



## TENDER NOTICE FOR CATERING SERVICES FOR REGIONAL FARM MECHANIZATION MELA 2025-26

Office of the Chief District Agriculture Officer, Gajapati, Paralakhemundi  
Address- Paralakhemundi, Near RTO Office, Gajapati, Pin- 761200  
Mail id- ddagaja.dag@od.gov.in

GOVERNMENT OF ODISHA  
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT

No:- 6555

Date:- 20/12/2025

The Chief District Agriculture Officer, Gajapati, Paralakhemundi, Government of Odisha (The Client) invites sealed proposal from eligible bidders (suppliers, agencies, hoteliers, caterers, individuals) for **supply of food catering services to participants during Regional level Farm Mechanization Mela 2025-26 from 06.01.2026 to 10.01.2026** at Gajapati stadium, Parlakhemundi. Details regarding supply as per need and the term & conditions of the tender may be downloaded from the district website [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in). The tender should reach the office of the undersigned on or before 29.12.2025 (till 04.00PM) registered post/ Speed Post. Tender will be opened at 11.00 AM on 30.12.2025. The undersigned reserves the right to cancel all or any bids without any reason thereof. Delay received & incomplete bids will not be entertained.

Sd/- (M Prakash Rao)  
Chief District Agriculture Officer,  
Gajap

## 1. Tender Details

Sl. No.	Particulars	Details
1	Name of the Client	CDAO, Gajapati, Paralakhemundi
3	Availability of Tender Document	Detail Tender document is available in the Office of the Chief District Agriculture Officer, Gajapati, Paralakhemundi
4	Date of floating of Tender	22.12.2025
5	Last Date and Time for submission of Bid	29.12.2025 upto 4.00 PM
6	Date of opening of Technical & Financial Bid	30.12.2025 at 11.00 AM
8	Bid Processing Fees (Non-refundable)	<b>Rs.1000/-- INR</b> in shape of Banker's Cheque/Demand Draft in favour of Chief District Agriculture Officer Gajapati drawn in any Scheduled Commercial Bank payable at Paralakhemundi
9	Earnest Money Deposit (Refundable)	The proposal must be supported by Bid Security or EMD of <b>Rs 5000/- (Rupees Five Thousand only)</b> in the shape of Demand Draft/Banker's Cheque from a Commercial Bank in favor of the "Chief District Agriculture Officer, Gajapati, Paralakhemundi drawn in any Scheduled Commercial Bank payable at Paralakhemundi
10	Address for Submission of Proposal	Chief District Agriculture Officer, Gajapati, Paralakhemundi, Pin- 761200, Email: ddagaja.dag@od.gov.in,
11	Mode of Submission of Proposal	The bid must be submitted only to the address through registered post / Speed Post/ in person during office Hours only to the Address as specified above. Submission of bid in late will be rejected.
12	Place of Opening of Technical Proposal:	Office of the CDAO, Gajapati, Paralakhemundi
13	Proposed Place and date of Event	Gajapati Stadium, Paralakhemundi Date- 06.01.2026 to 10.01.2026

### 1. Eligibility Criteria & Document Submission:

The following are the eligibility Criteria for the applicant to participate in the tender "for providing Food Catering Service to participants during regional level Farm Mechanization Mela 2025-26 from 06.01.2026 to 10.01.2026 at Gajapati stadium, Paralakhemundi.

- Having Valid Food License
- Having GST Registration Certificate/PAN Registration/ GST Clearance
- A declaration to the effect that the caterer/Firm/Agencies/individual has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said caterer.
- Must be a registered/ Caterer/Firm/Organization having proven track record and registered/licensed for providing catering services. However, canteen maintenance and mess maintenance experience will not be considered as catering experience.
- Must have at least 2 years of experience in catering subject to the condition that the caterer should be in a position to cater upto 1000 persons per day at any point of time and should have experience of the same.
- Should have annual turnover of at least 5.00 lakhs during the preceding three financial years

1. The tenderer should quote rates on "per head per day" basis as per the menu provided at **Annexure - II**
2. Bidders must submit all relevant documentary evidence required to demonstrate his eligibility for the proposed tender.
3. Tender must be accompanied by Tender document Cost of Rs.1000/-including GST (Non refundable) and EMD of Rs.5000/--(Rupees Five Thousand only) in technical bid by way of demand draft drawn on any Nationalized/Scheduled Bank in favour of the "Chief District Agriculture Officer, Gajapati" O/o the Chief District Agriculture Officer' drawn in any Scheduled Commercial Bank and payable at Paralakhemundi, Odisha failing which the bid will be rejected.
4. The EMD of unsuccessful bidders shall be refunded within 7 days from the date of award of Contract. The successful bidder will furnish the Performance Bank Guarantee (PBG) @ 3% of quoted value in shape of Bank Guarantee / Demand Draft after selection.
5. The rates quoted should be inclusive of taxes such as GST or other applicable taxes, if any.
6. In case of failure of L1 to fulfill the terms of the contract, the Institute will have the right to award the contract to L2. If L2 also is not interested in taking up the contract or fails to fulfill the terms of the contract, the Institute will be a liberty to award the contract, L3, L4 and soon. Those who fail or refuse the contract will automatically be blacklisted and their EMD will be forfeited.
7. **The CDAO, Gajapati reserves the right to accept or reject all the tender(s) Without as signing any reasons whatsoever.**

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.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in) The tender will have to be submitted in two parts i.e. technical bid (Cover-A) and financial bid (Cover-B). The bidders should submit their technical and financial bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope super scribed as "**Tender for Supply of FOOD during regional level Farm Mechanization Mela 2025-26**" in reference to Advt.No \_\_\_\_/\_\_\_\_, Dtd. \_\_\_\_/\_\_\_\_/2025."

The tenders should be addressed to:

**The Chief District Agriculture Officer, Gajapati, Paralakhemundi  
Address- Parlakhemundi, Near RTO Office, Gajapati, Pin- 761200**

### Technical Bid (Cover- I)

Sl. No.	Particulars	Information to be Supplied by the intending bidder	Documentary proof page No.
1.	Name of the Company/Firm		
2.	Address of the Company/Firm		
	(a) Postal		
	(b) Telephone/Fax/Mobile No.(s)		
	(c) E-mail ID		
	(d) Website address, if any		
3.	Type of the Company/Firm (In the case of Partnership Firm, a copy of Deed to be submitted)		
4.	Owner/ partner of the Company/Firm		
5.	(a) Year of establishment of the Co./ Firm		
	(b) For how long the Co./Firm is Providing catering services to Government organizations? (proof to be submitted)		
	(c) Does the Co. / Firm have valid License to provide the services? Please mention license No., Issue Date and issuing authority. (proof to be submitted)		
	(d) PAN No.		
	(e) GST Registration No.		
6.	Details of Demand Draft submitted towards Bid Security/ Earnest Money Deposit for ₹ 5000/-		
8.	Annual Turnover during the preceding three financial years i.e. 2022-23, 2023-24 & 2024-25 (copy of Balance Sheet and Profit & Loss and profit Account to be submitted) duly audited by Chartered Account	Year Turnover (in ₹lakh) 2022-23, 2023-24 & 2024-25	
9.	Did the Company/Firm get Income Tax Returns from the Income Tax Department for the assessment years 2022-23, 2023-24 & 2024-25 (copy ITR for each year to be submitted)		
10.	Has the Company /Firm ever been Black-listed? A self-certificate to that effect to be furnished.		

The following documents are to be submitted by the bidder as per the tender document:

1. Application form
2. Copy of PAN
3. Up to date GST certificate & clearance
4. Valid Food license
5. Affidavit
6. Financial BID in prescribed format
7. DD of EMD — Rs.5000/- (Security)
8. Tender Paper cost with DD of Rs.1000/- (Non-refundable)
9. Xerox copy of 1<sup>st</sup> page of bank passbook
10. Income-tax assessment returns for the last three assessment years 2022-23, 2023-24 & 2024-25 copies of audited statement of account by Chartered Accountant for the three financial years
11. Names of the major Government institutions to whom catering services were provided in the last 3 years.

*(Canteen maintenance experience will not be counted as catering experience)*

**Note:** All the hard copies in respect of the above documents should be submitted on or before bid submission closing date & time.

**Date:**

**Signature of Bidder with official seal**

**Financial Bid (cover-II)**

I/We hereby offer our services for making all necessary arrangements catering services..

I/We have understood the terms and conditions of the tender detailed in the tender documents supplied to us and are fully aware of the nature of contract. We affirm to strictly adhere to the terms and conditions stipulated therein.

I/We quote the charges inclusive of GST for arrangement for catering at the Gajapati stadium, Parlakhemundi as per the scheduled dates.

<b>FINANCIAL BID</b>				
<b>Providing of Catering services for the Regional level Farm Mechanization Mela 2025-26 from 06.01.2026 to 10.01.2026</b>				
Sl	Particulars	Quantity	Rate per head per day	
			In Fig	In Words
1	BREAK FAST	1		
2	LUNCH	1		
<b>TOTAL RATE PER HEAD PER DAY</b>				

The above rates are including of GST

**Date:**

**Signature of Bidder with official seal**

## GENERAL TERMS AND CONDITIONS

The Catering Contract/Arrangement in the event of award of contract among other usual conditions will also be subject to the following special terms and conditions:

1. The Caterer shall arrange for cooking and serving of food on a daily basis for 1100-1300 participants (approx.). The number may change depending on circumstances at the discretion of the officer (s) in charge.
2. The recommended details of eatables (Daily Menu) are given in Annexure- II, which shall be strictly complied. Non-adherence to the Menu will attract penalty to be decided at the sole discretion of the officer in charge.
3. All the raw materials used in preparation of food products should be a certified ISI/Agmark wherever applicable and or as per the brand names/others. Vegetables, fruits, other perishables, dry foods and other raw materials should be of high quality and be procured from reputed dealers/shops. The caterer should arrange for purchases on his own and bear all expenses in connection with such purchases including transportation.
4. The caterer shall arrange and pay for commercial cooking gas used for cooking purposes. The caterer shall be responsible for the safe keeping of the LPG cylinder.
5. The caterer must engage appropriate number of trained cooks and other kitchen staff or cooking vegetarian, non-vegetarian, South and North Indian delicacies, Chinese & Tandoor items etc. and for providing catering services.
6. The caterer has to provide cookies/biscuits with forenoon tea as and when advised by the officer in charge.
7. The caterer shall engage the services of sufficient number of able, trained, efficient, neat & clean (viz.,with trim haircut, mustache, nail cut), healthy, honest, well behaved and skilled persons for cooking, serving and cleaning of kitchen, dining halls and service areas at his cost. The caterer shall ensure that the attendants/waiters/cooks should be properly trained and shall wear smart and neat uniform, including head caps, hand gloves etc.
8. The caterer shall have full control over the employees engaged by him. The caterer shall give necessary guidance and directions to his employees to carry out the jobs assigned to them by the caterer. The caterer shall also be responsible for the payment of their wages and/or dues to his employees, to which they are entitled under the applicable laws. All liabilities arising out of violation of local laws and/or central laws shall be his responsibility.
9. The Caterer should arrange for upkeep of the Dining, kitchen area and washing area at least three times daily and also immediately after any service is rendered and also whenever it is required to be done. The Caterer should ultimately ensure that the entire kitchen and dining areas are kept hygienic and clean. Preventive Pest control measures including fly control will have to be done by the Caterer at his cost.
10. Caterer should adopt modern and hygienic kitchen practices. Caterer should ensure that tables (and not floor) should be used for kitchen work. Synthetic /marble cutting boards and stainless steel knives should be used for cutting vegetables. New and clean dishes should be used for cooking. Caterer should arrange for providing proper cover for wastages besides proper and regular disposal of garbage at frequent intervals from the kitchen.

11. In the event of insufficient/bad quality/non-serving of any eatables agreed upon to be served, the CDAO, Gajapati will be within its rights to make suitable deductions from the bill.
12. The Caterer shall be paid based on the number of coupons to be submitted by the caterer and after counter check of the coupons by the food committee or any other means of counting the people the payment will be calculated and paid.
13. All questions relating to the performance of the obligations under this agreement and to the quality of ingredients used in preparation of food and beverages and all the disputes and differences, which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be decided by the CDAO, Gajapati and whose decision shall be final, conclusive and binding on the parties to this agreement.
14. It may be noted that after verification of the technical bids (Part - I) and analyzing the experience of the tenderer, if considered suitable, the price bid of such bidders will be downloaded.
15. The technical bids will be opened as per the schedule indicated in the critical date sheet.
16. Corrections, if any by bidder, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is discrepancy between the amount quoted in words and figures, the higher figure will be considered for evaluation of the lowest bid, however, incase bidder emerged as successful, the lower figure will be taken into account for placement of order.
17. Quantity, Quality & Number of Servings of Food will be measured by Food Committee.
18. The CDAO, Gajapati reserves the right to reject any oral the tenders received without assigning any reasons what so ever.
19. **Arbitration:** In the even to any question, dispute or difference arising under the reconditions or any conditions contained in the order or in connection with this contract, the same shall be referred to the so arbitration of the CDAO, Gajapati or any other person authorized by him.

The award of the arbitrator in such cases shall be final and binding on the parties to this contract.

20. **Applicable Law:** The contract shall be interpreted in accordance with Laws applicable in India and subject to jurisdiction of the court in Parlakhemundi only.
21. We are agreeable to the above terms and conditions.

DATE:

PLACE:

SIGNATURE AND SEAL OF THE CATERER

**Annexure- I**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

**To**

The Chief District Agriculture Officer,  
Gajapati

**Date**

Sub: Providing of Catering services for the Regional level Farm Mechanization Mela 2025-26 from 06.01.2026 to 10.01.2026 at Gajapati Stadium, Paralakhemundi.

Ref: Tender Reference No.:

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

\_\_\_\_\_

As per your advertisement, given in the above-mentioned website(s).

2. I/We here by certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide here by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization to has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/ entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the for feature of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder with seal)**

## Annexure- II

### DETAILED MENU OF ITEMS WITH TIMINGS OF SERVING

<b>Date</b>	<b>Breakfast 8.00 AM to 10.00 AM</b>	<b>Lunch 01.00 Noon to 3.00 PM</b>
06.01.2026 Tuesday	Puri, Upama, Curry, Chutney Tea/Coffee	Rice, Dal, Rasam, Ghanta curry, Chips, Fish Curry
07.01.2026 Wednesday	Idly, Vada, Curry, Chutney, Tea/Coffee	Rice, Dal, Rasam, Ghanta curry, Chicken curry, Mix veg fry
08.01.2026 Thursday	Puri, Upama, Curry, Chutney, Tea/Coffee	Rice, Dal, Rasam, Ghanta curry, Aloo Gobi Curry, Chilly Paneer
09.01.2026 Friday	Idly, Vada, Curry, Chutney, Tea/Coffee	Rice, Dal, Rasam, Fish Masala, Prawn Ghanta curry
10.01.2026 Saturday	Puri, Upama, Curry, Chutney, Tea/Coffee	Zeera rice, Dal fry, Chips, Aloo Potala Masala, Chilly Mushroom

DATE:

PLACE:

SIGNATURE AND SEAL OF THE BIDDER