



OFFICE OF THE CDM & PHO cum DMD, SUBARNAPUR  
DISTRICT PROGRAMME MANAGEMENT UNIT, NHM

E-mail : nhm.subarnapur@gmail.com

Letter No: 2786 /DPMU/NHM/2023

Date: 29/12/2023

NOTICE INVITING EOI FOR EMPANELMENT OF AGENCY

Sealed tenders/bids are hereby invited regarding empanelment of Agency/Supplier for following items/services to office of the CDM & PHO, Subarnapur on annual rate Contract basis of ZSS, Subarnapur.

- Tender A - Empanelment for supply of lunch, tea and snacks.
- Tender B – Empanelment for providing Lodging and Boarding services.
- Tender C – Empanelment for providing Computer Consumables & Stationary items.
- Tender D- Empanelment for supply of Printing related items

Details bid documents for all above services may be downloaded from [www.subarnapur.nic.in](http://www.subarnapur.nic.in). Interested bidders have to submit separate bid of each of the above items/services. The sealed tender should reach the office of the undersigned on or before 16.01.2024 till 5 P.M along with the required documents. The tender will be opened on 17.01.2024 at 12.30 PM in the office chamber of the undersigned. The undersigned reserves the right to reject any or all the quotation without assigning any reason thereof.

  
CDM & PHO cum DMD  
Subarnapur

Memo No: 2787 /DPMU/NHM/23

Date: 29/12/2023

Copy to Joint Director (Advertisement), I & PR Department, Govt. of Odisha, Bhubaneswar with a request to publish the above tender in the leading news papers (Two Odia Dailies) for wide circulation and submit a copy to the undersigned for official record.

  
CDM & PHO cum DMD  
Subarnapur

Memo No: 2788 /DPMU/NHM/23

Date: 29/12/2023

Copy to DIO, NIC, and Subarnapur for information and with a request to upload the softcopy of the Bid Documents for wide circulation and information.

  
CDM & PHO cum DMD  
Subarnapur



**TENDER DOCUMENT - A**  
**EMPANELMENT FOR CATERING SERVICES (SUPPLY OF**  
**LUNCH/DINNER, TEA AND SNACKS**  
**ON ANNUAL RATE CONTRACT BASIS**

**Bid Reference Nos: 2786(1)/Catering /DPMU/NHM/2023**  
**Date: 29/12/2023**

**Zilla Swasthya Samiti**  
**District Programme Management Unit**  
**National Health Mission, Subarnapur**

## SECTION 1 - NOTICE INVITING PROPOSAL

Bid Reference No.: 2786(1)/Catering/DPMU/NHM/2023 Dated: 29/12/2023

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE AGENCIES FOR EMPANELLED FOR CATERING SERVICES ON ANNUAL RATE CONTRACT BASIS.

1	Period of Availability of RFP Document	From <b>29/12/2023 to 16/01/2024</b> (Downloadable from website: <a href="http://www.subarnapur.nic.in">www.subarnapur.nic.in</a> )
2	Pre-bid Meeting	<b>Date : 02/01/2024, Time : 12.30 P.M</b>  <b>Address:</b> Mini Conference Hall, O/o of the Chief District Medical & Public Health Officer, District Head Quarter Hospital, At/P.O. Sonapur, Dist. Subarnapur, Odisha,767017
3	Last date and address for submission of Proposal	<b>Date: 16/01/2024, Time: 5 P.M</b>  <b>Address:</b> To, The Chief District Medical & Public Health Officer, O/o of the Chief District Medical & Public Health Officer, District Head Quarter Hospital, At/P.O. Sonapur, Dist. Subarnapur, Odisha,767017  <b><i>NB : Proposals should be submitted through Speed post / Registered post / Courier only</i></b>
4	Date, time and place of opening of Proposal and presentation	a) <b>Technical Proposal (Part A) opening : 17/01/2024 at 12.30 P.M</b>  b) <b>Financial Proposal (Part B):</b> <i>Financial Proposal of bidders who will qualify in technical proposal will only be opened on the same day or date will be communicated to the successful bidder.</i>  <i>(Bidders / authorized representative may remain present at the time of opening of proposal)</i>

## SECTION - II - INSTRUCTION TO BIDDERS

### **EMPANELMENT FOR CATERING SERVICES (SUPPLY OF LUNCH/DINNER, TEA AND SNACKS) ON ANNUAL RATE CONTRACT BASIS**

1. Sealed tenders/bids are hereby invited for registered Caterers / Hotels / Agencies regarding empanelment for supplying of Lunch, Tea & Snacks for different Trainings/Workshops/Meetings/ Events of ZSS, Subarnapur on annual rate Contract basis to CDM & PHO, Subarnapur for a period of one year.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website [www.subarnapur.nic.in](http://www.subarnapur.nic.in).
3. The tender documents can be downloaded from the district website from 29.12.2023 to 16.01.2024.
4. The last date of submission of the bid is 16.01.2024 till 5 P.M through Speed Post/ Registered Post or courier only.
5. Interested eligible bidder may submit the bid to CDM & PHO, AT/PO/Dist- Subarnapur.
6. The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal (Tender Form –A) and "Cover-B" shall contain the Financial Proposal (Tender Form B – Financial Proposal I to III) .
7. Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/ FINANCIAL PROPOSAL" on top of respective covers and both the sealed envelopes shall be sealed in a third envelope and it should be super scribed as "SUPPLY OF LUNCH, TEA AND SNACKS ON ANNUAL RATE CONTRACT BASIS"
8. Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
9. The tender will be opened on 17.01.2024 at 12.30 PM in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents If they wish.
10. Any legal dispute arising out of this subject to jurisdiction of Subarnapur Only.
11. The CDM & PHO, Subarnapur reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

### SECTION – III - TERMS & CONDITIONS

- The Firm should have up to date valid Food licence.
- The firm should have registered under GST and have valid GST certificate.
- The firm should have valid PAN card.
- Tender must be accompanied by Processing fee of Rs. 1,000/-(Non refundable) & Earnest Money of Rs.5,000/-(Refundable) by way of demand draft, drawn on any Nationalized Bank in favour of **ZSS,Non NRHM A/C** payable at Subarnapur. Tenders not accompanied by Processing Fee & Earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded after expiry of the contract. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the **local MSEs** registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha only**. This exemption to the local MSEs shall be applicable if the **kind of service** as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).
- The firm should have adequate manpower to supply the food in time.
- The firm will supply the food as per the order and payment will be made after completion of the programme within 15 days of receipt of bill.
- After completion of the programme the firm should submit the bill along with a copy of the supply order.
- The firm shall supply the food at the designated venue at his own cost. No extra charges will be made for transportation.
- The quality of the food should be very good, delicious, tasty and hygienic and if found any type of food poisoning the payment will be stopped and legal proceedings will be initiated.
- The food should not contain maggots/insects/stones etc. If found, no payment will be made for that supply. All the food items should be served in fresh condition and should not be stale. Lunch, breakfast and tea will be served in buffet system.
- Ice cream, mineral Water, Soft drinks and Snacks etc should be provided by the bidder at the market price and should not more than MRP.
- Oil, Spices & Condiments of branded company should be used.
- The total average price of all items in Sl. No 1 to 14 will be (taking the average of each items) shall be taken into account for arriving the L1 Price.
- The rates quoted per plate (highest rate quoted in each Sl. No.) should not exceed Rs.190/- only (exclusive of GST).
- Order may be placed meal wise or item wise.
- The selected firm have to execute an agreement with CDM & PHO, Subarnapur for a period of One year. The Contract may be extended for further period of one year with existing terms and conditions subject to satisfactory performance and mutual consent.

Place  
Date

(Signature and seal of the authorized signatory)

## **DOCUMENTS TO BE SUBMITTED WITH THE BID**

The firm/supplier have to submit the following documents along with Technical Bid (Tender Form A.)

1. Photo copy of PAN/TIN &
2. GST registration certificate.
3. Valid Food License.
4. Tender must be accompanied by Rs 1000/- (Rupees One Thousand) Only (Non refundable as processing fees and Rs 5000/- (Rupees Five Thousand) Only (refundable) as EMD by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of **ZSS Non NRHM A/c payable at Subarnapur.**

Place

Date

Signature and seal of the authorized signatory

**TENDER FORM - A**  
**Technical Bid**

1	Name of the Firm/agency	
2	Address of the Firm/agency	
3	Name of authorized signatory ( <b>in capital letters</b> )	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory / Firm/agency	
6	GST registration (Photo copy to be attached)	
7	TIN/ PAN (Photo Copy to be Attached)	
8	Valid Food License ( Photo Copy to be attached)	
9	Draft number and date of the Processing Fee of Rs.1,000/-	
10	Draft number and date of the EMD of Rs.5,000/-	
11	Whether all documents submitted signed by the authorized signatory of the Firm/agency ( Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

**Seal**

**TENDER FORM - B**  
**Financial Bid -I**

**Format I - Veg Meal with Tea & Snacks**

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise( Excl of Taxes)	Average Price (Rs) of each item Sl.No	% of Tax
1	Plain Rice	200 gm			
	Zeera Rice	200 gm			
	Veg Fried Rice	200 gm			
2	Plain Dal	200 gm			
	Dal Fry	200 gm			
3	Veg Curry(Mix veg)	200 gm			
	Veg Curry(Navratana Kurma)	200 gm			
	Veg Curry(Potal Kurma)	200 gm			
	Veg Curry(Fulkobi Kasa)	200 gm			
4	Spl. Veg ( Paneer ) Curry/Chilli	200 gm			
	Spl. Veg ( Mushroom) Curry/Chilli	200 gm			
	Spl. Veg ( Fulkobi) Curry/Chilli	200 gm			
5	Chips(veg)/ Special Bhaja	200 gm			
	Bharta ( Patato/brinjal)	200 gm			
6	Khata ( Tamato & Khajra)	200 gm			
	Khata ( Dahi Baigan/ Dahi Bundi)	200 gm			
	Khata ( Ambula)	200 gm			
	Khata (Pineapple/Mango)	200 gm			
7	Salad & Papad	200 gm			
8	Sweet ( Rasgolla)	200 gm			
	Sweet(Zalebi)	200 gm			
	Sweet( Golab Jamun)	200 gm			
9	Payas	200 gm			
	Sweet Curd	200 gm			
	Ice Cream (Spl. Brand, cup)	100 gm			
10	Tea /Coffee(Two Times)				
11	Snacks - Samosa/Bada/Aluchap (2pc)& sweet (1 Pc) or Chat	Per Plate			
	Snacks - Kaju(6Pc), Mungdal(50gm), Biscuit(2pc) & Sweet( 1pc)	Per Plate			
12	Water Bottle	500 ml			
**Total Price per plate ( taking the highest price of items in each sl.no) ( Sum of highest prices of items from 1 to 14)					
***Total Average Price per plate ( taking the average of items in each sl.no) ( Sum of average prices of items from 1 to 14)					

\*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

\*\* Total Price quoted per plate (taking the highest price of items in each sl.no) should not exceed Rs. 190/- (Excluding of taxes).

\*\*\* Incase of L1 price quoted by different bidders for different items, the total average price per plate will be (taking the average of each items) shall be taken into account for arriving the L1 Price.

Place:

Date:

(Signature and seal of the authorized signatory)

**TENDER FORM - B**  
**Financial Bid -II**

**Format II - Non Veg Meal with Tea & Snacks**

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise( Excl of Taxes)	Average Price (Rs) of each item Sl.No	% of Tax
1	Plain Rice	200 gm			
	Zeera Rice	200 gm			
	Veg Fried Rice	200 gm			
2	Plain Dal	200 gm			
	Dal Fry	200 gm			
3	Veg Curry(Mix veg)	200 gm			
	Veg Curry(Navratan Kurma)	200 gm			
	Veg Curry(Potal Kurma)	200 gm			
	Veg Curry(Fulkobi Kasa)	200 gm			
4	Fish Curry/Kasa	200 gm			
	Chicken Curry/Kasa	200 gm			
5	Chips(veg)/Special Bhaja	200 gm			
	Bharta ( Patato/brinjal)	200 gm			
6	Khata ( Tamato&Khajra)	200 gm			
	Khata ( Dahi Baigan/Dahi Bundi)	200 gm			
	Khata ( Ambula)	200 gm			
	Khata ( Pineapple/Mango)	200 gm			
7	Salad & Papad	200 gm			
8	Sweet ( Rasgolla)	200 gm			
	Sweet(Zalebi)	200 gm			
	Sweet( Golab Jamun)	200 gm			
09	Payas	200 gm			
	Sweet Curd	200 gm			
	Ice Cream (Spl. Brand, cup)	100 gm			
10	Tea /Coffee(Two Times)				
11	Snacks – Samosa /Bada/Aluchap (2pc)& sweet (1 Pc)	Per Plate			
	Snacks - Kaju(6Pc), Mungdal(50gm), Biscuit(2pc) & Sweet( 1pc)	Per Plate			
12	Water Bottle	500 ml			
**Total Price per plate ( taking the highest price of items in each sl.no) ( Sum of highest prices of items from 1 to 14)					
***Total Average Price per plate ( taking the average of items in each sl.no) ( Sum of average prices of items from 1 to 14)					

\*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

\*\* Total Price quoted per plate (taking the highest price of items in each sl.no) should not exceed Rs. 190/- (Excluding of taxes).

\*\*\* Incase of L1 price quoted by different bidders for different items, the total average price per plate will be (taking the average of each items) shall be taken into account for arriving the L1 Price.

Place:

Date:

(Signature and seal of the authorized signatory)

**TENDER FORM - B**

**Financial Bid-III**

**Format III - Rate of some other Items**

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise( Excl of Taxes)	% of Tax
1	Chicken Biryani having zeera rice with Chicken, cashew nuts, Elaichi, cloves, green mutter, Beet & Carrot. ( Kachumber complementary)	500 gm		
2	Mutton Biryani having zeera rice with Chicken, cashew nuts, Elaichi, cloves, green mutter, Beet & Carrot. ( Kachumber complementary)	500 gm		
3	Veg Biryani having zeera rice with panner, cashew nuts, Elaichi, cloves, green mutter, Beet & carot. ( Kachumber complementary)	500 gm		
4	Mutton Curry/Kasa	200gm		
5	Chilly Chicken -	200 gm		
6	Egg Curry/ Kasa ( 2 pieces)	Per Plate		
7	Roti	Per Piece		
8	Paratha	Per Piece		

\*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

Place:

Date:

(Signature and seal of the authorized signatory)