

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA  
(ST & SC DEVELOPMENT SECTION)

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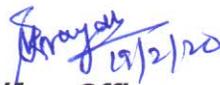
**SHORT TENDER CALL NOTICE**

Sealed tenders are invited from interested Catering Agency/Food Suppliers for supply of food for the guests of special Development Council (SDC) Cup 2020 Football Championship scheduled to be held from 4.3.2020 to 5.3.2020 at Barabati Stadium, Cuttack. Interested Agencies having required eligibility and experience as per the ToR may apply on or before **27.02.2020 by 5.00 PM** to the undersigned in the **Drop Box** kept at Office of the DWO, Khordha, Old Collectorate building, Khordha. The offers should be submitted in two separate Bids i.e., **Technical Bid** with required documents and **Financial Bid**. The covers containing Technical Bids and Financial Bids will be sealed and super-scribed in bold letters **Technical Bid and Financial Bid for Catering Service (official guests)**.

The Technical Bids will be opened at **11.30 AM on 28.02.2020 in the Office of State Level Administrative Unit (SALU) Special Development Council located in the campus of SCSTRTI, Bhubaneswar**. The Financial Bids of the Agencies qualified in Technical Bid only will be opened in presence of the Quotationers or their Authorized representatives.

The sealed quotations received incomplete or beyond the prescribed dateline will be liable for rejection.

The Authority reserves the right to reject any or all offers without assigning any reason thereof.

  
**District Welfare Officer,  
Khordha**

## Terms of Reference

The Agencies should have the following minimum Qualifications & Experiences and the copy of the supporting Documents to be mandatorily submitted with the tender.

### Eligibility Criteria:

Eligibility Criteria	Documents Required for Pre-qualification
<ol style="list-style-type: none"><li>1. The Catering Agency/ Food Supplier should have all required documents like Valid Food Preparation License from concerned Authority, and Work experience of similar activities for supply of Food to more than 1000 Participants per day for preparation and supply of adequate, quality, delicious &amp; hygienic food.</li><li>2. The Agency should have executed similar nature of works for not less than Rs.10 lakhs per year as a single bid within last three years.</li></ol>	<ol style="list-style-type: none"><li>1. Demand Draft of Rs.1000/- (One thousand) only Drawn on any Nationalized Bank in favour of District Welfare Officer, Khordha payable at Khordha towards cost of Tender Papers which is non-refundable.</li><li>2. EMD of Rs.5000/- (Rupees five thousand) only in shape of Demand Draft drawn on any Nationalized Bank in favour of District Welfare Officer, Khordha payable at Khordha. The EMD of unsuccessful bidders shall be refunded upon finalization of the Tender Process &amp; the EMD of the approved Tender will be refunded after successful completion of the Programme.</li><li>3. Copy of valid GST Registration certificate with up to date GST R-1 copy of the Agency. (Self-attested).</li><li>4. Copy of Registration under IT Act. (PAN Card) and with up to date IT return filing in the name of the Agency. (Self-attested)</li><li>5. Copy of work orders with successful work completion certificate in support of execution of similar work for not less than <b>Rs. 10 lakhs</b> per year as a single Bid, within last three years.</li></ol>

## Terms & Conditions:

1. The rate offered by the Agency should be inclusive of GST as applicable. However, the GST will be deposited by the Agencies with the concerned Authority immediately after getting the payment.
2. The quotationer should deposit a D. D. of Rs. 1,000/- (One thousands) only towards cost of tender paper (non-refundable) and D.D. of Rs.5000/- (Rupees five thousands) only towards E.M.D. (refundable) drawn in favour of District Welfare Officer, Khordha payable at Khordha.
3. The food is to be served to the official guests either lunch or dinner on 4<sup>th</sup> or 5<sup>th</sup> of March 2020 at specified venue to be intimated subsequently. The rate quoted by the firm should also be inclusive of venue charges to be decided which may be at OCA club or any similar place at cuttack. The payment will be made as per the rate finalized and actual number of official guests consumed lunch/ dinner.
4. The quoted rate should also include the venue charges for cooking, serving and dinning.
5. The supplied food should be delicious , hygienic and qualitative.
6. Non-submission of any required documents indicated in the T.o.R will render the Bid to be rejected. However the tender committee while finalizing the tender may relax any criteria at their own discretion considering the urgency of work to be executed.
7. The Authority is not bound to accept the lowest and reserve the right to reject any or all quotation and tenders without assigning any reasons thereof.

**FORMATS FOR TENDER**  
**(Technical Bid)**

The documents are to be arranged serially as per the order mentioned below:-

1	Name of the Firm	
2	Address of the firm	
3	Name of authorized signatory (in block letters)	
4	Specimen signature of authorized signatory	
5	Telephone number of authorized signatory / Firm	
6	Valid Food License Certificates (Self attested Attach photocopy of registration certificate )	
7	GST Registration Certificate with up to date GST R1 copy (Self attested Attach Photo Copy)	
8	PAN card with up to date IT return filling in the name of the Agency (Attach photocopy of PAN )	
9	Major clients of the firm (Attach photocopy of at least three similar work orders executed within last 3 years as on 31.12.2019)	
10	Draft number and date of the EMD of Rs.15,000/- submitted by the firm and the tender cost of Rs.2000/- in shape of DD	
11	Whether all documents submitted signed by the authorized signatory of the firm ( Yes/ No)	

**DECLARATION**

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

Name of the Firm:

(Authorized Signatory with Seal)

Date :

**FORMAT FOR FINANCIAL BID**  
**MENU FOR SUPPLY OF FOOD FOR THE OFFICIAL GUESTS**

LUNCH/ DINNER			
	Items	Rate in Rs. per head	
Starter	Soup (Both Veg & Non-Veg) & Sprouted Beans		
Veg	Rice & Roti	Plain Rice, Curd Rice, Pallau with Kaju & Green Pea & Tawa Chapatti/ Rumali Roti & Tandoor	
	Dal	Dal Fry	
		Dal Makhani/ Chane ki Dal	
	Khatta	Oau Khatta/ Tamato Khatta/ Amba Khatta	
		Nadia Pachedi/ Dahi Baigana	
		Fruit jelly (Pineapple) & Dahi Bada	
	Mushroom	Mushroom Poda	
	Mushroom	Mushroom Masala	
Paneer	Chilly Paneer		
Mix-Veg	Mixed Veg, Hydrabadi/ Veg Navaratna Kurma		
Desert	Ice Cream, Chhena Poda/ Jhilli		
Non-Veg	Mutton	Mutton Curry	
	Prawn	Prawn Masala	
	Chicken	Chicken Pakoda	
	Fish	Chilli Fish/ Fish Fry	
Complementary	Green Salad, Greed Chatni (Podina/ Dhania), Pickle, papad		

- N. B.:**
- i) Adequate mineral water is to be supplied to the official guests while dinning as per requirement.
  - ii) Wash basin with water tank should be installed in the dining area.
  - iii) Eco-friendly containers must be used as use of Plastics is strictly prohibited.
  - iv) The rate quoted must be inclusive of GST and all applicable taxes including venue charges for cooking, serving and dinning place.

*(Authorized Signatory with Seal)*