



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

(OLL&C Section)

Page No. 01

No. 346 /OLL&C Dated the 07th March, 2025

**Tender for “CATERING SERVICES WITH FOOD ARRANGEMENT
DURING MARAGUDA LOKMAHOTSHAV - 2025”.**

Name and Address of the Tender Inviting Authority:

ADDITIONAL DISTRICT MAGISTRATE, (GENERAL), NUAPADA

Contact person:

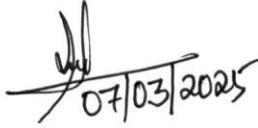
District Culture Officer, Nuapada

Tel : 91788 80401

SECTION I

IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document in Website	:07.03.2025
Last Date & Time of Receipt of Bid Document	:21.03.2025, 03.00 PM
Date & Time of Opening of Tender	:21.03.2025, 05.00 PM
Place for Opening of Documents, Pre-Bid Conference And	Collector’s Conference Hall, Nuapada
Address For Communication For Receipt of Bid Document :	District Culture Office, Nuapada – 766105


07/03/2025
**Addl. District Magistrate
Nuapada**

SECTION II**Tender Call Notice**

Sealed tenders are invited from intending reputed & License holders Hoteliers/Catering Firms/Catering Agencies having up-to-date GST clearance certificate for providing catering services with food arrangement during the Maraguda Mahotshav 2025 from 01st April 2025 to 05th April 2025. The evaluation forms & format of tender completed in all respect should reach the undersigned on or **before 21.03.2025 by 03:00 PM** by SPEED Post/ Courier/ By Hand to be dropped in the Tender Box, to the address of **The Additional District Magistrate (General), Nuapada, At/Po/Dist- Nuapada, Pin-766105**. The tender will be opened on the same day i.e., on **21.03.2025 at 05.00 PM** in presence of the bidder or their authorized representatives.

The undersigned reserves the right to accept or reject all or any tender documents without assigning any reason thereof.

For Tender Form and other details visit - www.nuapada.odisha.gov.in

1. Role & Responsibility for catering service & food arrangement:

The agency shall ensure the following;

Sl. No.	Work	Remarks
1	Venue	Circuit House and National High School Ground (Mini Stadium) for Breakfast, Launch, Evening snacks and Dinner
2	Provision of Man Power at food counters.	Sufficient man power (with distinct uniform) is to be provided for smooth management. Each counter is to be manned by at least two persons.
3	Drinking Water	Quality sealed water to be served in paper glass at break-fast, lunch and evening snacks and dinner time, both at Circuit House and National High School Ground (Mini Stadium).
4	Arrangement for hand-wash/ cleaning	Sufficient hand-washing arrangement is to be provided so that hygiene will not be compromised.
5	<u>'Sample Menu'</u> for Circuit House i) Breakfast	Tea/Coffee, Drinking water Any two Hot Veg snacks from below mentioned options (Cutlet/ Samosa/ Vada/ Idly) 01 Sweet 01 piece Banana
	ii) Lunch	Boiled Rice/Tawa Roti/Paratha Dal Green Salad 01 Hot dish(Veg)-Mushroom/ Paneer 01 Hot dish(Veg)-Raita, Fryums Papad 01 Hot dish(Non-veg)-Gravy(Chicken) Drinking water


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	iii) Evening Snacks	Tea/Coffee, Drinking water Any two Hot Veg snacks from below mentioned options (Cutlet/ Samosa/ Vada/ Patties/ Vada Pav /Sandwich- Paneer/ Aloo/ Cheese/ Pack food or any other similar dry item with long shelf life
	iv) Dinner <i>*The bidder may suggest own variety of Menu similar to 'Sample Menu'</i>	Boiled Rice/Tawa Roti/Paratha Dal 01 Hot dish(Veg)-Mushroom/ Paneer 01 Hot dish(Veg)-Vegetable chips, Fryums Papad 01 Hot dish(Non-veg)-Gravy(Chicken) Green Salad, Drinking water
6	'Sample Menu' for National High School Ground (Mini Stadium) i) VIP Snacks	High fibre biscuit, fried Kaju, kismis, khajur, moongdal, Drinking water
	ii) Evening Snacks	Tea/Coffee, Drinking water Any two Hot Veg snacks from below mentioned options (Cutlet/ Samosa/ Vada) 01 Sweet 01 piece Banana
	iii) Dinner <i>*The bidder may suggest own variety of Menu similar to 'Sample Menu'</i>	Boiled Rice Dal Khatta 01 Hot dish(Veg)-Mix Veg 01 Hot dish(Veg)-Vegetable chips (Cauliflower, Potato)/ Papad Chicken/ Paneer/ Mushroom Drinking water
7	Provision of Dustbins for disposal of used plates, water bottles and Paper Glass	Sufficient dustbins and man power to take care of disposal of waste inside the food court.

N.B. : The requirement of quality and type of breakfast, lunch, dinner, VIP snacks and evening snacks to be provided at Circuit House and National High School Ground (Mini Stadium) may change according to decision of the Competent Committee.


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2. Total Food Requirement at Maraguda Lokmahotshav- 2025:

Sl. no.	Name of the Requirement	Approximate quantity to be supplied	Place of Delivery
1	Food for VIPs	a. Daily breakfast (for 50 persons) for 05 days b. Daily lunch (for 50 persons) for 05 days c. Daily dinner (for 50 persons) for 05 days d. Tea/ Coffee/ Water for 05 days	Circuit House (from 01.04.2025 to 05.04.2025)
2	Food for Performers/ Officials on duty/ Others	a. VIP snacks (for 50 persons) for 05 days b. Evening Tiffin (for 350 persons) for 05 days c. Dinner (for 350 persons) for 05 days d. Tea/ Coffee/ Water for 05 days	National High School Ground (Mini Stadium) (from 01.04.2025 to 05.04.2025)

N.B. : The requirement of no. of breakfast, lunch, dinner, VIP snacks and evening snacks to be provided at Circuit House and National High School Ground (Mini Stadium) may change according to decision of the Competent Committee.

3. Bid Price:

- The bidder shall quote price for all the items as mentioned in each category in the format of tender otherwise it will be rejected. The format specified in **Annexure-I (Supplier Information) & Annexure-II (Financial Bid Document)** should be used.
- All duties, taxes, other levies and transportation cost if any payable by the supplier under the contract shall be included in the quoted price.**
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.

4. Each bidder shall submit only one Tender.

5. Eligibility criteria of the Bidder:

- (Non-submission of any of the following document shall be treated as Non-Responsive and will be Rejected outrightly)
 - Self-attested photocopies of PAN number.
 - GST Registration Certificate and latest 03 month filed GSTR – 3B.
 - Tender processing cost & EMD as specified in the Bid Document.
 - The bidder having experience certificate or catering order from any Govt. Organization for Catering and Food arrangement during last preceding 03 years.
 - Audit Report for last financial year.
 - Affidavit in non-judicial stamp paper regarding non-black listing of the agency/ firm during last three Financial Year.
 - Price Bid in the prescribed format duly signed and sealed in each page.
- Tender received late and incomplete documents will not be considered. The bidder should sign and stamp each page of the tender documents.

6. Earnest Money Deposit:

The bidder shall furnish Earnest Money Deposit (EMD) of Rs. 30,000/- Rupees (Thirty Thousand Only) in the shape of Account Payee Bank draft drawn in favour of the Additional District Magistrate (General), Nuapada, payable at State Bank of India, Main Branch Nuapada. The EMD of the unsuccessful bidder will be returned after finalization of the tender process without interest.


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The above EMD will be forfeited if a bidder.

- A. Withdraws its bid during the period of bid validity or
- B. Fails to perform the contract obligations as per the purchase order.
- C. The EMD of the successful bidder will be returned within 30 days after supply of items.

7 Tender Processing Cost

The tender paper & sample tender format can be obtained from the District Culture Office, Nuapada from 07.03.2025 to 21.03.2025 till 03.00 PM during office hour in working days only on payment of Rs. 1,000/- (Rupees One Thousand) only in shape of Bank Draft only drawn in any commercial bank in favour of the Additional District Magistrate (General), Nuapada payable at State Bank of India, Main Branch Nuapada towards cost of Tender Paper. The tender paper can also be downloaded from the district website, i.e. <https://nuapada.odisha.gov.in>.

8 Validity of Tender:

Tender shall remain valid for a period of 180 days from date of finalization of tender.

9 Evaluation of Bids:

The competent authority will evaluate the tender to be substantially responsive i.e., which

- (a) Are properly signed and sealed
- (b) Confirm to the terms and conditions and specifications.
- (c) Submitted as per the prescribed format.
- (d) Filled in Indian Currency
- (e) Submit the Money receipt of tender paper cost or Bank Draft.
- (f) Received on or before the due date & time mentioned in the quotation.
- (g) Any delay due to postal delay will not be considered.
- (h) The bid will be evaluated as single stage bid and "Least Cost" method will be adopted.

10 Award of contract:

- (a) The catering Order will be placed on the selected bidder(s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- (b) The catering order will be placed to the supplier as per the requirement of the Competent Committee, Nuapada.
- (c) The rates of the items will be valid for a period of one year from the date of issuance of contract. No adjustment of rates will be applicable within the time period.
- (d) The bids are liable to be rejected if any of the above conditions are not complied with proper required documents.
- (e) Payment shall be made after the completion of the maraguda function after submission of the bills and vouchers.
- (f) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or Placement of catering order may result in rejection of the bidder's offer.
- (g) Any legal dispute arising out of this is subject to Nuapada district jurisdiction only.
- (i) Notwithstanding the above, the authority reserves the right to accept/ reject/ modify any bid and to cancel the bidding process at any time prior to the issuance of award letter.
- (j) The bidders may be present in person or through one of their representative(s) during the opening of bids as per the date and time fixed by the undersigned.
- (k) The Competent Committee is not bound to accept the lowest quotation. The decision of the Competent Committee shall be final in this regard.

- 11** The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the tender.


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- 12 The individual/firm/company shall not be blacklisted by any government organization and submit the self declaration in the letter head of the organization with seal. If found later on, the action deemed fit will be initiated against the firm as per the law and security deposit will be forfeited.
- 13 Interested bidders may submit their sealed Quotations in the prescribed format super-scribe on cover of the envelop "**Tender for Catering Services & Food arrangement during Maraguda Lokmahotshav 2025**" for the address to the Additional District Magistrate (General), Nuapada, At/Po/Dist-Nuapada, Pin-766105 latest by **03.00 PM on 21.03.2025** by SPEED Post/ Courier/ By Hand to be dropped in the Tender Box. The quotations will be open on the same day i.e., **21.03.2025 at 5.00 PM** in presence of the bidder/ authorized person.
14. **Payment Terms and Schedule for Successful bidder.**

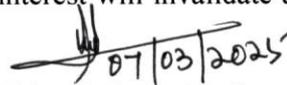
100% Payment will be done as per actual after due verification by Competent Committee with regards to data submitted in BoQ (Bill of Quotation).

Schedule of payment :

Payment will be cleared within 15 working days of successful completion of event.

15. **Conflict of Interest:**

Competent Committee will be the final arbitrator in case of potential conflicts of interest. Failure to notify *Competent Committee* of any potential conflict of interest will invalidate any verbal or written agreement.


07/03/2025
Additional District Magistrate (General)
Nuapada

Memo No. 347 // Dated 07.03.2025

Copy to the DeGM, Collectorate, Nuapada for web-hosting in Nuapada district official website for wide publication.


07/03/2025
Additional District Magistrate (General)
Nuapada

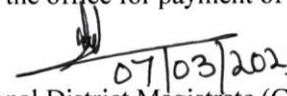
Memo No. 348 // Dated 07.03.2025

Copy to office notice boards of Collectorate Nuapada/ Zilla Parishad, Nuapada/ Sub-Collector Nuapada/ All BDOs/ All Tahasildars for wide publicity.


07/03/2025
Additional District Magistrate (General)
Nuapada

Memo No. 349 // Dated 07.03.2025

Copy to DI&PRO, Nuapada with a request to publish in two local Odia daily newspaper in minimum size, for wider publication of the tender call notice. The copies of same may be send to the office for payment of bill.


07/03/2025
Additional District Magistrate (General)
Nuapada

Annexure-I

SUPPLIER INFORMATION

1	Name of the Individual/Firm/Company	
2	Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address	
3	GSTIN No. (with copy of certificate)	
4	PAN No. (with copy of certificate)	
5	Up to date GST Clearance Certificate (Copy to be attached)	
6.	Food License (copy of Certificate)	
7	Experience Certificate from any Govt. Organization for catering and Food arrangement of work for last preceding 03 years.	
8	Affidavit in non-judicial Stamp paper for not Blacklisted	
9	EMD details of Rs. 30,000/-	DD no. _____ Bank & Branch _____ Date ____ / ____ / ____
10	Details of Tender paper cost of Rs. 1,000/-	Money Receipt No. & Date _____ Bank & Branch _____ DD no. _____ Date ____ / ____ / ____

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I undersigned have read and examined all the terms and conditions of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our organization / firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature :

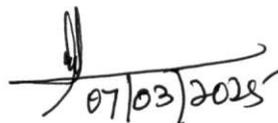
Date:

Name:

Address:

Designation:

On behalf of:


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FINANCIAL BID DOCUMENT FORMAT

<u>Sl. no.</u>	<u>Description of Item</u>	<u>Specification</u>	<u>Rate quoted per Unit Excluding tax (INR)</u>	<u>Tax amount (INR)</u>	<u>Total Rate Quoted per Unit including taxes (INR)</u>
1	Circuit House	1. Breakfast (including Tea & Coffee) 2. Lunch 3. Evening Snacks(including Tea & Coffee) 4. Dinner (Specifications as per Tender document)			
2	National High School Ground (Mini Stadium)	1. VIP snacks (including Tea & Coffee) 2. Evening Snacks (including Tea & Coffee) 3. Dinner (Specifications as per Tender document)			
Total Price					

(Rupees) only

DECLARATION OF THE BIDDER

I/We hereby declare that all the statement(s) made in the 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 the Competent Committee Nuapada. 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 in found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Name of the firm/Agencies

Address _____

Date

Place

Seal

Signature of the Bidder

07/03/2025