **Quality Inspection:** Officials appointed by the Deputy Director, Sports shall conduct regular inspections of the kitchen, food quality, hygiene practices, and service process. The agency must fully cooperate with these inspections and make immediate corrections, if required.
12. **Meal Quantity Compliance:** Food must be prepared and supplied as per the daily approved numbers, which will be communicated by the Deputy Director, Sports. Excess or short supply may attract penalties.
13. **Headcount Confirmation:** The Catering Agency must monitor meal counts daily and reconfirm headcounts with the Deputy Director, Sports to ensure accurate provisioning.
14. **Menu Planning:** The agency shall propose a diverse and nutritious menu for the entire duration of the event. The final menu must be approved by the

competent authority and shall be strictly followed unless otherwise instructed.

15. **Punctuality in Service:** The agency must strictly adhere to the service schedule for all meals. Delays in food service will be treated as a breach of contract and may lead to deductions or cancellation.
16. **Trained Service Staff:** All staff handling or serving food must be experienced, trained, and familiar with food safety protocols. Meals must always be served hot and hygienically.
17. **Staff Dress Code and Behaviour:** Service personnel must be in clean uniforms and display courteous and disciplined behaviour at all times. Any misconduct will lead to immediate removal from duty.
18. **Protective Gear:** All food handlers and service staff must wear face masks, gloves, and head caps at all times while preparing and serving food. This is non-negotiable.
19. **Table Linen & Cleanliness:** Clean tablecloths must be used on all dining tables where applicable. These must be changed at least once daily or more frequently if required.
20. **Food Quality Assurance:** The Catering Agency is solely responsible for maintaining high food standards (taste, hygiene, nutritional value) throughout the event. No compromise on quality will be tolerated.
21. **Staff Attendance Report:** A daily attendance sheet with check-in and check-out times of catering staff must be maintained and submitted for record-keeping and verification.
22. **Staff Accreditation:** The agency shall issue accreditation cards to all its deployed staff, and each individual must wear it visibly at all times within the venue. Entry to the venue without accreditation shall not be permitted.
23. **Liability and Safety:** The Catering Agency shall take full responsibility for the health, safety, and conduct of its staff. The Deputy Director, Sports shall not be held liable for any accidents, injuries, or legal disputes arising out of the agency's operations.
24. **Serving Material Standards:** All food must be served in BPA-free containers with biodegradable or recyclable cutlery of the highest quality. Use of low-grade or hazardous materials is strictly prohibited.
25. **Waste Management:** The Catering Agency must ensure proper segregation and disposal of wet and dry waste at source. Waste bins must be clearly labelled and placed at appropriate locations.
26. **Adequate Tableware:** Sufficient quantities of clean crockery and cutlery must be available during each meal. The agency must account for buffer stock in case of damage or shortage.
27. **Cooking Oils & Fat Quality:** Only olive oil (for salads) and sunflower/safflower oil (for cooking) must be used. Trans-fatty oils are strictly prohibited in any form or quantity.
28. **Ban on Trans Fats:** Under no circumstances shall trans-fatty oils be used in

preparation or added to any food item, as per FSSAI norms.

29. **Ban on Alcohol:** Alcoholic beverages are strictly prohibited during the event, and any violation shall invite immediate cancellation and legal action.
30. **Plastic Ban Enforcement:** The Catering Agency shall strictly enforce the ban on single-use plastic at all levels — cooking, serving, and packaging.
31. **Drinking Water Supply:** The agency must provide sufficient water dispensers, regularly refilled, and supply paper disposable cups as per the number of attendees and staff.

The selected Catering Agency shall be responsible for making all necessary arrangements to deploy a sufficient number of trained canteen staff, including cooks, servers, and support personnel, along with the required kitchen equipment, utensils, and adequate drinking water facilities, to ensure seamless and hygienic catering operations. The agency must ensure that the canteen setup is fully operational by 01st August 2025. To facilitate this, the agency is required to report to the Office of the Deputy Director Sports, Rourkela with all essential manpower and materials one day prior, i.e., by 31st July 2025, for necessary coordination, site inspection, and approval. Non-compliance with this requirement may lead to penalties, termination of contract, or forfeiture of the performance guarantee at the discretion of the authority.

## **b. REPORTING:**

The Catering Agency shall be required to submit the following reports to the Office of the Deputy Director Sports, Rourkela:

1. **Status Report:** A daily status report must be submitted by 09:00 AM on the previous day of the scheduled event. This report shall outline the detailed deployment and management plan for the catering services. It must include projected catering numbers for each meal and any specific recommendations or alerts related to logistics, food quantity, or service strategy.
2. **Final Report:** Upon completion of the event, the Catering Agency must submit a comprehensive final report detailing the overall catering service provided. This should include actual catering numbers per meal, feedback on challenges faced, operational insights, and specific recommendations for future improvements.

## **SAFETY AND QUALITY CHECKS & PERSONAL HYGIENE REQUIREMENTS:**

The Catering Agency must ensure that all staff deployed for food preparation and service are medically fit and free from any communicable or infectious diseases. Health check-ups of all staff are mandatory prior to deployment. Personnel must maintain personal hygiene, including regular nail trimming, and must wear headgear, gloves, and face masks at all times during duty. Practices such as smoking, chewing tobacco/gutka, or spitting are strictly prohibited on the premises.

All service staff including waiters must be well-groomed, well-mannered, and professionally trained. They must wear clean and proper uniforms daily, provided by the Catering Agency. Utmost cleanliness must be maintained throughout the venue, especially within the cooking and dining premises. The agency shall also ensure complete waste management, including segregation and disposal of wet and dry waste in coordination with other event-related agencies.

The dining area must be kept clean and hygienic at all times, which includes proper disposal of used plates, regular cleaning of tabletops and floors, and end-to-end housekeeping of both the kitchen and dining zones. The Catering Agency must provide adequate manpower for these tasks.

At least two fire extinguishers (or as directed by the Fire Officer, Govt. of Odisha) shall be installed in the kitchen and dining area. Further, fire-retardant solutions must be sprayed on all fabrics and flex materials used. The agency shall be responsible for lifting all solid waste and depositing it in the designated collection areas. The use of domestic LPG and firewood is strictly prohibited, and all fire safety norms must be adhered to.

## **QUALITY STANDARDS AND MAINTENANCE**

All food served must be hygienic, fresh, and free from adulteration or foreign ingredients. Any dish found to contain foreign objects will be deemed unfit for consumption and rejected. All non-vegetarian food items must be sourced from certified shops and be of high quality. Chicken, fish, and other meat products must be properly washed and marinated before cooking, and portions must be uniformly

cut. Non-vegetarian and vegetarian meals are to be prepared and handled separately.

Only fresh vegetables, fruits, dairy products (such as milk, curd, yogurt, cheese), and other raw materials shall be used. Items nearing expiry or overripe/spoiled products are strictly forbidden. Proper storage protocols must be followed. The kitchen, pantry, serving, and dining areas must be maintained in a sanitary and organized manner at all times. Water dispensers and cans must be cleaned and sanitized daily after operations.

**c. LIST OF ANNEXURES:**

<b>Sl. No.</b>	<b>Description</b>	<b>Annexure</b>	<b>Submission</b>
1.	Tentative Menu	Annexure – A	Technical Proposal
2.	Tentative Daily Requirement	Annexure – B	
3.	Format for Financial Bid Submission	Annexure – C	Financial Proposal
4.	Tender Submission Letter	Annexure – D	Technical Proposal
5.	Performa for Affidavit	Annexure – E	
6.	No Relation Certificate	Annexure – F	
7.	Information on Bidder's Organization	Annexure – G	
8.	Format for Financial Capacity	Annexure – H	

**TENTATIVE MENU**

<b>Time</b>	<b>Menu</b>
<b>Breakfast (06.00 AM – 10.30 AM)</b>	
<b>Lunch (12.00 Noon – 03.00 PM)</b>	
<b>Evening Snacks (05.30 PM – 06.30 PM)</b>	

**Note:**

*The Office of the Deputy Director Sports, Rourkela, reserves the right to add, modify, or delete any item(s) listed in the proposed menu at any stage of the engagement, based on mutual discussion and agreement with the selected catering agency. Any such changes shall be communicated in advance and shall be binding on the agency without any additional financial implication unless mutually agreed upon.*

**TENTATIVE DAILY REQUIREMENTS (IN NOS.)**

<b>Sl. No.</b>	<b>Name of the Event</b>	<b>Date</b>	<b>Breakfast/day</b>	<b>Lunch/day</b>	<b>Evening Snacks/day</b>	<b>Venue</b>
1	<b>04<sup>th</sup> HAO State Championship</b>	<b>03.08.2025 (Tentative)</b>	Quantity will be decided by the Authority and will be communicated during issue of Work Order	Quantity will be decided by the Authority and will be communicated during issue of Work Order	Quantity will be decided by the Authority and will be communicated during issue of Work Order	Vedvyas House, Sports Hostel Panposh, Birsa Munda Hockey Stadium, Rourkela, Biju Patnaik Hockey Stadium, Rourkela

**Tentative Meal Requirement (Per Day):**

The approximate number of meals to be served per day is as follows: **Breakfast – 500, Lunch – 500, and Evening Snacks – 500**. These figures are indicative and may be altered as per the decision of the Authority.

- 1. The Office of the Deputy Director Sports, Rourkela, reserves the right to increase or decrease the quantity of meals based on the actual requirement, through mutual discussion with the selected catering agency.*
- 2. The food shall be served at the designated venue, as communicated by the Authority prior to the event.*

**FORMAT FOR FINANCIAL BID SUBMISSION****Quotation for Breakfast:**

Sl. No.	Particulars of Breakfast to be served with mineral water (sealed pack)	Quantity	Unit Rate inclusive of all Taxes /duties, services & charges	Total Amount (in Rs.)	Maximum Rate including all taxes to be quoted should be less than as follows
		A	B	(A x B)	
		3	4	5	6
1	<b>Breakfast</b>  (The final menu for breakfast shall be decided by the Authority in consultation with the selected catering agency prior to commencement of service.	<b>500 (Tentative)</b>			<b>Rs.50/-</b>
<b>For Breakfast Total Quoted Amount in Words</b>					

**Quotation for Lunch:**

Sl. No.	Particulars of Meals to be served with mineral water(sealed pack)	Quantity	Unit Rate inclusive of all Taxes /duties, services & charges	Total Amount (in Rs.)	Maximum Rate including all taxes to be quoted should be less than as follows
		A	B	(A x B)	
		3	4	5	6
1	<b>Lunch</b>  (The final menu for lunch shall be decided by the Authority in consultation with the selected catering agency prior to commencement of service.	<b>500 (Tentative)</b>			<b>Rs.100/-</b>
<b>For Lunch Total Quoted Amount in Words</b>					

**FORMAT FOR FINANCIAL BID SUBMISSION****Quotation for Evening Snacks:**

Sl. No.	Particulars of Evening Snacks to be served with mineral water(sealed pack)	Quantity	Unit Rate inclusive of all Taxes /duties, services & charges	Total Amount (in Rs.)	Maximum Rate including all taxes to be quoted should be less than as follows
		A	B	(A x B)	
		3	4	5	6
1	<b>Evening Snacks</b>  (The final menu for evening snacks shall be decided by the Authority in consultation with the selected catering agency prior to commencement of service.	<b>500 (Tentative)</b>			<b>Rs.50/-</b>
<b>For Snacks Total Quoted Amount in Words</b>					

**Quotation for Dinner:**

Sl. No.	Particulars of Dinner to be served with mineral water(sealed pack)	Quantity	Unit Rate inclusive of all Taxes /duties, services & charges	Total Amount (in Rs.)	Maximum Rate including all taxes to be quoted should be less than as follows
		A	B	(A x B)	
		3	4	5	6
1	<b>Dinner</b>  (The final menu for Dinner shall be decided by the Authority in consultation with the selected catering agency prior to commencement of service.	<b>500 (Tentative)</b>			<b>Rs.120/-</b>
<b>For Dinner Total Quoted Amount in Words</b>					

**Note for Financial Bid Submission:**

1. **All-Inclusive Rates:** All quoted rates must be inclusive of all applicable taxes, charges, and incidental expenses. No additional claim beyond the quoted rates will be entertained.
2. **Quantity Flexibility:** The Deputy Director Sports, Rourkela, reserves the right to increase or decrease the meal quantities or services as per actual requirements, based on mutual discussion with the selected bidder.
3. **Figure Discrepancy:** In case of any discrepancy between the figures and words in the Financial Proposal, the amount quoted in words shall be treated as final and binding.
4. **Verification-Based Payment:** The final payment shall be made only for the number of meals and water dispensers that have been duly verified and approved by the Competent Authority at the Office of Deputy Director Sports.
5. **Separation of Proposals:** The Financial Proposal must be submitted separately. Any inclusion of financial information in the Technical Proposal shall lead to disqualification.
6. **Price Ceiling Compliance:** The price quoted by the bidder must be lower than the ceiling rate mentioned in Column-6 of each category of the Financial Formats. Any quote exceeding the ceiling rate will result in outright rejection of the bidder's proposal by the evaluation committee.

**TENDER SUBMISSION LETTER**  
***Note: On the Letter head of the Bidder***

To,

The Deputy Director Sports, Rourkela.

Sub: RFP for Engagement of Catering Agency for 04<sup>th</sup> HAO State Championship.

Ref: Quotation Call Notice No..... date.....

Sir,

I/ We, the undersigned, offer to provide the above services to Deputy Director Sports We are hereby submitting our bid.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have carefully read the terms and conditions of the tender document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that the documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to any additional information it may find necessary or require clarifying, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between Deputy Director Sports and us subject to the modifications, as may be mutually agreed to, between Deputy Director Sports and us.
- (g) We agree to keep this bid valid for acceptance for a period of one hundred eighty (180) days from the date of opening the bid.

Further, we understand that the Deputy Director Sports, Rourkela is under no obligation to accept any tender received and reserves the right to reject any or all bids, without assigning any reason thereof.

Yours faithfully,

Authorized Signatory  
(With Name, Designation, Contact no. and Seal)

**PERFORMA OF AFFIDAVIT**

***Note: On non-judicial stamp paper of Rs.100/-***

I, \_\_\_\_\_, Proprietor/Director/Partner of the firm M/s.  
\_\_\_\_\_, having office at  
\_\_\_\_\_, do hereby solemnly affirm and declare that:

Our firm M/s. \_\_\_\_\_ has never been blacklisted or debarred by any Government Organization / Office / PSU / Agency / Corporation, nor has any work been cancelled due to poor performance against us in the last ten (10) years, reckoned from the date of invitation of this Bid.

I am aware that if any information furnished in this declaration is found to be false at any stage, our bid/contract shall be liable for rejection/termination without any prior notice.

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

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Seal: \_\_\_\_\_

**NO RELATION CERTIFICATE**

***Note: On the Letter head of the Bidder***

I, \_\_\_\_\_, Proprietor/Director/Partner of the firm M/s.  
\_\_\_\_\_, having office at  
\_\_\_\_\_, do hereby solemnly affirm and declare that:

To the best of my knowledge and belief, none of my relatives is employed in the Office of the Deputy Director Sports, Rourkela, or is associated with the tendering or evaluation process in any capacity which may influence or appear to influence the tender process.

I understand that if at any stage, it is found that this declaration is untrue or false, our bid/contract shall be liable for rejection or termination, without any further notice or liability.

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

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Seal: \_\_\_\_\_

**INFORMATION ON BIDDER'S ORGANIZATION**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST Registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	IT Return of last three FY as mentioned above	
8.	Average annual turnover from catering services for last three FY as mentioned above	
9.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
10.	Telephone No. (with STD Code)	
11.	E-mail id of the Contact Person	
12.	Fax No. (with STD Code)	
13.	Website (if any)	
14.	License from FDA (Food and Drug Administration), FSSAI, FAO etc.	

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

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Seal: \_\_\_\_\_

**FORMAT FOR FINANCIAL CAPACITY**

*Note: On the Letter head of the Bidder*

<b>Financial Year</b>	<b>Annual Turnover from Catering Services</b>
2021-22	
2022-23	
2023-24	

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

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Seal: \_\_\_\_\_

**Note:**

All figures quoted above shall be substantiated by attaching any one of the following supporting documents:

1. Certificate from a Statutory Auditor, or
2. Audited Financial Statements for the last three financial years, or
3. Certificate from a Chartered Accountant (CA) clearly certifying the turnover/financial figures as required.

Failure to submit the above-mentioned supporting documents may lead to disqualification of the bid.