

RFP TITLE:

HIRING A SERVICE PROVIDER TO PROVIDE FOOD/CATERING SERVICES AT THE RESIDENTIAL TRAINING CENTRE, ODISHA.

RFP NO.:

PCI/RFP/2026-27/017



REQUEST FOR PROPOSALS (RFP)

HIRING A SERVICE PROVIDER TO PROVIDE FOOD/CATERING SERVICES AT THE RESIDENTIAL TRAINING CENTRE, ODISHA.

DATE OF SOLICITATION: September 22, 2026

RFP No. PCI/RFP/2026-27/017

About Project Concern International India (PCI India)

Project Concern International, India (PCI India) has been working in India since 1998. In the last two and a half decades, PCI India has maintained a diversified portfolio, working in rural and urban settings in the areas of integrated health and community development with programs focusing on low-income, vulnerable and hard-to-reach populations.

At present, PCI India is working across more than 15 states in India, including Delhi, Haryana, Uttar Pradesh, Bihar, Madhya Pradesh, Odisha, Jharkhand, West Bengal, Maharashtra and Chhattisgarh. For more information on PCI India, please click [HERE](#).

The following table brings out the dates for the main events of the bidding process for this RFP. The Bidder should note that PCI reserves the right to change these dates without assigning any reason at any stage of the bidding process.

Important information and dates

Information	Details
Name of the Assignment	HIRING A SERVICE PROVIDER TO PROVIDE FOOD/CATERING SERVICES AT THE RESIDENTIAL TRAINING CENTRE, ODISHA.
Date of Publishing RFP	September 22, 2026
Seek Clarifications/Queries if	September 23, 2026
Reply to Queries	September 25, 2026
Last Date for Submission of bids	September 29, 2026
Email ID:	procdelhi@pciglobal.in

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All queries should be sent through email only to the e-mail ID mentioned above. The procurement Team at PCI shall try to provide a complete, accurate, and timely response to queries from all the bidders. All responses given by the team will be distributed to all the bidders through email.

Please note that issuance of this RFP does not constitute an award/commitment on the part of PCI, nor does it commit PCI to pay for costs incurred in the preparation and submission of an application. In addition, the final award cannot be made until funds have been fully appropriated, allocated, and committed by PCI's donors. While it is anticipated that these procedures will be successfully completed, potential applicants/bidders are hereby notified of these requirements and conditions for the award. Applications are submitted at the risk of the applicant/bidder; should circumstances prevent the award of a contract, all preparation and submission costs are at the applicant's expense.

Yours faithfully,

Procurement Team

PCI India

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RFP INSTRUCTIONS

1. INTERPRETATION OF THE CLAUSES IN THE PROPOSAL DOCUMENT / CONTRACT DOCUMENT

In case of any ambiguity in the interpretation of any of the clauses in the Proposal Document or the Contract Document, the interpretation of PCI shall be final and binding on all parties.

2. LANGUAGE OF PROPOSAL

The proposal and documents shall be in English, and it should include applicant organization name, date, RFP number, and page number as a header or footer throughout the document.

3. SUPPLEMENTARY INFORMATION / CORRIGENDUM / AMENDMENT TO THE RFP

- a. If PCI deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of the provisions of this RFP, it may issue supplements/corrigendum to this RFP.

Any such supplement shall be deemed to be incorporated by reference to this RFP.

- b. At any time prior to the deadline (or as extended by PCI) for submission of bids, PCI, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidders may modify the RFP document by issuing amendment(s). All bidders will be notified of such amendment(s), and these will be binding on all the bidders.
- c. To allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, PCI, at its discretion, may extend the deadline for the submission of bids.

4. DECISION TAKEN

- a. The decision taken by PCI in the process of Proposal evaluation will be final and binding on all the bidders. The finalization of the Proposals will be done by a committee constituted by PCI for this purpose.

5. AWARD OF WORK

PCI reserves the right to shortlist deserving individuals and agencies and invite further discussion to ensure quality and cost-based selection (QCBS). PCI holds the right to award the contract to several bidders based on assessed capacity, innovation idea suggested, and other quality/ cost factors instead of a single contract holder. Hence individuals and agencies are expected to respond to the RFQ only if they agree to work in a multi-contract holder environment, fulfil the scope of work suggested, and meet the requirements as detailed.

6. TAXES AND DUTIES

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties, and levies as applicable up to the completion of the job. Any increase in the rates will not be allowed. Base cost and rate of taxes charged should be clearly mentioned.

7. BINDING CLAUSE

All decisions taken by the PCI Procurement Committee regarding the processing of the Proposals and award of the contract shall be final and binding on all concerned parties.

- 8. VALIDITY OF BIDS:** The proposal/bid should be valid for a period of 90 days from the date of Proposal submission to the PCI.

9. DISQUALIFICATION

The proposal is liable to be disqualified in the following cases or in case the bidder fails to meet the bidding requirements as indicated in this RFP:

- a. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as a non-conforming proposal.
- b. During the validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- c. The bidder qualifies the proposal with his own conditions.
- d. Proposal is received in incomplete form.
- e. Proposal is received after due date and time.
- f. Proposal is not accompanied by all the requisite documents.
- g. If the bidder provides a quotation only for a part of the project
- h. Information submitted in the technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any
- i. **Commercial/financial proposal is included in the technical proposal**
- j. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- k. In case any one bidder submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.
- l. If the response to the pre-qualification criteria, technical proposal, and the entire documentation submitted along with that contain any information on price, pricing policy, pricing mechanism, or any information indicative of the commercial aspects of the bid.

10. PCI'S RIGHT TO TERMINATE THE RFP PROCESS

- a. PCI reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for PCI's action. PCI makes no commitment, expressed or implied that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by PCI. The bidder's participation in this process may result in PCI selecting the bidder to engage in further discussions and negotiations toward the execution of a contract. The commencement of such negotiations does not, however, signify a commitment by PCI to execute a contract or to continue negotiations. PCI may terminate negotiations at any time without assigning any reason.
- c. Failure on the part of the selected agency to execute the Contract within the defined period may, unless mutually agreed between the parties, result in an award of the same work to another agency at the risk and cost of the Agency.

****END OF RFP INSTRUCTIONS****

APPLICATION EVALUATION CRITERIA

Pre-Qualification Criteria: This covers circumstances where PCI India must exclude a Bidder from participating further in the procurement based on a pass/fail assessment of the pre-qualification response on the specific pre-qualification criteria mentioned in the table below. No further evaluation is carried out if the bidder has not met any of the Pre-Qualification Criteria Responses.

Only bidders who meet the pre-qualification criteria mentioned below will be considered for the next stage of evaluations. The Bidder must submit the Registration Certificate, extracts from the audited Balance Sheet and Profit and loss Account, a Certificate from the Chartered Accountant, and other relevant supporting documents as evidence for the pre-qualification criteria.

S. No	Basic Requirements	Specific Requirements	Documents Required
1	Registration	The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: • A Limited Liability Partnership (“LLP”) registered under the LLP Act, 2008; • an Indian Company (“Company”) registered under the Companies Act, 1956/ 2013; • a “Partnership Firm” registered under the Indian Partnership Act, 1932; • a “Sole Proprietorship” firm, registered as such under the Applicable Laws of India. With minimum 2 years of existence at the time of submission of the bid.	Registration documents of the Bidder as a company/firm or any legal entity along with: i. Incorporation Certificate of the company ii. PAN Card of the registered legal entity iii. GST certificate of the registered legal entity iv. Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm v. MSME Certificate (if applicable) vi. Any other supporting document, as may be required

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2	Turnover	Average Annual Turnover of the applicant during the last Three financial years, i.e. FY 2022-22, 2023-24, 2024-25 (as per the last published audited balance sheets), should be Rs. 15 (Fifteen) Lakh or more.	Audited Financial Statements/ CA Certificate certifying the turnover with CA's Registration Number/ Seal
3	FSSAI Compliance	Valid FSSAI license appropriate to the nature and scale of catering operations.	Valid FSSAI License/Registration
4	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
5	Blacklisting	The Bidder should not be blacklisted by Corporates, Philanthropic Organizations/Governments/or any other Procuring Agency.	Bidders must sign and return a self-declaration ¹ (as stated in Appendix D).

A technical review committee comprising representatives from PCI will review and score applications based on the following criteria. The highest scoring applicants will be short-listed.

Proposals for this Assignment will be assessed in accordance with **Quality and Cost-based selection (QCBS)** system and will involve both technical and commercial evaluation with the following weightage:

Technical Evaluation	70%
Financial Evaluation	30%

Financial proposals of only those firms receiving minimum of 70% in technical evaluation will be opened and evaluated. The Financial proposals of those firms who don't qualify in technical evaluation will not be considered for further process. The Financial Proposal must be password protected. Please do not include any price information/password to access the Proposal in Technical Proposal.

SI No	Component	Marks	Weightage
Technical Bid			
Organizational Capacity			
1	Organizational background, years of operation, and expertise	15	70%
Methodology and Work Plan			
2	Proposed menu plan, food safety approach, hygiene standards, and work plan	20	

¹ The Bidders hereby certify that the information given in the Self Declaration is true and accurate. If the information contained in the Self-Declaration is found false, then PCI India has the option of blacklisting the Bidder(s). Bidders also acknowledge that PCI India reserves the right to request supporting documents at any time to prove the information provided above.

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3	Team Profile and Relevant Experience.		
3.1	Proven track record in residential training/institutional catering; references Work experience of the organization (minimum 2 years). Provide details of past projects undertaken, along with supporting Work Orders/Satisfactory Completion Certificates issued by clients, along with client references/contact details.	20	
3.2	Key personnel and their qualifications/experience in catering management	15	
Financial Bid			
Budget and Pricing			
4.1	Financial Proposal – Per-day per-candidate cost with itemized breakdown.	30	30%

Considering the technical and financial scorings, the Contract will be awarded to the Selected Bidder with the Most Advantageous Proposal.

Note: As a part of evaluation of proposals submitted by the applicants, PCI may seek further information or a presentation from the organizations for evaluation purposes. PCI may call for such information/presentation at short notice.

****END OF APPLICATION EVALUATION CRITERIA****

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"APPENDIX-A"- TERMS OF REFERENCE**ABOUT PCI**

Project Concern International (PCI) India is a registered society operating in India since 1998. With a vision of building a happy, healthy, safe, and sustainable world for all, PCI deploys community mobilization strategies to co-create and scale sustainable solutions to complex social issues. PCI currently operates in more than 17 states, directly reaching millions through interventions focused on health, nutrition, women's economic empowerment, gender, adolescents, social protection, and emergency response.

PCI India has been sanctioned a DDU-GKY 2.0 project by ORMAS (Odisha Rural Development and Marketing Society), vide Sanction Order No. S026D241068 dated 23-07-2026, for training 980 rural poor youth and placing 686 candidates in Odisha in the trade of Wiring Harness Assembly Operator (ELE/Q6306). The Project Commencement Date is 18-08-2026 and the project duration is 24 months.

1. BACKGROUND

Under the DDU-GKY 2.0 project sanctioned by ORMAS (Sanction Order No. S026D241068 dated 23-07-2026), PCI India is conducting residential training for 980 rural poor youth in Khordha, Odisha in the trade of Wiring Harness Assembly Operator (ELE/Q6306). The training is residential in nature as per the DDU-GKY 2.0 norms. PCI India invites proposals from qualified food/catering service providers to supply nutritious, hygienic, and wholesome meals to candidates residing at the training centre(s) throughout the project period.

2. OBJECTIVES

- Provide hygienic, nutritious, and timely meals to all residential trainees.
- Ensure food quality meets FSSAI standards and DDU-GKY 2.0 norms.
- Maintain proper kitchen hygiene and food safety standards throughout the project.
- Cater to dietary requirements (vegetarian/non-vegetarian) and religious/cultural preferences of trainees.

3. SCOPE OF WORK

3.1. Meal Plan: The vendor shall provide the following meals daily to all enrolled residential trainees:

Meal	Timing
Early Morning (Tea)	07:00 – 08:00 AM
Breakfast	08:00 – 09:00 AM
Lunch	01:00 – 02:00 PM
Evening Snacks	04:30 – 05:00 PM
Dinner	08:00 – 09:00 PM

3.2. Food Safety & Hygiene

- Vendor must hold a valid FSSAI licence.
- Food must be prepared in hygienic kitchen facilities compliant with FSSAI standards.
- Vendor shall maintain food tasting records, temperature logs, and waste management records.
- Food handlers must have valid health certificates and follow personal hygiene standards.
- Pest control measures must be in place at the food preparation area.
- Monthly inspection of kitchen premises by PCI's quality team shall be facilitated

3.3. Menu and Quality.

- Balanced, nutritious menus must be submitted monthly for PCI approval.
- Special meals on festivals/occasions as mutually agreed.
- Provision for candidates with dietary restrictions (medical/religious) as communicated by PCI.
- Minimum caloric value and nutritional requirements to be maintained as per ICMR guidelines.

4. Service Delivery:

- The vendor shall manage food service directly at the training centre premises.
- Service staff must wear clean uniforms, gloves, and head covers while serving.
- Provision of clean serving utensils, sufficient tables and benches for dining.
- Maintenance of dining area cleanliness at all times.

5. Key Deliverables

- Menu plan prescribed by Govt. of Odisha.
- Food safety compliance documentation (FSSAI Registration/Licence).
- Attendance/meal register for each batch maintained daily.
- Monthly catering service report submitted to PCI.

6. Eligibility & Experience Requirements

- Minimum 2 years of experience in institutional/mess catering services.
- Prior experience in catering for residential skill development/training centres preferred.
- Valid FSSAI licence mandatory.
- Capacity to cater to a minimum of 100 trainees per day.
- Presence/operational capability in Khordha, Odisha.

7. CONTRACT DURATION

The Contract shall be valid for an initial period of three (3) months. Subject to satisfactory performance and delivery of the services, the Contract may be extended for a further period of up to twenty-one (21) months based on the Project duration.

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8. PAYMENT TERMS

- Payment shall be made on a fortnightly basis (15 days) upon submission of verified meal registers and invoices approved by the Centre Manager. However, the payment will be processed on receipt of corresponding funds from the Donor.

9. Special Conditions

- The vendor shall adhere to the DDU-GKY 2.0 boarding and lodging norms.
- Any change in menu or meal timing must be approved by PCI in advance.
- PCI reserves the right to conduct surprise inspections of food quality and kitchen hygiene.

END OF APPENDIX A*

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"APPENDIX-B"- TECHNICAL PROPOSAL TEMPLATE**I. ORGANIZATIONAL PROFILE**

Organization

Name: Contact:

Title:

Address:

Telephone/Fax:

Email:

Website:

Incorporation/Registration Number:

1. Description of major projects implemented by your organization in the recent past (not more than three projects):

Project 1

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 2

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 3

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 4

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 5

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

II. Technical Proposal should include documents related:

- Capacity Statement.
- Overview of the agency's experience and expertise in delivering similar projects.
- Qualifications and credentials of the team members who will be involved in the project.
- Proposed menu plan, food safety approach, hygiene standards, and work plan,
- Work Orders, purchase orders, contracts, completion certificate, preferably of similar project, especially with Not For Profit Organizations, Government institutions, etc.
- References demonstrating successful past engagements in similar projects.
- **Pre-qualification documents:** Col, GST, PAN, CA certificate of turnover, FSSAI Compliance, Blacklisting Declaration, etc.
- Any other requirement/documentation required from Agency as mentioned in Appendix-A - Terms of Reference.

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III. ADDITIONAL INFORMATION

(text here)

As appropriate, provide any additional information that demonstrates your capacity to manage similar assignments.

IV. AUTHORIZATION

Signature of authorized signatory

Printed Name

Title

Date

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"APPENDIX-C' - FINANCIAL PROPOSAL TEMPLATE

FINANCIAL / PRICE BID SUBMISSION FORMAT – FOOD / CATERING SERVICES

BIDDER DETAILS (To be completed by the Bidder)

Name of Bidder / Firm	
Registered Address	
GST Number	
PAN Number	
Contact Person & Designation	
Mobile / Phone	
Email Address	
Date of Submission	

I. Costs:

S.No	Meal / Item	Timing	Per Candidate Rate (₹)	No. of Days per Batch	Batch Size (Candidates)	Remarks (optional)
1	Early Morning Tea	07:00–08:00 AM	₹ _ _ _ _ _	85	140 (35X4)	₹0.00
2	Breakfast (hot, nutritious)	08:00–09:00 AM				₹0.00
3	Lunch (full meal)	01:00–02:00 PM				₹0.00
4	Evening Tea / Snacks	04:30–05:00 PM				₹0.00
5	Dinner (full meal)	08:00–09:00 PM				₹0.00

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Food menu for DDU-GKY Centers

Morning (7:00-8:00 am)	Breakfast (8.00-9.00am)	Lunch (1.00 to 2.00pm)	Snacks (4.30 to 5.00pm)	Dinner (8.00pm to 9.00pm)
Tea Biscuit	Upma, Matar curry	Rice, Dal, Bhaja, Panner Curry, Papad, Pickles	Tea, Aloo Chop	Rice / Roti, Dalma, Sweets/Banana
Tea/Milk/Biscuit	Idly, Sambar	Rice, Chicken Curry/Panner Curry (for Veg), Pickles	Tea, Onion Pakoda	Rice / Roti, Rajma, Kheer
Tea/Milk	Vada, Mutter curry	Rice, Egg curry / Soyabean curry (for veg), Salad, Chips, Pickles	Tea, Vada	Rice / Roti, Dalma, Sweets/Banana
Tea/Boiled Egg/ Banana	Poha (Chuda), Mutter Curry	Rice, Dal, Mushroom curry, Bhaji, Papad, Pickles	Tea, Pakoda	Rice / Roti, Dal, Kabuli Chana, Sweets/Banana
Tea/Milk/Biscuit	Puri, Aloo curry	Rice, Dal, Fish curry, Mix veg (for veg), Pickles Chips	Tea, Bread Chop	Rice / Roti, Dal, Mix veg Curry, Sweets/ Banana
Tea/Milk/Banana	Upma, mutter curry	Rice, Dal, Seasonal Veg curry, Bhaji, Papad, Pickles	Tea, Aloo Chop	Rice /Roti, Dal, Soyabean curry, Sweets/Banana
Tea/Milk/Banana	Paratha, Aloo Dum, Pickles	Rice, Egg curry / Paneer curry (for veg),Chips Pickles	Tea, Samosa	Rice / Roti, Dal, Kabuli chana curry, Kheer

II. FINANCIAL PROPOSAL SHOULD INCLUDE:

- Financial Proposal (should be password protected)
- All prices quoted shall be inclusive of all applicable costs and charges, with applicable taxes/GST clearly indicated separately.
- The vendor shall comply with all applicable statutory regulations, safety standards and environmental guidelines as mentioned in the Appendix A.
- The vendor shall comply with all applicable statutory requirements, food safety standards, and hygiene requirements specified in Appendix A.

III. FINANCIAL INFORMATION

Please share the last three year's audited turnover.

FY 2022 – 2023

FY 2023 – 2024

FY 2024 – 2025

IV. AUTHORIZATION

Signature of authorized signatory

Printed Name

Title

Date

****END OF APPENDIX C****

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"APPENDIX-D"- DECLARATION REGARDING BLACKLISTING/DEBARRING

I / We Proprietor/ Partner(s)/ Director(s) of M/S._____ hereby declare that the firm/company namely M/S_____ has not been blacklisted or debarred in the past by PCI or any other organization from taking part in bids.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S._____ hereby declare that the firm/company namely M/S_____ was blacklisted or debarred by PCI or other organization from taking part in bids for a period of_____ years w.e.f_____

The period is over on_____ and now the firm/company is entitled to take part in bids.

In case the above information found false I/We are fully aware that the proposal/ contract will be rejected/cancelled by PCI. In addition to the above PCI will not be responsible to pay the bills for any completed / partially completed work.

Signature :

Name:

Capacity in which as signed: Name

& address of the firm:

Seal of the firm/institution should be Affixed.

Date:

Signature of Bidder with seal.

****END OF APPENDIX D****