



OFFICE OF THE PRINCIPAL, R.I.T.E, RANGEILUNDA, GANJAM

At/Post- Mandiapalli, Via- Bhanja Vihar (Berhampur University), PIN-760007

Email ID- priterlunda.dag@od.gov.in

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Notice No.:- 649

Date: - 16.08.2025

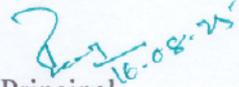
**Tender Call Notice For Selection of Service Provider for providing Catering Services**

Sealed tenders are invited by Principal, RITE, Rangeilunda from reputed Firms/Agencies as per tender specification for "Providing of Catering Services" at RITE, Rangeilunda during various training programmes. The detailed tender document may be downloaded from the district website of Ganjam district; <https://ganjam.odisha.gov.in>.

Interested bidders may submit their sealed tender documents in the prescribed format along with the Technical Bid and Financial Bid in separate envelopes enclosed with in a common envelope mentioning "Providing of Catering Services at R.I.T.E, Rangeilunda" on the cover of the envelope to the Principal, R.I.T.E, Rangeilunda, Ganjam, PIN-760007 by 05-09-2025 up to 5.00 pm through Speed post/ Registered post only. The technical Bid and the financial Bids will be open on 06-09-2025 at 11.00 am in presence of the committee members and the short listed bidders or their authorized representatives.

Tenders received after due date and time will not be accepted. The Principal, R.I.T.E, Rangeilunda shall not be responsible for postal delay or similar reasons. No tenders sent through an electronic mail or any other mode shall be accepted. Any corrigendum/addendum, if any, will be uploaded in the above mentioned website only.

The Principal, R.I.T.E, Rangeilunda reserves the rights to accept or reject any or all tenders without assigning any reason thereof. For any queries you may mail to [priterlunda.dag@od.gov.in](mailto:priterlunda.dag@od.gov.in).

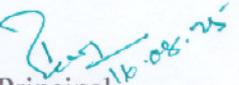
  
Principal

RITE, Rangeilunda

Memo No.:- 650

Date: - 16.08.2025

Copy to District Information Officer, Ganjam, Chatrapur for favour of kind information and necessary action with a request to web host the above tender documents in the district website of Ganjam district; <https://ganjam.odisha.gov.in>.

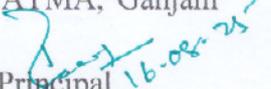
  
Principal

RITE, Rangeilunda

Memo No.:- 651

Date: - 16.08.2025

Copy submitted to the Chief District Agriculture Officer-cum-PD, ATMA, Ganjam for kind information and necessary action.

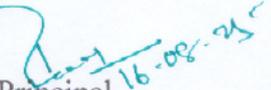
  
Principal

RITE, Rangeilunda

Memo No.:- 652

Date: - 16.08.2025

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for kind information and necessary action.

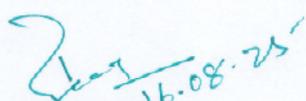
  
Principal

RITE, Rangeilunda

**TERMS AND CONDITIONS FOR PROVIDING CATERING SERVICES  
AT- R.I.T.E, RANGEILUNDA, GANJAM, PIN-760007**

1. The Firm should be registered under GST Act.
2. The Firm should have valid food license obtained from FSSAI.
3. The tenderers are to deposit Rs. 1000/- (Rupees one thousands) only towards the Cost of tender documents (Non-refundable) in shape of Bank draft/ Banker's Cheque drawn in favour of Principal, R.I.T.E, Rangeilunda, Ganjam. The document submitted without paper cost shall be rejected.
4. The tenderers are to deposit Rs. 50,000/- (Rupees fifty thousands) only as EMD in shape of Bank draft/ Banker's Cheque drawn in favour of Principal, R.I.T.E, Rangeilunda, Ganjam along with the tender documents. The tender documents submitted without EMD shall be rejected. The EMD deposited will be refunded (refundable without interest) to the unsuccessful tenderers soon after completion/ finalisation of the tender process.
5. The quoted amount must be inclusive of GST.
6. The Agencies/ Tenderers should ensure regarding payment of the minimum wages with all statutory dues to the workers engaged for the purpose observing the guidelines/ executive instructions of the Government.
7. The service provider should preferably procure the groceries, vegetables etc. from women SHGs/ Socially Disabled Groups/ Farmers Club etc.
8. The contract/rates of the successful bidder for the year 2025-26 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1<sup>st</sup> year of contract.
9. No conditional/ incomplete tender will be accepted by the authority from the tenderers.
10. No advance payment will be made to the party after acceptance of tender or execution of order.
11. Original documents are to be produced for verification by the members of the committee.
12. If any information/ document furnished by the tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reason thereof.
13. The tenders received beyond the scheduled date and time will not be entertained/ considered at any cost.

14. The Principal, R.I.T.E, Rangeilunda, Ganjam reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof and the authority is not bound to accept the lowest rates.
15. In case of any legal dispute, it will be adjudicated within the jurisdiction of this district only.
16. All pages of the bids are to be signed & stamped by the tenderers.
17. Details of information are to be submitted following **Two Bids i.e Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The Technical bid and the Financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelopes are to be put in a bigger envelope which should be also be sealed and duly superscribed.
18. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "Providing of Catering Services" on the top of the sealed cover within the date & time specified in the notice by Registered/ Speed post. No tender will be received by hand. The authority shall not be responsible for any postal delay. The tender received after due date and time shall not be taken into account for consideration.
19. The Technical Bid & Financial bid shall be opened on the scheduled date and time in the office of Principal, RITE, Rangeilunda in presence of the selection committee members and the tenderers or their authorised representatives.
20. The tenderers qualified in the technical bids shall be eligible for the financial bid.
21. For any services/ supply, the firm/organization should not be blacklisted by any Government organization if found later on, the action as deemed fit will be initiated against the firm as per the law.
22. The Principal, RITE, Rangeilunda reserves the rights to terminate the contract at any time without notice if the supplier/ firm fails to provide the services within the time line according to the menu finalized in the terms and conditions. Supply of any sub-standard foods will be lead to termination of contract.

  
Principal  
RITE, Rangeilunda

## **1. SCOPE OF WORK**

The Agency shall provide regular catering service to the to the participant trainees attending various running training programmes in the dining hall/hostel of R.I.T.E, Rangeilunda or at any other training venue as per the instruction of Principal, RITE, Rangeilunda as given below:

- Morning Tea
- Breakfast
- Class Room Tea (Morning & afternoon)
- Lunch
- Evening snacks
- Dinner

## **2. TERMS & CONDITIONS.**

- (a) The Agency shall supply varieties in Menu / Cuisine in basket format for breakfast / lunch / dinner in consultation with respective officers / course co- Ordinator & shall get the weekly menu approved from the authorized Officer of R.I.T.E, Rangeilunda.
- (b) The Agency shall have its own adequate crockery, cutlery, table cloth, mats etc. of superior quality in the kitchen & dining halls.
- (c) The Agency shall deploy chef & adequate catering staff, trained & well experienced to ensure timely & prompt service. The Agency shall provide trained manpower services both in the dining hall & Administrative building (class rooms, conference halls, guest house). However, sufficient manpower shall be deployed depending upon the number of programmes / events in progress on a day to day basis. The Agency may use the pantry rooms available in the Administrative building for the purpose.
- (d) Serving of potable drinking water from the source to the dispensers & water coolers placed at all locations in RITE, Rangeilunda, Ganjam shall be the responsibility of the Agency.
- (e) The waiters / serving staff shall be well dressed, presentable, well-mannered & trained. Adequate sets of uniform shall be provided by the Agency to their staff.
- (f) The Agency shall arrange for such of those special equipment & apparatus if any required for cooking etc. in the cafeteria and kitchen at his own cost.

## **3. PERSONAL HYGIENE:**

The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases & arrange their regular health check-up. The staff should trim their nails regularly, wear caps & gloves at the work place. Smoking, eating or chewing tobacco / zarda / gutkha etc., spitting is strictly prohibited.

## **4. QUALITY MAINTENANCE:**

- (a) The Agency shall be equipped to undertake hygiene audit on daily basis. Principal R.I.T.E, Rangeilunda will also undertake independent hygiene and quality audits as & when deemed necessary.
- (b) The eatables served by the Agency to the Guests / Principal, R.I.T.E, Rangeilunda / Trainee officers shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.

- (c) Non-vegetarian dishes shall be made from fresh & good quality mutton, chicken or fish; and shall be purchased from standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed & marinated properly before cooking.
- (d) Vegetarian & non-vegetarian dishes shall be prepared & served separately.
- (e) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene & safety. Milk or milk products such as curd, yoghurt, cheese etc. shall be of good quality & should be prepared & served fresh. All the items being used shall be stored properly & used before the expiry.
- (f) Disposable paper napkins (of approved quality) / Cloth napkins shall be placed along with each plate for breakfast, lunch, and dinner or dining purpose as well as small ones while serving soup, tea coffee etc.

#### 5. **OPERATION**

- (a) Normally, the timings of providing catering services as per Menu is given below:

Morning Tea in Room	-	06:00 A.M. Onwards
Breakfast	-	08:00 A.M. to 09:00 A.M.
Class Room Tea / Coffee	-	11:00 A.M. to 11:30 A.M.
Lunch	-	01:00 P.M. to 02:00 P.M.
Class Room Tea / Coffee	-	03:00 P.M. to 03:30 P.M.
Evening Tea	-	05:00 P.M. to 05:30 P.M.
Dinner	-	08:30 P.M. to 09:30 P.M.

- (b) The Agency however shall be required to adjust / change the above timings as and when required depending upon the progress of the training programme(s). It shall be ensured that tea / coffee are served steaming hot.
- (c) The Agency should be prepared to serve for parties in the dining hall, lawn or other location for which he may be required to have other arrangements like fans, candle burners / gas burners, tableware etc.

#### 6. **MAN POWER:**

The bidder while quoting the rates, adequate manpower are to be taken note as there are 2 to 3 Nos. of training programmes conducted at Principal, R.I.T.E, Rangeilunda simultaneously & services like Morning tea, class room tea & snacks, lunch & dinner are attended within a given time frame work i.e. 30 – 60 minutes duration.

#### 7. **INSPECTION:**

- (a) The Principal, RITE, Rangeilunda will check the quality of grains (Superfine), edible oil (Double refined of reputed brand like Double Hiran / Engine / Nature fresh / Sun flower etc) , Atta (flour), fruits, vegetables & provisions used or stored in the store room for cooking. Any deficiency relating to quality / expiry pointed out during inspection will lead to imposing penalty / blacklisting of the agency taking the gravity of the inspection report.
- (b) The Agency shall allow the Training Coordinator/faculty of R.I.T.E to inspect the food items and services for their quality, as per prevailing rules and regulations. The Agency shall abide by all laws applicable.
- (c) In case of dispute regarding the services, quality or the quantity of the food stuff, snacks, tea etc., the decision of the Principal, R.I.T.E, Rangeilunda will be final and binding.

**8. MAINTENANCE OF DINING HALL:**

- (a) The Agency shall prepare and serve the breakfast / lunch / dinner, as per Menu, in a pleasing and presentable manner. White clothes required for covering the serving table & dining tables shall be provided by the Agency.
- (b) The Agency shall provide table Mats on the dining table & maintain it neat & clean condition.

**9. SERVICE DURING THE TRAINING:**

- (a) Arrange for Tea and Coffee with snacks and cookies (2 types) at the assigned place during the mid-session breaks.
- (b) The Agency shall place Tea / Coffee Dispenser (to be provided by Agency) along with service boys to serve tea / coffee in front of all the Training Halls to the participants during the mid-session breaks.
- (c) The Agency shall arrange to serve tea & coffee and water in the training halls as & when required.
- (d) Any deficiency relating to quality / expiry pointed out through inspection will lead to blacklisting of the agency.

**10. PROVISION OF CANTEEN SERVICES:**

- (a) The Agency shall provide regular canteen service (Tea / Coffee / Lunch / snacks) on mutually agreed rates to the employees of the offices functioning in the premises of Principal, R.I.T.E, Rangeilunda at their work place as per requirement.
- (b) The Agency shall provide consumables like Biscuits / Snacks / Cold Drinks / Juice / Tea / Coffee etc. to guests on payment basis as approved by Principal, R.I.T.E Rangeilunda whenever requested.
- (c) Principal, R.I.T.E, Rangeilunda shall not be responsible for any amount due of the agency arising out of supply of service or material by him to any guests / unauthorized persons / individuals.

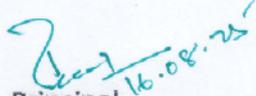
**11. EVALUATION & WORK ORDER:**

- (a) Technical bid shall be opened first and shall be evaluated on the scheduled date & time in presence of representatives of the service provider, if any, who wish to be present on the spot at that time.
- (b) The Financial bids of successful qualified technical bidders shall be opened and evaluated. The rate quoted by the agency should not be abnormally low against the Maximum price, for which the quality of the food may be hamper. It is the discretionary power of the committee to empanel the eligible firms basing on their experience and reasonable price offered thereof.
- (c) In case of difference of price offered by L1 agency and L2 agency is very less and the no. of menu offered by L2 agency is higher then L1 agency, then the L2 agency may also be called for negotiation for supply the same menu in L1 price, if agreed Work Order shall be placed with the agency with quality, quantity and economically price offered.
- (d) In case, L1 bidder fails to provide proper service to the Institute, the authority reserves the right to cancel the contract within 7 days of notice to vacate the campus. The L2 & Subsequently L3 shall be invited to provide the service with the rate of L1.

**12. TERMS & CONDITIONS OF COMMON CATERING:**

- (a) The Agency shall be responsible for proper maintenance and safety of all furniture, fixture, materials, goods, electronic items, stocks lying in O/o Principal, RITE Rangeilunda dinning & kitchen premises etc.

- (b) The Agency shall maintain its gadgets and equipment etc. in good working conditions with all safety measures at its own costs and expenses.
  - (c) The Agency shall devote his full attention to the work of housekeeping and catering most diligently and honestly.
  - (d) The Agency shall clean and sweep all the wash basins, dining hall, kitchen and other floor areas pre and during the provision of any services within the hostel under their usages.
13. The firm shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Govt. as applicable to this contract from time to time and will be liable to any penal action including blacklisting in case of violation of these laws.
  14. The Bidders should submit photo copy of the work orders /Work completion certificate / Letter of different Central / State Government offices as documentary evidence for the work executed.
  15. The average annual transaction / turnover of the tenderers having not less than 20 Lakhs per annum can participate in the tender.
  16. The Agencies / Tenderers must have its own infrastructure with sufficient nos. of manpower for arranging catering services for 20 to 200 participant's perday.
  17. The tenders are to submit **FOOD LICENSE** along with related documents.
  18. The tenderer is to furnish the financial bid in the prescribed format attached.
  19. Dining Hall of this organization cannot be used by the firm for any kind of Cooking / Supplies of Food beyond domain of Principal, RITE, Rangeilunda activities.

  
Principal  
RITE, Rangeilunda

## WEIGHT / QUANTITY OF MENU PER PERSON

### BREAKFAST

1. Idli – 6 Pcs (300gms) with Sambar, Chatni / Mutter Curry
2. Upma- 200 Gms with Sambar, Chatni / Aloo Sabji
3. Puri (6 Pcs) – 250 Gms with Mutter/ Aloo Sabji
4. Parathas (4 Pcs) – 250 Gms with Potato/Seasonal vegetable
5. Bread – 200gm.
6. Sweets – 2Pcs
7. Tea / Coffee – 100ml.
8. Biscuits – 3Pcs
9. Bara / Samosa / Aloo chop / Vegetable Chop – 2Nos.
10. Egg – 1Piece.
11. Banana – 2Pcs.
12. Milk – 200 ml.

### LUNCH / DINNER

1. Rice – 250 Gms / Roti – 6 Pcs. (200Gms)
2. Dal – 150ml.
3. Mixed Veg. Curry – 250 Gms
4. Khata – 50gms
5. Veg Fry - 100gms
6. Fish Curry – (2Pcs) 200 Gms + 2 Pcs Potato
7. Chicken Curry – (5 Pcs Chicken + 2 Pcs Potato) – 250gms
8. Mutton Curry – (4 Pcs Mutton + 2 Pcs Potato) – 250gms
9. Paneer Curry – (8 Pcs Paneer + 4 Pcs Potato) – 250gms
10. Egg Curry – (2 Eggs + 2 PcsPotato)
11. Mixed Salad – 50 Gms
12. Ice Cream – 1 Scoop (100gm)

### EVENING SNACKS

1. Bara- 2 Nos.
2. Samosa- 2 Nos.
3. Aloo Chop- 2 Nos.
4. Veg cotlet- 2 Nos.
5. Paneer/Mushroom Roll-2 Nos.
6. Egg omlet- 4 eggs
7. Egg bhujia- 4 eggs

N.B:- In addition to the food menu, the tenderer can add additional items as preferred.

## FINANCIAL BID FOR PROVIDING CATERING SERVICES

Sl. No.	Approved Budget (In Rs.)	Breakup	Menu (Item wise Quantity)	Amount to be quoted in Rs. (Including GST)	
1	250	Breakfast			
		Lunch	Veg		
			Non-Veg		
		Evening Snacks			
Dinner	Veg				
	Non-Veg				
Tea/Coffee with biscuits					

- N.B:
1. While stating the menu against the respective break-up for the above, the details of items to be served against the package are to be mentioned clearly.
  2. Mineral Water of 500 ml (02 times) is to be provided to the participants in classrooms for the budget starting from Rs. 300/- & above.

Place:  
Date:

Signature of Authorized Person with Seal

## FINANCIAL BID FOR PROVIDING CATERING SERVICES

Sl. No.	Approved Budget (In Rs.)	Breakup	Menu (Item wise Quantity)	Amount to be quoted in Rs. (Including GST)	
1	300	Breakfast			
		Lunch	Veg		
		Evening Snacks			
		Dinner	Veg		
Non-Veg					
Tea/Coffee with biscuits					

- N.B:
1. While stating the menu against the respective break-up for the above, the details of items to be served against the package are to be mentioned clearly.
  2. Mineral Water of 500 ml (02 times) is to be provided to the participants in classrooms for the budget starting from Rs. 300/- & above.

Place:

Date:

Signature of Authorized Person with Seal

## FINANCIAL BID FOR PROVIDING CATERING SERVICES

Sl. No.	Approved Budget (In Rs.)	Breakup	Menu (Item wise Quantity)	Amount to be quoted in Rs. (Including GST)	
1	400	Breakfast			
		Lunch	Veg		
		Lunch	Non-Veg		
Evening Snacks					
Dinner	Veg				
Dinner	Non-Veg				
Tea/Coffee with biscuits					

- N.B:**
1. While stating the menu against the respective break-up for the above, the details of items to be served against the package are to be mentioned clearly.
  2. Mineral Water of 500 ml (02 times) is to be provided to the participants in classrooms for the budget starting from Rs. 300/- & above.

Place:

Date:

Signature of Authorized Person with Seal

## FINANCIAL BID FOR PROVIDING CATERING SERVICES

Sl. No.	Approved Budget (In Rs.)	Breakup	Menu (Item wise Quantity)	Amount to be quoted in Rs. (Including GST)	
1	450	Breakfast			
		Lunch	Veg		
			Non-Veg		
		Evening Snacks			
		Dinner	Veg		
Non-Veg					
Tea/Coffee with biscuits					

N.B: 1. While stating the menu against the respective break-up for the above, the details of items to be served against the package are to be mentioned clearly.  
 2. Mineral Water of 500 ml (02 times) is to be provided to the participants in classrooms for the budget starting from Rs. 300/- & above.

Place:  
Date:

Signature of Authorized Person with Seal

# TENDERER'S PROFILE FOR PROVIDING CATERING SERVICES

(To be filled in & returned with the documents)

1	Name of the Proprietor/ Partner/ Director (In Capital Letters)	
2	Details of Address (Registered Office & Operating Branch)	Office:-
		Residence:
		Mobile:
		e Mail ID:
3	Details of amount towards Tender Paper Cost	Rs. 1000/-
		D.D/ B.C No.
		Date:
		Drawn on Bank
4	Details of amount towards EMD	Rs. 50000/-
		D.D/ B.C No.
		Date:
		Drawn on Bank
5	GST Registration No. (Photo copy must be attached)	
6	ITR for last 03 years (Photo copy must be attached)	
7	PAN No.	
8	Turn Over- Average in last 03 years	
9	Food License No. from FSSAI (Photo copy must be attached)	
10	Details of Similar nature of work at least for 03 years (Photo copy to be attached)	

## DECLARATION

- 1 I Sri \_\_\_\_\_ Son/ Daughter/Wife of Sri \_\_\_\_\_ Proprietor/Partner/Director/Authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- 2 I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 3 The information/ documents furnished along with the above applications are true & authentic to the best of knowledge and belief. I/ we do hereby undertake that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:

Date:

Signature of Authorized Person with Seal

Full Name: