



ORMAS

Odisha Rural Development & Marketing Society, Gajapati
Panchayati Raj & Drinking Water Department, Govt. of Odisha
O/o – Zilla Parishad, Dist-Gajapati, Paralakhemundi, Odisha-761200
Ph: 06815 – 223596 email: ormasgajapati@gmail.com

Letter No. **793** /ORMAS-Gjp/2024-25

Date: **11** / 12/2024

Tender paper can be downloaded from the following websites: www.gajapati.odisha.gov.in can be obtained from the office of ORMAS, Gajapati at “Zilla Parishad, Gajapati during office hours.

SHORT TENDER CALL NOTICE FOR PROVIDING CATERING SERVICE FOR
GAJAPATI UTSAV & STATE LEVEL PALLISHREE MELA-2024

Quotations/Tenders in sealed cover are invited from the reputed and experienced firms/Agencies/Catering house for “Providing **Catering Service**”, for around 800 No. of People per batch for the ensuing **GAJAPATI UTSAV-2024** (For 7 Days) with effect from dt.17.12.2024 to 23.12.2024 at **Biju Kalyan Mandap, Paralakhemundi**.

A) Tender Paper cost : Rs. 500/- (Rupees Five Hundred) only in shape of Demand Draft /Pay Order in favour of ORMAS, Gajapati payable at Paralakhemundi.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2024
(DD/PO to be attached with the Tender Paper)

NAME AND ADDRESS OF BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

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.....
.....
.....

Signature of the bidder

C) Last Date & Time for Receipt of Tender: 14/12/24 '2024 latest by 2.00 AM/PM.

D) Date & Time of Opening of Tender: 14/12/24 '2024 at 4.00 AM/PM at Zilla Parishad, Gajapati, Paralakhemundi, Dist.-Gajapati.

E) ADDRESS FOR SUBMISSION OF TENDER PAPER (Registered Post/Speed Post).

Dy. CEO, ORMAS, Gajapati
O/o . Zilla Parishad, Gajapati, Paralakhemundi
Dist. Gajapati, Odisha, Pin – 761200.

Chief Development Officer-cum-EO,
ZP-cum-Vice Chairman, ORMAS, Gajapati



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TECHNICAL BID

Sl. No.	Particulars	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	PAN No.	
04	GST Registration No.	
05	Food License No. (FSSAI number)	
06	Experience Certificate (Please attach the experience certificate) for 2 Years	
07	Cost of Tender Papers	Rs. 500/-
(DD No..... Date..... Name of the Bank.....)		
08	Proof of Certificate of Incorporation/Valid Registration of the Firm/Agency	

(Signature of the proprietor/firm)



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FINANCIAL BID

Date	Break Fast	Rate per Unit	Lunch	Rate per Unit	Tea & Snacks	Rate Per Unit	Dinner	Rate per Unit
17/12/2024	—	—	—	—	Tea & Snacks		Roti, Rice, Tadka, Dal, Phulkobi Aalu Curry.	
18/12/2024	Idli, Chatani, Gari, Guguni & Tea		Rice, Dal, Rasam, Fish Curry/Sweet, Alu Phulkobi Fry, Papad, Ghanta		Tea & Snacks		Roti, Rice, Mix Fry, Dalma & Alu Zeera Masala,	
19/12/2024	Upma, Gari, Guguni, chatani & Tea		Rice, dal, Rasam, Paneer Curry, Alu Phulkobi fry, Papad, Ghanta		Tea & Snacks		Roti, Rice, Tadka, Dal & Potola Alu Kassa	
20/12/2024	Puri, Idli, Guguni, Chatani, Tea		Rice, Dal, Rasam, Fish Curry, Mix Fry, Papad, Ghanta		Tea & Snacks		Roti, Rice, Mix Fry, Dalma & Chinchida	
21/12/2024	Gari, Upama, Guguni, Chatani & Tea		Rice, Dal, Rasam, Mushroom Curry, Alu Phulkobi Curry, papad, Ghanta		Tea & Snacks		Roti, Rice, Tadka, Dal & Phulkobi Curry,	
22/12/2024	Puri, Upama, Guguni, Chatani & Tea		Rice, Dal, Rasam, Chicken Curry, Alu Phulkobi Curry, Papad, Ghanta		Tea & Snacks		Roti, Rice, Mix fry, Dalma & Alu Potola Kassa,	

(Handwritten signature)



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23/12/2024	Puri, Idli, Guguni, Chatani, Tea		Rice, Dal, Rasam, Paneer Curry, Veg Fry, Ghanta		—		—	
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Signature of the proprietor/firm



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TERMS & CONDITIONS

The bid to be submitted by the Bidder shall consist of 2 (two) parts:-

Part - I: - “Technical Bid” (1st Envelope) shall contain:-

The Tenderer/Supplier participating in Tendering process should submit the details as per the format of Technical Bid” in separate envelop and should write clearly on the top of the envelop i.e., “Tender for Technical Bid for providing Catering Service for Gajapati Utsav & State level Pallishree Mela-2024.”.

Part – II: - “Financial Bid” (2nd Envelope) shall contain:-

The Tenderer/Supplier participating in Tendering process should submit the details as per the format “of Financial Bid” in separate envelop and should write clearly on the top of the envelop i.e., “Tender for Financial Bid for providing Catering Service for Gajapati Utsav & State level Pallishree Mela-2024”. i.e., Schedule of Rates

Note:-

- The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes), put in one outer cover and submit.
- The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money is not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder.

The Tender should be submitted following the terms and conditions specified here under,

1. The Main envelope containing the Tenders should be duly super scribed as “Tender for Providing Catering Service for State Level Pallishree Mela on the occasion of Gajapati Utsav’ 2024.
2. The sealed tenders shall be accepted as per the prescribed Performa only, otherwise the tender shall be rejected automatically.
3. Place, date and time of receiving Tender -The sealed tender papers should reach the **Dy. Chief Executive Officer, ORMAS, Gajapati, O/o – Zilla Parishad, Gajapati At/Po-Paralakhemundi Dist. – Gajapati, 761200 through Registered post / Speed Post / Courier Service only** during office hours on or before 14/12/2024 by 02:00 PM. The authority will not be responsible for any postal delay.
 - a. Other means of receipt of quotation will be rejected.
 - b. Quotations received after the stipulated date and time shall be liable for rejection.



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4. **Place date and time of opening of Tender-** The tender shall be opened on **14/12/2024 at 04:00 PM** in presence of the Bidders or their authorized representatives at Zilla Parishad Conference Hall, Gajapati, Paralakhemundi.
5. **Cost of Tender Papers-** A non-refundable amount of **Rs.500/- (Rupees Five hundred)** only is to be deposited along with the Tender in shape of Demand Draft in favour of **ORMAS, Gajapati** drawn on any bank nationalized/ scheduled bank payable at **Paralakhemundi/Cash** towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the office of the Dy. Chief Executive Officer, ORMAS, Gajapati.
6. **Security Deposit-**The successful bidder has required to deposit **Rs.30,000/- (Rupees Thirty thousand only)** as Security Deposit (refundable without interest) in shape of Demand Draft in favour of **ORMAS Gajapati** drawn on any nationalized/scheduled bank payable at **Paralakhemundi** at the time of execution of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
7. The rates offered by the firms should be valid till completion of the Gajapati Utsav & State level Pallishree Mela-2024.
8. The Gajapati Utsav & State level Pallishree Mela' 2024 will be held from **18th to 22nd December' 2024** and the firm will provide the service from **17th December (Morning Breakfast) to 23rd December (Dinner) 2024.**
9. Payment will be made after successful completion of the work as per the specification and submission of the bills thereof.
10. 10% payment will be deducted from the total estimated cost as submitted by the party if the work is not started **on or before 17th December, 2024** at morning.
11. The venue (i.e. **Biju Kalyan Mandap, Paralakhemundi**) shall be made available to the contractor by District Administration before 2 days of commencement of the exhibition.
12. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
13. The firm should have a valid & updated Food License (FSSAI License).
14. The firm should have adequate man power & material which are used for providing Catering Service.
15. The Firm should make a temporary kitchen & Cafeteria area at venue site with proper hygiene condition.
16. The successful bidder should issue the food coupon to the beneficiaries.



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17. Food is to be prepared on time, any negligence will be treated as caution and the vendor should ensure not a single beneficiaries left unserved in addition to that may ensure round the clock service for better management.
18. All the rates have to be quoted separately and firms who have local experience in the organization of such mega functions will be given priority.
19. The firm should have minimum 2 years of experience in the same field.
20. The rate offered by the agency shall be inclusive of GST, Other Taxes & Charges and should have valid GST license.
21. The bidder shall quote their price for all the items without leaving column/Item in the technical and financial bid lying blank. If found so, the bid will be treated as non-responsive and rejected.
22. The authority reserves the right to inspect / verify the stock of materials required for this work, in Godown of bidders by nominating the tender Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject the tender without assigning any reasons thereof.
23. The final payment will be made on the basis of the actual work done and Work Assessment Report by a committee in the specified format by the CDO-cum-EO, ZP, Gajapati. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the CDO-cum-EO, ZP, Gajapati. In case of any additional requirement, the contractor has to take the prior written permission from the CDO-cum-EO, ZP, Gajapati and the members of food committee.
24. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the place.
25. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. District Administration will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
26. No part of the contract will be sub-let without the prior written permission of the CDO-cum-EO, ZP, Gajapati.
27. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
28. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.
29. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
30. The Authority reserves the right to cancel the offers without assigning any reasons thereof for selection and no claims of any respect in this regard will be entertained in any manner subsequently.



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31. The Successful Vender / Tenderer should deposit the Security Deposit Demand Draft in favour of **ORMAS, Gajapati** payable at **Paralakhemundi** after declaration of successful bidder on the next day. Then the authority will issue the work order.
32. For any additional item, if required beyond the list of mentioned items in the quotation/work order on demand of the committee during execution of the work, extra payment will be made accordingly.

The CDO-cum-EO, ZP, Gajapati reserves the right to accept or reject any or all Tenders, full or part of the Tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this regard, no disputes will be entertained. Any dispute arises subject to Paralakhemundi Jurisdiction only.

The above-described works may be modified during the Mela if felt necessary and the firm should be accommodative for any minor changes. The quotation/tender finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the tender without giving any reason thereof.


Chief Development Officer-cum-EO,
ZP-cum-Vice Chairman, ORMAS, Gajapati



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DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Gajapati. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:

Date

Signature of the Tenderer with seal