



MARKFED - ODISHA

OLD STATION ROAD
BHUBANESWAR-751006

Ref. No. : 508.....

Date : 11.02.2026.....

Expression of Interest (EOI)

For Selection of Catering Service Provider for 43rd Annual General Body Meeting (AGBM)

MARKFED, Odisha invites **Expression of Interest (EOI)** from reputed, experienced catering service providers for providing catering services on the occasion of the 43rd Annual General Body Meeting (AGBM) of MARKFED.

1. Event Details

- **Occasion:** 43rd Annual General Body Meeting (AGBM)
- **Organizer:** MARKFED, Odisha
- **Date & Time:** 11th March 2026 (from 9:00 AM onwards)
- **Venue:** Institute of Engineers (India), Odisha State Centre, Bhubaneswar
- **Expected Attendees:** Approx. 300 persons
- **Dining Style:** Buffet
- **Dietary Preference:** Vegetarian & Non-Vegetarian

2. Scope of Catering Services

A. Welcome Refreshments (Upon Arrival)

- Assorted Tea & Coffee (including sugar-free option)
- Fresh Fruit Juices (Orange / Pineapple / Mixed)
- Dry Fruits & Nuts packets (10 Packet)

B. Breakfast

- Itili
- Puri
- Upama, Alu mater curry, Chatani, and Samber.
- Bundi Cup
- Tea / Coffee with Biscuits
- Packaged Drinking Water

C. Lunch Buffet

Starters & Soup

- Manchow Soup veg and non-veg
- Sweet Corn crispy.
- Chicken Tikka
- Paneer Tikka

Main Course

- Plain Rice & pies Palau
- Tawa Roti
- Dal Fry
- Paneer Butter Masala
- Mushroom Besara
- Mixed Vegetable
- Mutton Curry
- Fish Curry
- Ghanta (Fish & Prawn/Shrimp)
- Ambula Rai
- Green Salad
- Papad

THE ODISHA STATE COOPERATIVE MARKETING FEDERATION LIMITED

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Desserts

- Jilapi
- Ice Cream (Kulfi)

3. Eligibility Criteria

The catering agency should:

- Have **minimum 3 years of experience** in providing catering services for Government / PSU / Corporate events.
- Be **based at Bhubaneswar** with a functional office / operational setup.
- Have handled **at least two similar events** with minimum 200 guests
- Possess valid **FSSAI Registration, GST Registration, and Food license**
- Have adequate manpower, kitchen facilities, and logistics to handle the event
- Maintain high standards of hygiene, food safety, and service quality

4. Submission of EOI

Interested agencies may submit their **EOI along with company profile, experience details, copies of registrations, contact information and financial quotation** through email or in sealed cover to MD, Markfed.

- **Last Date of Submission: 26.02.2026**
- **Mode of Submission: Physical submission**, Submit directly to MD, Markfed or sent via **Speed Post or Registered Post**
- **Address** - to the Managing Director, MARKFED, Old Station Road, Bhubaneswar-751006

5. Selection Method

- The applicant **must submit the financial quotation** along with the EOI.
- The **financial quotation shall be evaluated on 27.02.2026 at 11AM, by the purchase committee constituted for 43rd AGB**, after scrutiny of eligibility and technical suitability.
- The bidder quoting the **Lowest Price (L1)** shall be called for **negotiation**, and the **final price shall be fixed through negotiation with the L1 bidder**.
- Submission of EOI does not automatically guarantee selection.
- MARKFED reserves the right to accept or reject any or all EOIs, wholly or partly, without assigning any reason.

6. Mode of Payment

- **Payment shall be made through RTGS / NEFT** to the bank account of the selected catering service provider.
- **100% payment after successful completion of the event**, on submission of:
 - Original bill / invoice
 - GST-compliant tax invoice
 - Certification of satisfactory service by the Secretary, MARKFED

Optional :(only if necessary)

- **Up to 30% advance** against submission of invoice, if approved by the competent authority.
- Balance payment after completion of the event.

7. General Conditions

- All food items shall be prepared fresh on the day of the event
- The caterer shall ensure timely service and cleanliness at the venue
- Any statutory liability arising out of the service shall be borne by the caterer


Managing Director
MARKFED, Odisha