



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA,  
ODISHA**

P.O.- Engineering College, Burla, Dist.- Sambalpur, Odisha, 768018

No. VSSUT/OOR/ 1343(A) /2025

Date: /12/2025

**TENDER CALL NOTICE**

Sealed tenders under Open Tender Enquiry process are invited from the reputed and experienced firms/catering agencies/companies/societies/individuals having valid GSTIN, income tax clearance, FSSAI license etc in TWO bid system for the **selection of agency for "OUTDOOR CATERING SERVICES FOR 17<sup>th</sup> CONVOCATION at Veer Surendra Sai University of Technology, Burla, Odisha** to be held on 27<sup>th</sup> December 2025. The sealed tender papers shall reach the office of the undersigned through Speed/Registered post/Courier only by **5.00 PM, 23/12/2025**. Opening of the Tender papers will be at **11.00 AM on 24/12/2025**. For detailed information, please visit the University website: [www.vssut.ac.in](http://www.vssut.ac.in).

The authority reserves the right to accept or reject/cancel all the tenders without assigning any reason thereof.

*C. Neth*  
*17/12/25*  
**REGISTRAR (1/c)**

No. VSSUT/OOR/ 1343(B) /2025

Date: /12/2025

Copy to:

1. The University Notice Board for publicity.
2. Dean (Faculty & Planning) with a request to hoist the tender call notice in the University web site [www.vssut.ac.in](http://www.vssut.ac.in) for wide publicity.
3. The Comptroller of Finance, VSSUT for Information and necessary action.
4. PIC, Convocation for information.
5. PA to Vice Chancellor for kind information of Hon'ble Vice-Chancellor, VSSUT.

*C. Neth*  
*17/12/25*  
**REGISTRAR (1/c)**



## VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

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(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)

P.O. Engineering College, Burla, Dist: Sambalpur, Odisha, (India) -768 018

[www.vssut.ac.in](http://www.vssut.ac.in) e-mail: [vc@vssut.ac.in](mailto:vc@vssut.ac.in)

No. VSSUT/OOR/\_\_\_\_\_/2025

Date: /17/2025

### **TENDER CALL NOTICE**

Sealed tenders are invited by “**The Registrar, Veer Surendra Sai University of Technology (VSSUT) Odisha**” from the reputed firms/catering agencies/companies/societies/individuals having valid GSTIN, income tax clearance, FSSAI license etc for the **selection of agency for “OUTDOOR CATERING SERVICES FOR 17<sup>th</sup> CONVOCATION”** at **Veer Surendra Sai University of Technology, Burla, Odisha** to be held on 27<sup>th</sup> December 2025. The Bidders may download the Tender Documents directly from the website available at <http://www.vssut.ac.in> and submit the bid along with the Tender cost fee (Non-refundable) of Rs. 1000/- (Rupees One thousand only) in the form of Demand Draft drawn in favour of “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla.

**CRITICAL INFORMATION: A proposal submitted in response to this notice shall be considered to have been made after a thorough study and examination of this document, with a full understanding of its terms, conditions, and implications.**

- (a) Type of Bid: Two Bid; Cover I - Technical Bid and Cover II - Price Bid as per the format; Validity of 90 days from the date of opening of Bid.
- (b) Price of bidding document: Rs. 1000/- (Non-refundable).
- (c) Date of commencement of downloading bidding document: 17.12.2025.
- (d) Last date and time for receipt of bids through Speed post/Registered post/Courier: 23/12/2025 up to 5.00 PM.
- (e) Date of opening Technical Bid and Financial Bid: 24/12/2025 at 11.00 AM.
- (f) Place of Opening of Tender and Address for Communication and receipt of Bid Documents:

**The Registrar**

**Veer Surendra Sai University of Technology, Odisha**

**At- Burla, Po-Burla Engineering College, Dist-Sambalpur-768018,**

**Tel. No-0663-2430211 Fax No-0663-2430204**

**REGISTRAR  
VSSUT, Odisha**

## **GENERAL TERMS AND CONDITIONS**

### **1. SCOPE OF WORK:**

- 1.1 To provide hygienic and tasty food as per the Menu for 17<sup>th</sup> convocation at Veer Surendra Sai University of Technology, Burla, Odisha, as per the ANNEXURE- I
- 1.2 To arrange for serving fresh and hot food at Veer Surendra Sai University of Technology, Burla, Odisha during Convocation.
- 1.3 To provide all the cooking ingredients and/or raw materials to be used should be fresh, hygienic, of reputed brands, and of good quality.
- 1.4 As far as possible, all materials to be placed/used must be pre-packed and of a reputed brand.
- 1.5 Additional serving materials to be placed covered in casserole/hot-cases.
- 1.6 The used utensils, trays, and casseroles are to be cleaned and stored in hygienic conditions without any delay. In no condition, the used dishes are to be left over. They should be immediately cleaned and stacked in proper hygienic condition.
- 1.7 The garbage must be disposed of immediately as per SMC guidelines.
- 1.8 The following temporary infrastructure will be developed by the catering firm for the smooth preparation and distribution of lunch and refreshments.
  - (a) 10 nos. of wash basins are to be installed near the dining hall.
  - (b) 10 nos. of drinking water dispensers, with 2000 paper glasses are to be put in the convocation area.

### **2. GENERAL INSTRUCTIONS TO SUBMIT TENDER DOCUMENTS:**

- a) The tender is a Two-Bid system. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with the Earnest Money Deposit (EMD) and Tender Fee (Part-I). The financial bid should contain only commercial/Price (Part-II). In case any bidder encloses the financial bid within the technical bid, the same will be rejected.
- b) The Price bid is valid for 90 days from the date of opening of the Price bid.
- c) Bids should be type written or Computerized and every correction/ over writing in the bid should invariably be attested with signature of the bidder with date before submission of the bids to the authorities concerned. No revision of price upward or downward will be allowed once the bid is opened.
- d) Bidders are requested to quote their prices on a firm and fixed basis for the entire period of the contract.
- e) Tenders received without Tender Fee (in favour of “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla) by way of demand draft/Pay Order /Banker’s Cheque will not be considered at all.
- f) The successful bidder shall make his own arrangement for all materials and machines with tools and tackles required for carrying out the job as specified in the contract and consider the logistics cost, labour cost and other charges to be incurred in proper execution of work within specified time.

- g) Bidder/contractor shall take all measures necessary to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions. No smoking or consumption of alcohol/any other prohibited substance shall be permitted on duty by any of the bidder's personnel in Veer Surendra Sai University of Technology, Burla premises or during work hours.
- h) The contract should not be sublet partly or fully to a third party.
- i) Canvassing in any form is strictly prohibited, and tenders submitted by the tenderer who resorts to canvassing will be liable for rejection.
- j) In case of food, if found to be less in quantity or quality and not of standard quality or in unhygienic condition or not supplied/served in time, a penalty will be levied as decided by the convocation organizing committee of Veer Surendra Sai University of Technology, Burla.
- k) The successful bidder shall arrange for the removal of the garbage, the kitchen waste, or any other type of refused or waste material on the day of convocation at its own cost as per the guidelines of SMC.
- l) The successful bidder shall maintain environmental hygiene and proper sanitation of the premises during all working hours. The successful bidder shall be found to abide by all the provisions of the Prevention of Food Adulteration Act as applicable in Odisha and such other general and local laws, rules and regulations existing therein or to be enacted or introduced hereafter.

### 3. METHOD OF SUBMISSION OF BIDS:

- a) The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e. **(i) Part-I Technical Bid (ii) Part-II Financial Bid.**
- b) The above two separate sealed covers should be specifically super-scribed as (i) Technical bid for 'SELECTION OF AGENCY FOR OUTDOOR CATERING SERVICES DURING 16<sup>th</sup> CONVOCATION" at VSSUT, Burla and (ii) Financial bid "SELECTION OF AGENCY FOR OUTDOOR CATERING SERVICES DURING 16<sup>th</sup> CONVOCATION" at VSSUT, Burla'' with Name of the Firm, tender No. and date of submission. Both the sealed envelopes (i) and (ii) are to be kept in another larger envelope, which should be sealed and submitted. **The EMD and Tender fee should be enclosed in the Technical bid and prices should not be indicated in the technical bid.**
- c) The bigger envelope containing technical and financial bids in separate envelopes shall bear the Tender Name, No., Date and due date and shall be sent by Speed Post/Registered Post/Courier addressed to **"The Registrar, Veer Surendra Sai University of Technology (VSSUT) Odisha, At- Burla, Po-Burla Engineering College, Dist-Sambalpur-768018". No hand delivery is accepted.**
- d) The envelopes shall indicate the name and address of the bidders.
- e) All pages of the tender documents should be signed and sealed by the bidder and should be numbered serially.
- f) A copy of the original bid conditions and the schedules should be signed by the bidder at the bottom of each page with the office seal duly affixed and submitted along with the bid.
- g) The exact date of convocation will be intimated to the successful bidder at least 7 days before the convocation date.
- h) Each bidder shall submit only one quotation only and Alternative options of the Offer shall not be allowed.

- i) No modification and withdrawal of Bids is allowed between the interval of time of submission and the last date and time of the bids.
- j) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidders on the bid form.

#### **4. ELIGIBILITY CRITERIA FOR QUALIFYING IN TECHNICAL BID:**

**The agency should meet the minimum eligibility criteria.**

- 4.1 **Status:** The bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership or a Limited company registered under the Companies Act. A proof on status of the bidder shall be submitted.
- 4.2 **Financial Capacity:** The bidder should have an average turnover of Rs. 20 lakhs during the last three financial years. The relevant proof for supporting the above shall be submitted failing which, the tender shall be treated as invalid. (Audited copy of the same shall be attached in the technical bid).
- 4.3 **Experience:** Must have adequate experience in the field of catering services to any Institutions/ PSUs/ Universities/reputed Organizations, having a minimum three years of experience, and must have been conducted successfully. **(Copies of such work orders should be enclosed).**
- 4.4 **Registration:** The bidder should be registered under the GST Act, and having a PAN. Relevant proof shall be submitted.
- 4.5 Proof for payment of Income Tax return for the three financial years 2021-22, 2022-23 and 2023-24.
- 4.6 The Bidder should have a required license issued by Food Safety and Standard Authority of India **(Attested copy should be attached with Technical Bid).**
- 4.7 The Bidder should submit the tender fees. Non-submission of EMD or submission of less EMD than the desired one or submission of EMD in any other form except demand draft/Pay Order /Banker's Cheque shall result in rejection of Bid. The EMD deposited against other Bids cannot be adjusted or considered for this Bid. No interest is payable on EMD.
- 4.8 The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations.

**Photocopy of the following documents, duly signed by the Proprietor/Partner/Director must be submitted along with the technical bid.**

- a) Income Tax Return (Last 3 financial years: i.e. 2021-22, 2022-23, 2023-24)
- b) PAN Card
- c) Turn over of last 3 years.
- d) GSTIN certificate
- e) Municipal license/Trade License issued by the Competent authority of Govt. of India/Odisha.
- f) Copy of the FSSAI registration certificate.
- g) All pages of the tender documents should be signed and sealed by the bidder and should be numbered serially.

#### **5. TENDER EVALUATION:**

The committee constituted by the competent authority will evaluate the bids based on documents submitted by the firm and eligibility criteria.

- a) The Technical Bids will be opened at the office of the Registrar, Veer Surendra Sai University of Technology (VSSUT), Burla, Odisha, on the specified date and time. No bid shall be rejected at bid opening, except for late bids and the bidder's representatives who are present shall sign a register evidencing their attendance. Bidders submitting bids would be considered who have considered and accepted all terms and conditions. No inquiry, verbal or written, shall be entertained in respect of the acceptance or the rejection of the bid.
- b) The bid document shall be out-rightly rejected and no correspondence will be entertained whatsoever if the bidder has not furnished the required tender fees, the bidder has not submitted the price as specified in the tender document or furnished wrong/ambiguous information in compliance statement.
- c) Short listing will be done on the basis of the eligibility criteria mentioned in the tender in the presence of the tenderer or its representative, if so desired.
- d) The financial bids of those bidders whose Technical Bids are accepted shall be opened by the committee.
- e) Tender for this contract will be assessed in accordance with Least Cost Selection i.e. L1 system. The bidder who has quoted the lowest overall in bundled price and not with reference to the lowest prices quoted for the sub-items, will be awarded the work.
- f) Being L1 will not be the sole criterion for eligibility for the award of contract. The feasibility of the price determination method adopted by the bidder will be examined by the committee, and pertaining bidder need to be present in front of the committee to explain the same (if required).

## **6. AWARD OF CONTRACT:**

After due evaluation of the bid(s) university will award the contract to the responsive tenderer who has quoted the overall lowest price.

## **7. PAYMENT TERMS:**

- a) 100% payment of the total order value shall be released after the successful completion of the Service and submission of a Clear Tax Invoice. Payment will be made as per the actual supply as per the work order following University rules.
- b) The provision of Advance/part payment is not permissible.
- c) Conditional bids will be treated as unresponsive and therefore may be rejected.
- d) The University reserves the right to accept in part or in full, or reject any or more tenders/offers without assigning any reason, or cancel the tendering process and reject all tenders at any time prior to the award of contract without assigning any reason thereof.

## **8. BID PRICES:**

- a) The Rates should be quoted in Indian Rupees (INR) inclusive of all charges, except GST applicable as per the price schedule given in Annexure- VII.

- b) The prices quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to variation of any account.
- c) Quantity: The quantity mentioned are indicative in Annexure- I and may be altered at the time of placing work order on the basis of the requirement.

## 9. APPLICABLE LAW:

- a) The contract shall be governed by the laws and procedures established by Govt. of India/Odisha, within the framework of applicable legislation and enactments made from time to time concerning such Commercial dealings/processing.
- b) Any dispute arising out of this contract shall be settled mutually. If dispute persist it will be referred to Vice Chancellor, VSSUT, Burla. The decision of Vice Chancellor shall be final and binding on both the parties.
- c) The agency shall nominate a person with mobile telephone to receive the instructions. Another alternative telephone Number of the owner or his representative of the firm shall also be conveyed to convey the instruction.
- d) Any dispute arising out of the deal shall be subject to the jurisdiction of the court at Sambalpur in the state of Odisha.

## FORMS AND ANNEXURES

### Annexure -I

### MENU FOR 17<sup>th</sup> CONVOCATION VSSUT, Burla, Odisha

Particulars	Date	Quantity	Name of the Items during the 16 <sup>th</sup> Convocation
Snacks*	Day 1: Day Before Convocation Day (4.30 pm)	700 Nos.	Tiffin cake, Salty Biscuit, Veg. Chop/ cutlet, rasgolla/ Gulab jamun, Fruit Juice and Drinking water with disposable glasses.
Dinner ***	Day-2: Convocation Day (01.00 pm)	1200 Nos.	1. Plain Rice/ Zeera Rice / Veg Pulao, 2. Masala Puri/Biri Kachori/Masala kulcha, 3. Dal fry/Dal makhani/Navaratna Dal, 4. Navaratna Kurma/Mixed Veg./ Veg. Hyderabad/Kadai, 5. Paneer butter masala/Motor paneer/Paneer Sahikurma, 6. Mixed veg chips, 7. Coin/Rice Papad, 8. Green Salad, 9. Khajur & Tomato Khata 10. Kheer with Malpua, 11. Dahi bara, 13. Drinking water with disposable glasses.
Tea/Coffee with	During the entire program for both days	1500 Nos.	Tea/Coffee, Biscuit and Drinking water with disposable glasses.

## **ANNEXURE – II**

### **LETTER OF UNDERTAKING AND DECLARATION**

To  
The Registrar,  
VSSUT, Burla

Ref: Invitation of Tender Notice No.

Dated.

I/We, the undersigned, declare that:

1. I/We have examined the tender document and its terms and conditions and we have understood the details.
2. I/We are ready to execute the contract in conformity with the tender document, in case we are found successful as a tenderer.
3. Our bid shall be valid for a period of \_\_\_\_\_ days from the date of Opening of price bid and shall not revoke the same.
4. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and work order.
5. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
6. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid you may receive.
7. The detailed particulars of the tenderer is mentioned and attached separately.
8. The contract will be awarded to the successful bidder whose bid matches with the L-1 Price.

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my /our knowledge and belief. No part of it is false and nothing has been concealed therein.

Yours sincerely,

Authorized signatory of the Tenderer  
(Authorized person shall attach a copy of the authorization for signing on behalf of the Bidding Company)  
Full name and designation



### **ANNEXURE-III**

**(ON LETTER HEAD OF THE FIRM)**

Tender for “**Outdoor Catering Services During 16<sup>th</sup> Convocation**” at Veer Surendra Sai University of Technology, Burla”

Detailed Particulars of the Tenderer

Sl. No.	Particulars	Supporting document page No.
1	Name of Agency/Firm/Proprietor	
2	Full Address	
3	Registration Certificate/Certificate of incorporation, if any	
4	Name (s) of Proprietor/Partner/Director	
5	E-mail ID	
6	Mobile No.	
7	Proof of Income Tax return for the last three financial years 2021-22, 2022-23 and 2023-24 (Copies should be enclosed)	
8	Valid FSSAI food business License / registration. (Copy should be enclosed)	
9	PAN No.	
10	GSTIN	
11	Past experience in similar business (enclose relevant documents/order copies of other organizations).	

Signature of Bidder with seal

## ANNEXURE – IV

### Checklist for Technical Bid

Supportive Documents must be enclosed for fulfilling the Eligibility criteria, to be submitted by the Tenderer

Sl. No.	Particulars	Yes/No	Page No.
1	Self-attested copy of valid Registration number of the firm/agency		
2	Tender Cost in shape of DD for Rs.		
5	Details of bidders profile (Annexure I)		
6	Acceptance of terms and conditions of tender		
7	Minimum Three (3) years' experience in successful completion of catering services		
8	Copy of GST registration certificate and up to date return		
9	Permanent Account Number (PAN) Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years		
10	Average Annual Turnover of at least 20 lakhs INR during last 3 financial years i.e. 2021-22, 2022-23 and 2023-24		
11	Bidder's Authorization Form		
12	Valid FSSAI food business License / registration.		
13	Municipal license/Trade License issued by the competent authority of Govt. of India/Odisha.		
14	Criminal liability Form/ Black listed undertaking		
15	Signed & stamped copy of Tender document		

Place:

Date:

Name, Signature & Seal of Bidder

## ANNEXURE-V

(ON LETTER HEAD OF THE FIRM)

**FORMAT FOR PRICE BID (to be given in a separate envelop)**

**Tender for Outdoor Catering Services During 16<sup>th</sup> Convocation Tender No :**

### **PRICE SCHEDULE / FINANCIAL BID**

Proposed Rates for (A) Snacks Day-1, (B) Snacks day-2, (C) Lunch day-2, (D) Tea & Coffee for day-1 & 2, (E) Drinking Water with dispenser and paper glass Day-2.

Sl. No.	Particulars	Units	Quantity	Rate per plate/Cup	Amount in (INR) (Excluding GST)
<b>A</b>	Snacks	Per plate/No	700		
<b>B</b>	Dinner	Per plate/No	1200		
<b>C</b>	Tea/Coffee Day 1 & 2	Cup	1500		
	<b>Total (in figure)</b>				
	<b>Total in words</b>				

GST % over and above the total amount :

The price is inclusive of all charges, taxes and statutory liabilities. The food would be cooked and served at buffet at VSSUT, Burla. The raw (ingredients) used for preparing the food must be of good quality prepared in refined sunflower oil. The food must be neat and clean, tasty & hygienic. No artificial colour, chemical should be used while preparing the food. The boys/girls those would serve the food must be experienced, well-dressed and well-behaved. After the program is over the party will ensure that the ground is cleaned properly and the garbage disposal should be as per the BMC guidelines.

Signature of Tenderer  
With Seal & Date

(ON LETTER HEAD OF THE FIRM)

Name of the Tender: “Selection of Agency for Outdoor Catering Services during 16<sup>th</sup> Convocation” at Veer Surendra Sai University of Technology, Burla

**CRIMINAL LIABILITY UNDERTAKING**

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

To

The Registrar,  
Veer Surendra Sai University of Technology,  
Burla, Odisha-768018

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I ..... aged about .....  
S/o.....Proprietor/ Partner/ Director of  
M/s.\_\_\_\_\_ At:\_\_\_\_\_ Po:  
\_\_\_\_\_, P.S:\_\_\_\_\_, Dist:\_\_\_\_\_ do  
solemnly pledge and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organisation/Bodies for the last 3 years.

**Signature**

**(Name)**

Seal of the Bidder

**ANNEXURE – VII**  
**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2021-2022	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the figures regarding over all Annual Turnover for the financial years mentioned above in respect of M/s. \_\_\_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT  
NAME, ADDRESS AND CONTACT DETAILS:  
UDIN: