

Expression of Interest (EOI)
For
Providing Catering Service
Towards
**“Organising Conference on Recent
Advancement in Material and Manufacturing”**
By
CIPET:IPT, Bhubaneswar

Document no. CIPET:IPT/BBSR/RAMM 23/2023-24/04, Date:- 18-10-2023

CIPET: IPT
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)

B/25, CNI Complex, Patia,
Bhubaneswar, Odisha 751024
Ph. No: 0674 2743462/ 767

e-mail: bhubaneswar@cipet.gov.in, cipetbbsr@gmail.com

Website: www.cipet.gov.in

EXPRESSION OF INTEREST (EOI)

1. Last date & time for issue of EOI documents : 27-10-2023 up to 12.00 PM
2. Last date & time for submission of filled in EOI documents : 27-10-2023 up to 02.30 PM

Sealed EOI are invited from the reputed Catering Service Agency/Firms for **“Providing Catering Service”** for **“Organizing Workshop on Recent Advancement in Materials and Manufacturing”** at **CIPET: IPT, B/25, CNI Complex, Patia, Bhubaneswar, Orissa, 751024.**

CIPET:IPT, Bhubaneswar reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

Principal Director & Head

CIPET, B/25, CNI Complex,
Patia, Bhubaneswar,
Odisha 751024

Ph. No: 0674 2743462/ 767

Web: www.cipet.gov.in

Alternate e-mail: bhubaneswar@cipet.gov.in

General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. **Amendment of Bidding Documents:**
At any time prior to the submission of the bids, the Service Receiver may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.
The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. **Signing of Bid**
The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. **Submission of Bid**
(a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as “**Technical Bid**” should contain an Introductory letter of contractor along with copies of documents as evidences for the past 3 years Income Tax Return, Balance Sheet and past experience and other document mentioned in Annexure-A. The Architect/Consultant has to fill up Annexure “A” with his signature along with all supporting documents.

Envelope No. II super/scribed as “Financial Bid” should contain the EOI as per Annexure B duly signed by authorized signatory.

Both Envelope I & II should be placed in large envelope which should be super-scribed As “**Organising Conference on Recent Advancement in Materials and Manufacturing**” at **CIPET:IPT, Bhubaneswar** and addressed to **Principal Director &Head, B/25, CNI Complex, Patia, Bhubaneswar,Odisha.751024.**

6. If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid’s misplacement or premature opening.
7. **Deadline for submission of Bids**
Bids must be received by the Service Receiver at the address specified under commercial bid not later than **02.30 PM on 27-10-2023**
8. The Service Receiver may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and

obligations of the Service Receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

9. Contacting the Service Receiver

No bidder shall contract the Service Receiver on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

10. Evaluation of Bid

(i) The large Envelope (containing separate envelope I & II) will be opened first in the Presence of the bidders on **03.00 PM on 27-10-2023 onwards**. Thereafter the Envelope I i.e. Technical Bid will be opened.

(ii) Those Participants who have not enclosed Technical Bid documents not submitted. In such cases their Envelope II which contains the financial bid will not be considered.

(iii) The Envelope II i.e. Financial Bid will be opened for those parties who qualify in Technical Bid

(iv) The contract will be awarded to the L1 bidder in financial bid.

(v) If the price quoted by two or more Architect/Consultant are same then the bid will be finalized on the basis of past experience/Turnover of the organization. However the decision of Director & Head will be final & binding on all the bidders.

14. CIPET:IPT,Bhubaneswar reserves the right to reject any or all EOI in full or part thereof without assigning any reason.

15. The Principal Director & Head, CIPET:IPT,Bhubaneswar is the final authority and his decision will be final and binding on the supplier for any disputes.

16. All legal disputes will have the jurisdiction of Bhubaneswar City only.

17. The Catering Service firm/agency should have established office in Odisha Sate.

"Annexure: A"

EXPRESSION OF INTEREST (EOI)
Providing Catering Service at CIPET:IPT, Bhubaneswar for
"Organising Conference on Recent Advancement in Material and
Manufacturing"
Technical Bid

SI. No.	PARTICULARS	FILL THE RESPECTIVE ROW BY THE BIDDER		
1.	Name of the authorized Catering Services Firms/Agency.			
2.	Postal address			
3.	Telephone No. with STD code			
4.	Name of Contact person			
5.	Mobile No			
6.	E-Mail ID			
7.	Firms Registration Certificate(copy enclosed)			
8.	PAN (Permanent Account Number) (copy enclosed)			
9.	GST Registration No. (copy enclosed)			
10.	Work Experience of last three Financial Years in Catering Services (Copy Attached)			
11.	Income Tax Return of the three assessment year (copy enclosed)	2020-21	2021-22	2022-23
12.	Balance Sheet of Last three F.Y.	2020-21	2021-22	2022-23

Note: Attach extra sheet if required.

Place:
Date:

Signature of Bidder with Seal
Office Seal

"Annexure: B"

EXPRESSION OF INTEREST (EOI)

**Providing Catering Service at CIPET:IPT, Bhubaneswar for
“Organising Conference on Recent Advancement in Material and
Manufacturing”**

“FINANCIAL BID”

To,
Principal Director & Head
CIPET: IPT
B/25, CNI Complex
Patia, Bhubaneswar,
Odisha 751024

**Subject: Providing Catering Service at CIPET:IPT, Bhubaneswar for “Organising
Conference on Recent Advancement in Material and Manufacturing”**

Dear Sir,

In response to CIPET:IPT/BBSR/RAMM_23/2023-24/04 Date:- 18-10-2023, we are pleased to
enclose the following as our financial bid for your kind consideration:

Sl. No	Description of the Work	Total Amount (in `)
1.	Providing Catering Service at CIPET:IPT, Bhubaneswar for “Organising Conference on Recent Advancement in Material and Manufacturing”	As per Enclosed List- “Annexure-C”

Terms and Conditions :

- Payment :
- Work Execution :
- Taxes :
- Any Other Charge (Plz. Mention)

Place:

Signature of Bidder with Seal

"Annexure – C"

1st Day Menu

Function Date:-02nd Nov -2023 Time: - Breakfast & Lunch, Pax: - 140- 160 Pax

<u>Breakfast Menu 10.00 Am</u>	<u>Amount</u>
09.00am Tea/Coffee/Cookies Coleslaw Sandwich Alu Mottar Ki Samosa Cottage Cheese Cutlets	
<u>Lunch Of The Day – 12.30pm</u>	
<u>Starter: -</u> Corn Curd Salt And Pepper Dudhia Paneer	
<u>Soup: -</u> Veg Brunt Garlic Soup Lemon Coriander Soup	
<u>Garden Fresh Salad Bar</u> Thai Cabbage Salad Mediterranean Watermelon Salad Sprouted Salad Garden Fresh Green	
<u>Main Course</u> Paneer Butter Masala Santula Badi Nadi Saag Moong Bhaja Aloo Jhoni Posto Begun Bhaja Sunheri Bhaja Moong Dal Green Pea's Pulao Curd Rice	
<u>Roti:</u> Tawa Roti /Poori	
<u>Accompaniments:</u> Pineapple Raita/Plain Curd Dahi Vada /Papad:/A`Char:Badichura	
<u>Desserts: -</u> Rice Kheer Chenna Poda Ice Cream (Bt. Scotch) Water	
<u>Hi – Tea (4pm Onwards)</u> Tea / Coffee / Cookies	

02nd Day Menu: -

Function Date:-03rd Nov -2023

Pax: - 140- 160 Pax

	Amount
<u>Morning Tea Coffee</u> Tea / Coffee / Cookies /Biscuits (09.00am)	
<u>Lunch Of The Day – 12.30 Pm</u>	
<u>Starter</u>	
<u>Veg -Paneer Takrai</u> Veg Hara Bhara Kebab	
<u>Non Veg - Chili Chicken Dry</u> Indonesian Bali Prawn	
<u>Soup: -</u> Veg Sweet Corn Soup Chicken Man Chow Soup With Noodles	
<u>Garden Fresh Salad Bar</u> Kimchi Salad Exotic Russian Salad Moog Moti Salad / Pasta Salad Garden Fresh Green	
<u>Main Course</u> Mottor Paneer Mix Veg Hydrabadi Gobi Capsicum Sookhi Kadhai Chicken Masala Tawa Fish Rahu Yellow Dal Tadka Vegetable Pulao Steamed Basmati Rice	
<u>Roti:</u> Tawa Roti / Poori	
<u>Accompaniments:</u> Mix Raita/ Curd Rice/Plain Curd Achar /Papad / Chutney/Badichura	
<u>Desserts: -</u> Chena Payes Plan Rasgulla Ice Cream (Vanilla) Water	
<u>Hi – Tea (4pm Onwards)</u> Veg Korian Roll Mini Pakodi Dhokla Alu Dum / Dahi Vada Sandesh Tea / Coffee / Cookies	

Note :

- Above mentioned quantities may increase or decrease during the course of organizing the aforementioned event.