



(OLL&C Section)

Short Quotation Call Notice
No. 623 /OLL&C Dated the 25th March, 2025

Short Quotation for "CATERING SERVICES WITH FOOD ARRANGEMENT
DURING MARAGUDA MAHOTSHAV - 2025".

Name and Address of the Tender Inviting Authority:
ADDITIONAL DISTRICT MAGISTRATE, 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

:25.03.2025

Last Date & Time of Receipt of Bid
Document

:28.03.2025, 03.00 PM

Date & Time of Opening of Tender

:28.03.2025, 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


25/3/25
Addl. District Magistrate
Nuapada

Short Quotation Call Notice

Sealed quotations are invited from intending reputed & registered Suppliers/ Hoteliers/ Caterers/ Agencies having valid GST registration for providing "Catering Services with Food Arrangement during the Maraguda Mahotshav 2025" to be held from 01st April 2025 to 05th April 2025. The quotations completed in all respect should reach the undersigned on or **before 28.03.2025 by 03:00 PM** by SPEED Post/ Courier/ By Hand to be submitted in the address of **Office 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 **28.03.2025 at 05.00 PM** in presence of the bidder or their authorized representatives, in the office chamber of the Additional District Magistrate (General), Nuapada.

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

For Quotation Form and other details, please 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, Lunch, Evening Snacks and Dinner. Minimum 04 food counters (with proper display of food items through banners/placards) to cater about 500 participants each day for dinner in between 8.30 PM to 10.30 PM. at National High School Ground (Mini Stadium).
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 are to be provided at break-fast, lunch, evening snacks and dinner 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' for Circuit House</u>	
	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 Dal Green Salad 01 Hot dish(Veg)-Mushroom/ Paneer 01 Hot dish(Veg)-Raita, Finger Papad 01 Hot dish(Non-veg)-Gravy(Chicken)
	iii) Evening Snacks	Drinking water 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


25/3/25

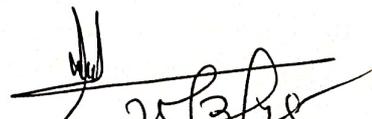
iv)	Dinner <i>*The bidder may suggest own variety of Menu similar to 'Sample Menu'</i>	Boiled Rice/Tawa Roti/Paratha Dal 01 Hot dish(Veg)-Mushroom/ Paneer 01 Hot dish(Veg)-Vegetable chips/ Finger Papad 01 Hot dish(Non-veg)-Gravy(Chicken) Green Salad, Drinking Water
6	<u>'Sample Menu' for National High School Ground (Mini Stadium)</u> i) VIP Snacks ii) Dinner <i>*The bidder may suggest own variety of Menu similar to 'Sample Menu'</i>	High fibre biscuit, Fried Kaju, kismis, khajur, moongdal, drinking water 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 and water bottles	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.

2. Total Food Requirement at Maraguda Mahotshav:

Sl. no.	Name of the Requirement	Approximate quantity to be supplied	Place of Delivery
1	Food for VIPs	a. Daily breakfast (for 25 persons) for 05 days b. Daily lunch (for 25 persons) for 05 days c. Daily dinner (for 25 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 100 persons) for 05 days b. Dinner (for 500 persons) for 05 days c. 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.


25/3/25

Bid Price:

- A. 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 and Annexure-III (Financial Bid Document)** should be used.
- B. **All duties, taxes, other levies and transportation cost if any payable by the supplier under the contract shall be included in the quoted price.**
- C. 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.
- D. The Prices should be quoted in Indian Rupees only.

4. **Each bidder shall submit only one Tender.**5. **Documents to be submitted:**

- A. Self-attested photocopy of PAN.
- B. Self-attested photocopy GST Registration Certificate.
- C. The bidder has to submit self-attested photocopy of Food License.
- D. The bidder has to submit experience certificate or catering order from any Govt. organization for catering and food arrangement during preceding 03 years.
- E. Audit Report for last financial year.
- F. Self-declared Affidavit in office letter head regarding non-blacklisting of the agency/ firm.
- G. All pages duly signed and sealed.

6. **Evaluation:**

The competent authority will evaluate the quotations 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) "Least Cost" method will be adopted for evaluation.

7. **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) 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.
- (f) 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.

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

9. 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.

Interested bidders may submit their sealed Quotations in the prescribed format super-scribe on cover of the envelop "Short Quotation for Catering Services & Food arrangement during Maraguda Mahotshav 2025" for the address to the Additional District Magistrate (General), Nuapada, At/Po/Dist-Nuapada, Pin-766105 latest by **03.00 PM on 28.03.2025** by SPEED Post/ Courier/ By Hand to be dropped in the Tender Box. The quotations will be open on the same day i.e., **28.03.2025 at 5.00 PM** in presence of the bidder/ authorized person.

11. 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.

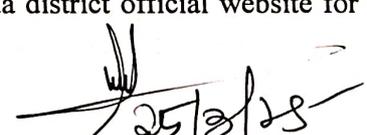
12. Conflict of Interest:

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.


Additional District Magistrate (General)
Nuapada

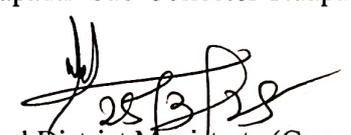
Memo No. 624 // Dated 25.03.2025

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


Additional District Magistrate (General)
Nuapada

Memo No. 625 // Dated 25.03.2025

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


Additional District Magistrate (General)
Nuapada

SUPPLIER INFORMATION

1	Name of the Individual/Hotel/ Caterer/ Firm/ Agency	
2	Address for Correspondence: Telephone no. Fax no. E-mail address	
3	GSTIN No. (with copy of certificate)	
4	PAN No. (with copy of certificate)	
5	Food License (copy of certificate)	
6	Experience Certificate from any Govt. Organization for printing of work for last preceding 03 years.	
7	Self-declaration for not Blacklisted	

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 :

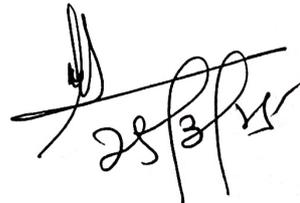
Date:

Name:

Address:

Designation:

On behalf of:



Handwritten signature and date: 28/3/14

FINANCIAL PROPOSAL FORMAT

<u>Sl. no.</u>	<u>Description of Item</u>	<u>Specification</u>	<u>Maximum price per Unit (inclusive of all Taxes and transportation cost in Rs.)</u>	<u>Total Rate Quoted per Unit (inclusive of all taxes & transportation cost in Rs.)</u>
1	Circuit House	1. Breakfast 2. Lunch 3. Evening Snacks 4. Dinner 5. Tea & Coffee (Specifications as per Tender document)	100.00 250.00 100.00 200.00 2000/-Per day-	
2	National High School Ground (Mini Stadium)	1. VIP snacks 2. Dinner 3. Tea & Coffee/water (Specifications as per Tender document)	70.00 150.00 15000/-per day	

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



FINANCIAL PROPOSAL FORMAT

<u>Sl. no.</u>	<u>Description of Item</u>	<u>Specification</u>	<u>Maximum price per Unit (inclusive of all Taxes and transportation cost in Rs.)</u>	<u>Approximate No. of Units required</u>	<u>Total Rate Quoted (inclusive of all taxes & transportation cost in Rs.)</u>
1	Circuit House	1. Breakfast 2. Lunch 3. Evening Snacks 4. Dinner 5. Tea & Coffee (Specifications as per Tender document)	100.00 250.00 100.00 200.00 Rs. 2000.00 (per day)	25 25 25 25	
2	National High School Ground (Mini Stadium)	1. VIP snacks (including Tea & Coffee) 4. Dinner (Specifications as per Tender document) 5. Tea & Coffee/water (Specifications as per Tender document)	70.00 150.00 Rs.15000.00 (Per day)	100 500	
Total Price					

(Rupees)

N.B: Total quoted price shall not exceed Rs.5,76,250.00 including all taxes, labour and transportation.

DECLARATION BY 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.

Signature of the Bidder

Name of the firm/Agencies

Address _____

Date _____

Place _____

Seal _____

