



# ORION EDUTECH PVT LTD

(Orion House, 28 Chinar Park, Rajarhat Road, Kolkata 700157,  
West Bengal)

## Notice inviting Tender for cooking and supply of food in various Centers/Hostels of Orion Edutech Pvt Ltd

Orion Edutech Pvt Ltd, an NSDC partnered and ISO 9001:2015 certified company plays a significant role in building sustainable industry-ready quality capacity across urban, suburban, rural, underdeveloped and hill areas not only of India but in various other countries too. By fostering educational excellence and ensuring equal access, Orion Edutech Pvt Ltd extends to empower youth with the skills and opportunities they need to build careers that create a better future for themselves and for the entire nation. With excellence in education and training activities, we aim to make Orion Edutech Pvt Ltd globally invincible. The Director, would like to outsource the Services for cooking and supply of food in various Centers/Hostels of Orion Edutech Pvt Ltd by inviting offers / bids.

Sl no	Tender No.	Brief Description of Services
1	Tender No. OEPL/ Veg /Non-Veg-cooked-food/Hostels/2018 -08 dated 20/09/2018	Procurement of Food Catering services to various owned centres/hostels of Orion Edutech Pvt Ltd

Sealed quotations are invited from the bonafide and resourceful contractors/suppliers/service providers for Cooking, Supplying and serving Breakfast, Lunch, Afternoon Tea & Snacks and Dinner to students residing in respective Hostels of Orion Edutech Pvt Ltd (across India), for a period of 1 (one) year. For bid document, time, date, place of submission, opening of quotations and other terms and conditions, please refer to Company web site: [www.orionedutech.com](http://www.orionedutech.com)

**1) TIMELINES FOR TENDER DETAILS:**

<b>Sl no</b>	<b>Particulars</b>	<b>Date</b>
1	Release of tender notification in website	20/09/ 2018
2	Pre-Bid Conference with bidders	01/10/2018 from 11.00 A.M
3	Last date for submission of Technical and Financial Bids	25/10/2018 till 5 P.M
4	Opening of Technical bids	29/10/2018 at 10.00 A.M

In the event of the date specified for bid receipt is declared as a closed holiday, the due date for submission of bids will be the following working day at the appointed time.

**2) ADDRESS FOR SUBMISSION OF BIDS AND FOR OBTAINING FURTHER INFORMATION:**

**Orion Edutech Pvt Ltd.**  
**Orion House**  
**28, Chinar Park, Rajarhat Road,**  
**Kolkata-700157**

Ph: 9836463083

Email: santughosh@orionedutech.com

**3) TENDER DETAILS:**

i)	Bid Security / EMD of Rs. <b>Rs.30,000/-</b> (Rupees Thirty Thousand only) to submitted with a demand draft in favour of <b>ORION EDUTECH PVT LTD</b>
ii)	Tender document may be downloaded and submitted with a demand draft of <b>Rs.500/-</b> (non-refundable) of any commercial bank in favour of <b>ORION EDUTECH PVT LTD</b>

All bids must be accompanied by a Bid Security and Tender Fee as specified above and must be delivered to the above office before the date and time indicated in the beginning.

Sealed quotations are invited from the bona fide and resourceful contractors/suppliers/service providers for items, list of which is enclosed as "Annexure A" to this tender notice.

Duration of contract period 1 year, which may be extended on discretion by the Competent Authority of the organization with the same terms & conditions.

The bidder can apply in single or multiple Hostels respectively as mentioned in Annexure- B.

The price bid of this tender notice is categorically described hereunder in Annexure C.

#### 4) **SCOPE OF WORK**

Cooking, supplying and serving Breakfast, Lunch, Afternoon Tea & Snacks and Dinner to students accommodated in different centers/hostels.

#### 5) **ELIGIBILITY CRITERIA**

The following are the minimum eligibility criteria for the Service Provider to participate in the tender "Procurement of Food Catering services to various owned centres/hostels of **Orion Edutech Pvt Ltd**"

- Credential of not less than Rs. 10 Lakhs per annum(FIRM WORK ORDER AND DOCUMENT FOR SATISFACTORY IMPLEMENTATION/COMPLETION OF THE WORK AND PAYMENT AGAINST THE WORK EXECUTED)for last 3 years in support of cooked food prepared, supplied/ served to any Government/PSU/Govt. funded Autonomous body/hostel of reputed educational Institute .
- Preference will be given to the valid food license holder.
- Having Firm registration certificate.
- Having GST Registration Certificate.
- Having PAN.
- Should have experience of serving to any educational institute / any Corporates / any PSU bodies for not less than 50 persons per meal during minimum previous one year.
- A declaration to the effect that the Service provider has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending.

#### 6) **BID SUBMISSION:**

Two bid system: Technical Bid & Price Bid. Each Bid is to be provided in separate sealed envelopes marked as "*Technical Bid*" & "*Price Bid*" respectively. Each Bid envelope should be super scribed with tender number & date, name & contact information of the bidder. Both the bid envelopes are to be put in one single large envelope super scribed with tender number & date, name & contact information of the bidder and sealed. The technical bids will be opened first. The date of opening of price bids will be intimated to technically responsive bidders later.

##### 6.1. **Technical bid:**

Following documents need to be attached:

- a) Introductory letter in company's letterhead with list of enclosures. The details of contact person, phone/mobile no., email address, H.O./Registered Office Address should be correctly provided **(Format-1&2)**. The Institute is not liable for any loss/delay in information due to non-availability of such information or wrong information provided by the bidder or for any other reason whatsoever.
- b) Last year Experience in support of cooked food prepared, supplied/ served to any Government/PSU/Govt. funded Autonomous body/hostel of reputed educational Institute.**(Format-3)**

- c) Self-attested copy of Food License, Trade license, GST clearance up to last quarter of current financial year, IT return for the last 3 years.
- d) Technical Bid must be accompanied with specified Earnest Money of **Rs. 30,000/-** to be enclosed in the form of only Demand Draft in favour of **ORION EDUTECH PVT LTD.** Earnest Money deposited in any form or manner other than those specified will not be accepted and such quotation will be rejected.

Tender not accompanied with earnest money will not be entertained. Earnest Money should be submitted in separate envelope and the same should be enclosed with the quotation. No Interest will be payable on E.M.D at any point of time. EMD to unsuccessful bidders will be returned after finalization of the entire contract process and on receipt of application from the unsuccessful bidder. The EMD will be refunded to successful bidders on receipt of Security Deposit/Performance Guarantee Deposit.

- e) Tenderer must sign & stamp on all the pages of this tender notice and attach the same with the technical bid as a token of acceptance of all terms & conditions of the tender.
- f) A Power of Attorney against the Authorized signatory to be furnished. **(Format-4)**
- g) A declaration to the effect that the Service provider has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending **(Format-5).**

## **6.2. Price bid:**

Bidder has to submit the rate for the each Centers/Hostel individually. Work order will be awarded as per the rate quoted.

The following documents are to be submitted offline as well in the prescribed format, with proper seal and signature of authorized person on each page.

S. No.	Particulars	Format
1	Bid Security of Rs. 30,000/- (Rupees thirty thousand only) in demand draft (scanned copy) and Bank Details.	.pdf
2	Tender Fee of Rs. 500/- (Rupees five hundred only) in demand draft (scanned copy)	.pdf
3	Bidder's incorporation and registration certificate	.pdf
4	Bidder's profile	As per Format-1
5	Covering letter to be provided alongwith the technical bid	As per Format-2
6	Empanelment with other Govt./Pvt. undertakings	As per Format-3
7	Power of Attorney or authorization certificate to the person signing the bid document on behalf of the bidder.	As per Format-4
8	Self-attested copy of Food License, Trade License, GST clearance, IT clearance, Any other information, documentary evidence in support of suitability of the offer. (If no such document is required to be submitted, upload a blank sheet against this requirement)	.pdf
9	A declaration to the effect that the Service provider has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending	As per Format-5

**7) Director/Institute administration reserves the right to accept or reject any or all the Tenders and will not be bound to accept the lowest or any other tender.**

**8) INSTRUCTION TO BIDDER AND GENERAL TERMS AND CONDITIONS FOR SUPPLY AND SERVING BREAKFAST, AFTERNOON SNACK, DINNER TO STUDENTS RESIDING IN HOSTELS**

- a) 2.5% Security Deposit/Performance Guarantee Deposit of the total quoted amount for the whole contract period is to be furnished BY THE SUCCESSFUL BIDDER in form of Bank Guarantee to be drawn in favour of ORION EDUTECH PVT LTD or Bank Guarantee of any commercial bank valid up to 60 days after expiry of the work order. No interest will be paid on Security Deposit/Performance Guarantee Deposit. In case of extension of work order, Bank Guarantee is to be revalidated.
- b) Should be a sole proprietor or a registered firm or a company to run food catering services.
- c) Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process.
- d) Quality and Quantity aspects of all cooked food must be strictly adhered to. If any genuine complaint is received for quality/quantity etc. from any corners, the concerned Warden may

impose a penalty of up to Rs. 15,000/-(Rupees Fifteen thousand only), per case on the concerned service provider, depending upon the merit of each case.

- e) All the raw materials should be fresh and without pest and the cooked food must be fresh, hygienic, hot and palatable within the rate quoted by the party. Menu to be supplied on each day as enclosed in Annexure A, as per choice of the students of the Central Vegetarian Mess out of items mentioned therein.
- f) Food to be prepared in the Hostel at supplier's own cost for which only space to be provided free of charges and cooked food to be delivered and served to the student in the Dining Hall of Residences. The quality & quantity of the cooked food so delivered has to be monitored by him/her at own risk and cost. Cooking is permitted with LPG gas only. On demand, service provider has to pay for electricity and water charges to the Institute authority
- g) Rate must be quoted inclusive of all charges & taxes allied to that. Taxes should be indicated separately in the quoted rate. Service provider has to comply with all the rules and regulation of the Institute and Govt. of India as applicable from time to time (Statutory Compliance) for similar type of work.
- h) Selected bidder will have to execute an agreement after receiving LOI in a Non - Judicial Stamp Paper (Rs. 50/-) the cost of which is to be borne by the party.
- i) The bidder can furnish bill every fortnight as per the total head count of meal supplied.
- j) Terms of Payment: Within 45 working days from the date of submission of bills and acceptance thereof, along with other relevant documents, on Account payee cheque only, subject to certification by the competent authority.
- k) The contractor's performance regarding quality, quantity of food as well as other aspects will be reviewed & evaluated by the hostel mess committee, manager/matron, concerned warden and/or any other competent person decided by the Institute on a monthly basis, and subject to termination on being unable to cater to the standards and expectations of the Institute Authority. Food sample of each item is to be preserved for the next 24 hours in a sealed box.
- l) Company reserves the right to inspect kitchen, dining hall and also taste prepared food items at any point of time without giving any prior notice. During course of inspection if any unhygienic condition is noticed in the kitchen or found any cooked food sub-standard a fine of up to Rs. 15,000/- on each occasion will be imposed.

- m) The Caterer is required to deploy 2 persons for serving the food and for cleaning (removing the plates, used tumblers, cleaning the tables, used Crockery etc.) at all timings when the food is served. It will be the responsibility of the Caterer to clean the kitchen and dining hall and any other used place and disposal of garbage on daily basis at nearby Garbage Vat is a must. If violated, a fine of up to Rs.15,000/- for every violation may be imposed by the college authority with reference to the Concerned Supplier. Handlers of food should be clean and must wear uniform (includes: head dress, dress, apron, hand gloves, shoes) at the cost of the Contractor, otherwise a fine of up to Rs.15, 000/- on each occasion will be imposed.
- n) The Caterer should provide proper and required number of Cutlery/Crockery items like Glasses, serving bowls, plates etc., for serving the food. Replenishing of the items due to breakage/damage is the responsibility of the Caterer only.
- o) Persons who prepare / serve food should maintain high degree of cleanliness and personal hygiene. They should be medically fit and suitable to cook and serve. They should be comprehensively insured by the Caterer for any accidents and injuries. **No REIMBURSEMENT will be made.**
- p) Company reserves the right to accept or deny the lowest or any other quotations without assigning any reason and to distribute the entire supply to more than one bidder. Rate justification may be sought for any unrealistic rate quoted.
- q) Sub-Letting of Contract: The Contractor /supplier shall not sub-let, transfer or assign the contract or any part thereof.
- r) There will not be any employer -employee relationship between the Institute and the service provider or his/her workers.
- s) Company reserves the right to terminate the contract within the period of agreement by giving notice of 45 days (Forty five days) without citing any reason whatsoever. Contractor/Service provider may terminate the contract within the period of agreement by giving notice or 45 days (Forty five days) against a valid reason. However, if the cited reason is not acceptable to the Company, total Security Deposit will be forfeited and the Contractor/Service provider will not be permitted to take part in such tendering process in future for a period as decided by the competent authority.

- t) Tender committee will not entertain any request to change the basic rate (except taxes) of any item during the whole contract period. However during the extended period (if any) rate may change on mutually accepted terms.
  
- u) There should be provision for supply and serving of food for sick person as per Institute Doctor's prescription within the limit of the rate per day.
  
- v) If the lowest bidder does not comply with the clauses of this tender, and/or required statutory & legal compliances within 15 days from the date of receipt of LOI, the work order will automatically be cancelled and will be awarded to the L2 bidder with the same terms and conditions as in the tender papers. No payment will be made to the LI bidder for the period of interim service provided & security deposit will be forfeited.



## **ANNEXURE- A**

The bidders are requested to provide the Annexure-A along with measurable units {gms, mi. etc.) of each item.

The Service Provided shall be providing full diet/ stomach meal for lunch/dinner with atleast one cereal unlimited.

The menu should be displayed in Dinning area prior to the serving of Meal on daily basis. The menu should be adhering the food type mentioned below

For Breakfast: Following alternatives combinations as ordered be arranged along with a cup of tea/coffee/Bournvita/Milk:

Type 1	Chola Batora
Type 2	Poori -Sabji.
Type 3	Kachuri- Dal
Type 4	Vada Pav/Pav Vaji
Type 5	Alu- Paratha, curd, pickles.
Type 6	Bread -Butter-Banana
Type 7	Bread -Jam-Apple-Boiled Egg
Type 8	Veg Cutlet
Type 9	Noodles (Maggie/ Chowmein) -1big plate
Type 10	Upma- 1big plate
Type 11	Poha -1big plate
Type 12	Samosa-Chutney-Jelabi
Type 13	Idli -Sambar-Chatni
Type 14	Dhosa-Sambar-Chatni

*\*Egg should be served once a week.*

*For lunch & Dinner:*

Non-Veg Meal	<ul style="list-style-type: none"> <li>a. Warm rice/ hot chapatti/Parathas/Puris</li> <li>b. Dal/Sambhar</li> <li>c. Vaji</li> <li>d. Paneer/ Chicken/Mutton/Fish/Egg</li> <li>e. Papad/Fresh Salad (Green)/Pickle.</li> <li>g. Sweet/Ice-Cream</li> </ul>
Veg Meal	<ul style="list-style-type: none"> <li>a. Warm rice/ hot chapatti/Parathas/Puris</li> <li>b. Dal/Sambhar</li> <li>c. Vaji</li> <li>d. Mix-Vegetables.</li> <li>e. Papad/Fresh Salad (Green)/Pickle.</li> <li>f. Sweet/Ice-Cream.</li> </ul>

*\*\* Once a week Two Egg Meals, four Fish meals, one Chicken/Mutton meals should be served for Non-vegetarians and vegetarians should be served special Paneer meal.*

#### **EVENING SNACKS**

Any one Combination along with a cup of tea/coffee:

1. Samosa 1 pc & Jalebi /laddo- 1pc.
2. Veg Pakoda 2 pcs & Fruits.
3. Bread cutlet 2 pcs & Chatney.
4. Veg cutlet 2 pcs &Fruits.
5. Poha/Upma
6. Vada Pav/Pav Vaji

FOOD	TIMING
Breakfast + Tea/Coffee	7:30 am to 9:30 am
lunch	12.00am to 2:30 pm
Evening Tea +Snacks	5.00 pm to 6:30 pm
Dinner	7.30 pm to 11:30 pm

*\*\*\*Timings may be changed by the service provider in consultation with Orion Officials however duration of service should not be reduced.*

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**ANNEXURE- B**  
**(List of Hostels)**

SI No	State	Centre	Hostel	Location of Hostel	Average Student
1	Gujarat	Palanpur	Girls	Sudhima Temple Road, Gathamam Patiya, Near Gateway Plaza, Banas Kantha, Palanpur, Gujarat, pincode:385001	62
2			Boys	Sarvottam hotel near fly over bridge, Near fly over bridge, Banas Kantha, Palanpur, Gujarat, pincode:385001	78
3		Vadodara	Girls	C36, Giriraj Society, Channi Jakat Nagar, Near Ram Kaka Dairy, Vadodara - 390024	100
4		Vadodara 2	Boys	CHANNI BUS STAND, FRONT OF GURUDWARA	60
5	Jharkhand	Ranchi	Boys	OLD HB ROAD, RAMZAN ENCLAVE KANTATOLI, NEAR RAMZAN COLONY, Ranchi, Jharkhand, pincode:834001	140
6		Dhanbad	Girls	Dhanbad Bhuli Hirak Road, Nawadih, Opposite Swaraj Tractor Showroom, Dhanbad, Jharkhand, Pincode:828130	101
7		Dhanbad 2	Boys	Chanchani Colony Road, Dahiya, Near Chanchani Colony, Dhanbad, Jharkhand, Pincode:828130	140
8	Uttar Pradesh	Takrohi boys	Boys	H.No.636/19, Ganesh Vihar Near, Takrohi Police Station, Sector 11, Indira Nagar Lucknow, 226016	105
9		Jankipuram	Girls	H.No.2/105, Sector 2 Main Road, Jankipuram Extension, Lucknow, pincode:226021	50
10			Boys	H.No.1/433 60 Feet Road Near SBI ATM,Jankipuram Extension,Indira Nagar S.O. ,Lucknow,Uttar Pradesh,226016	125
11		Noida	Girls & Boys	Noida Sector 15, Near Harola Market , C/O Arjun Singh Awana	70
12	Madhya Pradesh	Bhopal(Girls)	Girls	Treasure Tower, Khasra No. 174, Kolar Rd, Banjari Chowk, Near Punjab Bank, Bhopal, Madhya Pradesh 462042	140
13		Bhopal(Boys)	Boys	Plot no. 9, Alankar Towers , Hosangabad Road, Ward no. 85, Opposite HP Petrol Pump, Bhopal - 462026, MP	175
14		Bhopal Girls(2)	Girls	14 Hossangabad Road Narayan Nagar Ward no. 52 Opp- Barkatulla University Bhopal- 462026, MP	140
15	Jammu & Kashmir	Bari Brahamna	Girls	Samba, Kala Gate, Bari Brahamna Jammu & Kashmir, pincode:181133	70
16			Boys	Samba, Kala Gate, Bari Brahamna Jammu & Kashmir, pincode:181134	140
17	Chhattisgarh	Sejbahar	Boys	H.No.A-1, Officers Park, Near Pragati collage, C.G.Raipur, Sejbahar, 492015	210
18		Rajendranagar	Girls	Street:-Rishabh Nagar, Rishabh recidency campus,new rajendra nagar,Raipur C.G. 492001	175

19	Kerala	TRIVANDRUM	Girls	Near St.sebastianos church, Vizhinjam road, Balarampuram, Trivandrum, pincode:695501	70
20			Boys	Above South Indian Bank, Kattakada road, Balarampuram, Trivandrum, pincode:695501	105
21	Karnataka	Bijapur	Girls	H.No.1, Ashram road, Kedar Jyoti Akki Colony, Near Shanti Niketan College, Bijapur, Karnataka, Pincode:586103	61
22			Boys	House No:1 Asharam Road, Adharsh Nagar, BLDE Polytechnic Engineering college,Karnataka Bijapur, Pin Code: 586101	114
23		Magalore	Girls	H.No.3-9,41,42,43 Airport Road, yeyyadi,darshan furniture, Mangalore, Karnataka, Pincode:575008	90
24			Boys	37712, Padavinangady, Mary Hill, Dakshin Kannad, Mangalore, Karnataka, pincode:575008	50
25		Belgaum	Girls	CTS no 10798 /c, 1st Cross Neheru Nagar, Neheru nagar, KLE Road, Belgaum, Karnataka, pincode:590010	100
26			Boys	H.No.10750/B, JNMC Road, Neheru Nagar, KLE Dental Hospital, Belgaum, Karnataka, pincode:590010	180
27	Tamilnadu	Madurai	Boys	H.No.1, 155 Bharathiyar Street, Ayyarbungalow, Near Shiv Temple, Tamil Nadu, Madurai, Pincode:625014	70
28			Girls	H.No.1/251, Vaigai Street, Shir Nagar, Behind Bgm Hospital, Madurai, Tamil Nadu, Pincode:625014	70
29		Chennai	Girls	H.No.3/9 B1,Seshachala Gramin Street, Thiruvottriyur, St Pauls School, Tiruvallur,Chennai, Pincode:600019	105
30		Korattur	Boys	H.No.5/21, North Mada Street, Anna 2nd Street, Padi, Tamilnadu,Pin-600050	200
31			Girls	H.No.55A,Valler Street, Jagathambigai Nagar,Padi,Chennai,Tamilnadu,Pin-600050	80
32	Assam	Hengrabari	Boys	Mokhada Appartment, Rama Mikir Path, Hengrabari, Guwahati 781036	140
33		Panbazar	Girls	Ashirwad Bhawan , H/No 12, Kaliram Medhi Road, Panbazar, Guwahati 781001	120
34		Rukminigaon	Boys	H/N 23, Ganpati Bhawan, SK Baruah Path, Near Manasa Mandir, Guwahati 781036	94
35			Girls	H/N 1, Sundarpur, Surajmukhi Path, Near NRL Petrol Pump, Guwahati 781006	46
36	Tripura	Khayerpur	Boys	Khayerpur, Near Trinath Mandir, Tripura 799008.	150
37			Girls	Khayerpur, Near Bijoy Sangha Club, Tripura 799008	48
38		Durjoy Nagar	Boys	Durjoy Nagar, Barjala, Natun Nagar,Airport road, Agartala, Tripura-799009	105
39		Camperbazar	boys	House no:240006, S.D Mission, A.D. Nagar Road no:16, Agartala, West Tripura-799033	140
40		Dharma nagar	boys	H.N.- 7734, D K Road, Tripura Guste house WARD NO. 13, DHARMANAGAR, Pincode- 799250	140
41	West Bengal	Rajarhat	Girls	Rajarhat, Bhatenda, North 24 Paraganas 700135	70
42		DLF	Boys	Pan Asia PG, 2nd Tarulia Lane, Krishnapur, Kolkata-700102, Near DLF 1, new town	245
43		DLF-2	Boys	Tarulia Lane, Krishnapur, Kolkata-700102, Near DLF 1, new town	140
44		Chingrighata	Boys	Near Captain's Lake, Chingrighata	70

45		Kathgola	Boys	Rajarhat Ps, Near Bank Of India	45
46	Andhra Pradesh	GAJUWAKA	Girls	H.NO. 10-5-4/2, JGR Plaza, Kanithi Road, opp.to Sai Priya Function Hall, Gajuwaka, Visakhapatnam, Andhra Pradesh- 530026	70
47	Bihar	PATNA	Boys	Plot No. - 470,Satyam Colony, Mahaveer Chowk, East of Mahaveer Temple, Gola Road, PO+PS - Dinapur, Patna,Bihar -801503	144
48		ARARIA	Girls	Ram Manohar Lohiya Path,Back Side of Maruti Suzuki Showroom ,Forbesganj nagar,Bihar,Araria, 854318	120
49	Maharashtra	Nagpur	Boys	Jai shreeji row houses Chandmari Road, K.H. 94, himanshu layout (Beside Swaminarayan Temple), Wathoda Nagpur, Pincod-440008	70
50		Nagpur	Girls	Swami Narayan Mandir - Gate No 5, K.H. 94, Bagadganj S.O., Wathoda Nagpur, Pincod-440008	70
51		Nagpur	Boys	Plot No.-1473, Keshav Nagar, New Nandawan, Near Hasanbag Police Chowki, opp.Anjuman Urdu Highschool, Nagpur-440009	90
52		Nagpur	Girls	1474, Keshav Nagar, New Nandawan, Near Hasanbag Police Chowki, opp.Anjuman Urdu Highschool, Nagpur-440009	60
53		Nashik	Girls	1,Mumbai Agra Road, Panchavati Near KBH Dental College, Nashik, Pincod-440003	140

**ANNEXURE- C (Price Bid)**  
**(to be submitted on company letter head)**

**RATE PER HEAD PER DAY** (in Rs.) (Inclusive of all charges & Govt. Taxes which may even be imposed in future for the contract period). The price bid may be quoted in separate sealed envelope along with the other documents with the bid. The price should contain the price for labour cost, material cost, uniform cost and other cost per head per day basis:

<b>Name of Organization</b>	<b>Particulars</b>	<b>State</b>	<b>Location of Hostel</b>	<b>Rate</b>	<b>Tax</b>	<b>Total in figures</b>	<b>Total in words</b>

\*\* Exact strength may vary at any point of time.

Individual formats to be filled against each location to be furnished, if the bidder is applying for multiple locations.

The rates should be quoted in figures as well as words.

Rates are to be quoted clearly without any overwriting or cutting. An error should be crossed out, re-written and initialed with date.

No extra changes will be entertained at a later date.

**Format- 1- PROFILE OF THE BIDDER**

<b>Organizational Details :----</b>	
<b>Name of the Organization</b>	
<b>Address of the Organization</b>	
<b>Date of Firm's establishment</b>	
<b>PAN No.</b>	
<b>GST Registration no.</b>	
<b>Name of the Head of Organization</b>	
<b>Address of the Head of Organization</b>	
<b>Tel No</b>	
<b>Name of the authorized contact person</b>	
<b>Details of the authorized contact person</b>	
<b>Nature of Incorporation/ Registration</b>	
<b>Awards to the Organization</b>	
<b>Number of years of experience as Catering Service Provider</b>	

**Turnover of Last three years:**

<b><u>Year</u></b>	<b><u>Annual Turnover (Rs. In lacs)</u></b>
2015-16	
2016-17	
2017-18	

**FORMAT-2-COVERING LETTER**  
**TO BE PRINTED ON COMPANY LETTER HEAD**

**Date : DD-MMM-YYYY**

**To,  
The Director,  
Orion Edutech Pvt Ltd  
Orion House  
28, Chinar Park  
Rajarhat Road,  
Kolkata-700157**

**Subject: Submission of Technical Bid for “Procurement of Food Catering services to various owned centres/hostels of Orion Edutech Pvt Ltd”**

**Ref : Tender No. OEPL/ Veg /Non-Veg- cooked-food/Hostels/2018 -08 dated 20/09/2018**

Respected Sir,

In reference with the project mentioned above, we, \_\_\_\_\_, a registered service provided (with registration number being: \_\_\_\_\_) , are hereby submitting our Technical Bid along with Tender Document fees & Bid Security for providing *Food Catering services to various owned centres/hostels of Orion Edutech Pvt Ltd.*

We have all sincere inclination towards being associated with you as a partner in achieving our common objective for delivering healthy and hygienic food catering service to the said beneficiaries. We, therefore, most humbly request you to kindly afford a favorable consideration to our proposal.

Looking forward to the pleasure of hearing from you.

Yours faithfully

On Behalf of \_\_\_\_\_

\_\_\_\_\_

Authorized Signatory



**Format-3- Empanelment with other Govt./Pvt. undertakings**

**Empanelment with other Govt./Pvt. undertakings:**

Sl No	Name of Employer	Govt/Pvt/Society	Location	Project Summary		
				No. of persons food served per day	Amount	No of food items per meal
1						Morning- Lunch- Dinner-
2						
3						

**Format-4- Power of Attorney**  
**(To be printed and duly attested on 100Rs Stamp Paper)**

**Power of Attorney**

Be it known all to whom it concern that:

I, the Director of M/S \_\_\_\_\_having its registered office at \_\_\_\_\_ hereby appoint Sri\_\_\_\_\_, S/O \_\_\_\_\_residing at \_\_\_\_\_ as my/our lawful Attorney to sign and execute all Documents/ Agreements and do all necessary acts on my/our behalf with ORION EDUTECH PVT LTD, Kolkata-700157 in connection with its Tender No **Tender No. OEPL/ Veg /Non-Veg- cooked- food/Hostels/2018 -08 dated 20/09/2018** For the **Selection as a Vendor in delivering healthy and hygienic food catering service to the beneficiaries of** due for opening on **date...**.

I hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me and my company as if the same were executed by me individually.

ATTESTED

ACCEPTED (Attorney Holder)

Signature:

**(Seal and Signature of Signatory of Tender offer of the Company/ Corporation/ Society/ Trust/ Firm)**

**Format -5- UNDERTAKING**  
(Original signed copy on company letterhead)

**Date : DD-MMM-YYYY**

**To,  
The Director,  
Orion Edutech Pvt Ltd  
Orion House  
28, Chinar Park  
Rajarhat Road,  
Kolkata-700157**

Sir/Madam,

We at \_\_\_\_\_ declare that our Company has neither been blacklisted by any Central / State Government Department / Private Sector at any point of time nor any criminal case is registered against the Company

Sincerely,

(Signature of authorized person)

Name:

Designation: