

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

Tel No.06755-221169
E-mail - dwokhordha@gmail.com

No. 404 /

Dated: 20.02.20

SHORT TENDER CALL NOTICE

Sealed tenders are invited from interested Catering Agency/Food Suppliers for supply of food for the participants 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 (participants)**.

The Technical Bids will be opened at **10.30 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.


19/2/20
**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">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 & hygienic food.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. | <ol style="list-style-type: none">1. Demand Draft of Rs. 2000/- (Two 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.2. EMD of Rs.15000/- (Rupees fifteen 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 & the EMD of the approved Tender will be refunded after successful completion of the Programme.3. Copy of valid GST Registration certificate with up to date GST R-1 copy of the Agency. (Self-attested).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)5. Copy of work orders with successful work completion certificate in support of execution of similar work for not less than Rs. 10 lakhs per year as a single Bid, within last three years. |

Terms & Conditions:

1. The selected agency has to maintain neat and cleanliness in the food serving area in the Barabati stadium.
2. 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.
3. The quotationer should deposit a D. D. of Rs. 2,000/- (Two thousands) only towards cost of tender paper (non-refundable) and D.D. of Rs.15000/- (Rupees fifteen thousands) only towards E.M.D. (refundable) drawn in favour of District Welfare Officer, Khordha payable at Khordha.
4. The selected Agency/Firm should open its own office at the Event place having technical man- power and manager throughout the Event period to handle any work to be assigned by the Authority.
5. The selected Agency has to keep close liaison with the football Association of Odisha as the event is organized in technical assistance of FAO.
6. The food is to be served to the participants from 03.03.2020 (dinner) to 05.03.2020 .The payment will be made as per the rate finalized and actual number of participants consumed breakfast , lunch , evening snacks and dinner being calculated separately.
7. The quoted rate should also include the venue charges for cooking, serving and dinning within the premises of Barabati Stadium if any.
8. The supplied food should be delicious , hygienic and qualitative.
9. 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.
10. 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 PARTICIPANTS

| Sl. No. | Item/ Activity | Specification | Rate Per Head (inclusive of GST and all applicable taxes) |
|---------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 1 | Dinner / Lunch | (A) Menu for Veg Meal 1. Plain Rice, 2. Dal, 3. Caulis Flower/ Cabbage Curry/ NavaratnaKurma 4. Bhaji (TawaBhaji/ ChhanaBhaji/ Saga Mung) 5. Khata (Tamato/ Pineapple/ AmbulaRai/ Raita) 6. Sweets 2 nos, sweet curd 1 cup | |
| 2 | Lunch or Dinner | (B) Menu for Non- Veg Meal i. Plain Rice, ii. Dal, iii. Non Veg Curry (Chicken Masala (minimum 250g) / Fish Curry(2 pcs) / Fish Fry (2 pcs) iv. Bhaji (TawaBhaji/ ChhanaBhaji/ Saga Mung) v. Khata (Tamato/ Pinapple/ AmbulaRai/ Raita) | |
| 3 | Breakfast | Upama , AluButa Curry/ AluMotter Curry ,Banana (1 no) & Boiled Egg (2 nos) Or Puri, Dalma ,Banana (1 no) & Boiled Egg (2 nos) Or Idli, AluMotter Curry/ Alu Buta Curry & Boiled Egg (2 nos) Or | |
| 4 | Evening Tiffin | Dhahi Bara,Aludum & Guguni Or Veg. Chowmin and Soup Or Cake / Veg Roll / Patties & Veg. Soup Or Pokoda, Guguni & Jalebi and Soup | |

- N. B.:
- i) Either the lunch or dinner for every day must be non-veg.
 - ii) Adequate mineral water is to be supplied to the participants while dinning.
 - iii) Wash basin with water tank should be installed in the dining area.
 - iv) Tea for Resource Persons/ Judges/ VIPs twice during Programme to all Event places.
 - v) Along with Non-Veg meal one Mix Veg Curry (Spl.) to be supplied to Vegetarians only.
 - vi) Echo friendly containers must be used as use of Plastics is strictly prohibited.
 - vii) The rate quoted must be inclusive of GST and all applicable taxes including venue charges for cooking, serving and dinning place within the premises of Barabati Stadium if any.

(Authorized Signatory with Seal)