



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

E-mail : nhm.subarnapur@gmail.com

Letter No: 1569 /DPMU/NHM/2024

Date: 12/07/2024

SHORT TENDER CALL NOTICE FOR EMPANELMENT OF AGENCY FOR PROVIDING CATERING SERVICES ON ANNUAL RATE CONTRACT BASIS

Sealed tenders are hereby invited regarding empanelment of Supplier for Catering Services (Supply of Tea, snacks, Tiffin, Lunch, Dinner etc) to office of the CDM & PHO, Subarnapur on annual rate Contract basis. Details instruction for the bidder may be downloaded from www.subarnapur.odisha.gov.in and submit their bid. The sealed tender should reach the office of the undersigned on or before 20.07.2024 till 3 P.M along with the required documents. The tender will be opened on 20.07.2024 at 3.30 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.

Verified
12/07/24
CDM & PHO cum DMD
Subarnapur

Memo No: 1570 /DPMU/NHM/24

Date: 12/07/2024

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.

Verified
11/7/24
CDM & PHO cum DMD
Subarnapur

Memo No: 1571 /DPMU/NHM/24

Date: 12/07/2024

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

Verified
11/7/24
CDM & PHO cum DMD
Subarnapur

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, Dinner, 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.odisha.gov.in.
3. The tender documents can be downloaded from the district website from 12.07.2024 to 20.07.2024.
4. The last date of submission of the bid is 20.07.2024 till 3 P.M through Speed Post/ Registered Post or courier or the bidder may submit the same in Issue/despatch section of the CDM & PHO office.
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 "PROVIDING OF CATERING SERVICES 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 20.04.2024 at 3.30 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.

Indr
11/24

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.
- The firm must have experience in catering services in Govt sector in last 3 years.
- Tender must be accompanied by Processing fee of Rs. 1,500/- (Non refundable) & Earnest Money of Rs.10,000/- (Refundable) by way of demand draft, drawn on any Nationalized Bank in favour of DTU, DHH, Subarnapur A/C payable at Subarnapur. Tenders not accompanied by 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 12 for Financial bid I & II (taking the average of each items) & average rate per day per person for financial bid IV 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) for financial bid I & II & it should not exceed Rs.250/- as average rate per day per person for financial bid IV.
- 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)

[Handwritten Signature]

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. Experience certificate in support of catering services in Govt sector(3yrs)
5. Processing fee of Rs. 1,500/-(Non refundable) & Rs 10,000/- (Rupees Ten Thousand) Only (refundable) as EMD by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of DTU,DHH,Subarnapur A/c payable at Subarnapur.
6. Copy of the tender documents duly signed by the bidder.

Place

Date

Signature and seal of the authorized signatory

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11/5/24

TENDER FORM - A
Technical Bid

1	Name of the Firm/agency	
2	Address of the Firm/agency	
3	Name of authorized signatory (in capital letters)	
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 fees of Rs.1,500/-	
10	Draft number and date of the EMD of Rs.10,000/-	
11	Experience certificate in support of similar experience in Govt Sector	
12	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 by /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:

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(Handwritten signature)
15/7/23

(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(Navratan 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 (3pc)& 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 12)					
***Total Average Price per plate (taking the average of items in each sl.no) (Sum of average prices of items from 1 to 12)					

*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). However order may be placed item wise and rate will be applicable accordingly

*** 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.

M2
11/02/25

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(Navratana 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), Pakoda etc	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 12)					
***Total Average Price per plate (taking the average of items in each sl.no) (Sum of average prices of items from 1 to 12)					

*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). However order may be placed item wise and rate will be applicable accordingly.

*** In case of LI 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 LI Price.

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21/10/2017

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 & Carot. (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		
9	Any other special items (plz mention)			

*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)

[Handwritten Signature]
21/12/23

TENDER FORM - B
Financial Bid-IV

Format IV - Day wise Menu & Rate

Day	Morning Tea & Breakfast	Lunch	Evening Snacks	Dinner	Rate (inclusive of all Taxes) – Rate to quoted including basis items
Basic	Morning Tea -7 AM	Rice, Dal, Mix veg/Bhaja, Salad/pickle, Papad (except Sunday)	Tea/coffee	Rice/Roti,Dal Papad, salad /pickle	
Monday	Puri(4pc) with Sabji & Fruit	Allo bharta , Saga & Payas	Pakodi(50gm) with Jalebi	Chana Masala	
Tuesday	Idili (5pc) with sambar & chutney.	Veg – Panner masala N.Veg – Chicken masala	Petis (Aloo/Paneer/Veg) (1pc)	Veg Ghanta & Mix Bhaja	
Wednesday	Poha / Upama with matar curry.	Veg – Mushroom masala N.Veg – Fish Curry	Veg Cutlet/Corn chat	Matar Paneer	
Thursday	Samosa/ Aluchap/ Bada (4pc & zilebi-1pc)	Chilli Paneer Dahi Baigan/ khata	Muri mixture	Mix Veg	
Friday	Alu Paratha with curd or /Plain Paratha with Alo bhaji	Veg – Spl. mix veg N.Veg – Egg Curry	Veg Pakoda	Mushroom masala	
Saturday	Bread(5pc),butter,Jam and Boiled egg – 1Pc/ Rasagolla -1pc	Mix Chips Dahi Bundi/ Vendi Khata	Chaula Bada/ Biri Bada	N.Veg – Chicken/Egg curry Veg : Spl. Mix veg	
Sunday	Puri(4pc) with Sabji or Dahivada	Chicken Biryani Veg Biryani with Raita & Payas	Samosa(2pc) with chutney	Mix Bhaja & Khata	

Average Rate per day per person (inclusive of all cost)

Tea to be served at Training Venue at 11.30 A.M & 3.30 P.M

Rice – 5 days Plain Rice & 2 days Zeera Rice. Dal may be replaced with Dal Tadka/ Dalfry etc.

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

*The Menu is indicative only and items may be changed based on availability of items in the market & change will be allowed with similar items only. However the supplier should strict to the menu as far as practicable.

*Payment will be made as per the average rate of weekly menu. (The total amount of average cost should not be exceeded Rs.250/ day including all taxes and services.

Place:
Date:

(Signature and seal of the authorized signatory)

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11/7/27