



# ZILLA PARISHAD, NUAPADA

(DISTRICT PANCHAYAT RESOURCE CENTER)

No. 1358 /DPRC Dated the 19<sup>th</sup> April, 2025

**Expression of Interest for "CATERING SERVICES WITH FOOD ARRANGEMENT FOR OFFICIAL MEETINGS, SEMINARS & TRAINING PROGRAMMES DURING F.Y. 2025-26 AT DISTRICT PANCHAYAT RESOURCE CENTER NUAPADA".**

**Name and Address of the EOI Inviting Authority:**

**Chief Development Officer-cum-Executive Officer, Zilla Parishad Nuapada**

**Contact person:**

**Programme Manager (SD)**

**Tel : 9078331233**

## **SECTION I**

### **IMPORTANT DATES OF THE TENDER**

<b>Date of publication of Bid Document in Website</b>	<b>:19.04.2025</b>
<b>Last Date &amp; Time of Receipt of Bid Document</b>	<b>:14.05.2025, 01.00 PM</b>
<b>Date &amp; Time of Opening of EOI</b>	<b>:15.05.2025, 08.00 AM</b>
<b>Place for Opening of Document:</b>	<b>Sadvabana Sabhagraha, Nuapada</b>
<b>Address For Communication For Receipt of Bid Document :</b>	<b>Zilla Parishad, Nuapada – 766105</b>

**CDO-cum-EO**  
**Zilla Parishad, Nuapada**

## SECTION II

### EXPRESSION OF INTEREST

Sealed EOI is invited from intending reputed & registered Individuals/ Hotels/ Firms/ Agencies/ SHGs having valid license, up-to-date GST clearance certificate and similar type of work experience during previous year for providing catering services with food arrangement for official meetings, seminars and training programmes during the Financial Year 2025-26 at District Panchayat Resource Center, Nuapada. The evaluation forms & format of tender completed in all respect should reach the undersigned on or **before 14.05.2025 by 01:00 PM** by Regd. Post/ Speed Post only, to the address of **The CDO-cum-EO, Zilla Parishad, At/Po/Dist- Nuapada, Pin- 766105**. The tender will be opened on **15.05.2025 at 08.00 AM** 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 EOI Form and other details visit - [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in)

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

The agency shall ensure the following;

Sl. No.	Work	Remarks
1	Organizing food counters (Veg. and Non-Veg.)	Minimum 02 food counters (with proper display of food items through banners/placards) to serve the participants for Breakfast, Tea with snacks, Lunch/ Dinner during the official meetings, seminars & training programmes.
2	Provision of Man Power at food counters.	Man power (with distinct uniform) is to be provided for smooth management. Each counter is to be managed 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 and evening snacks time.
4	Arrangement for hand-wash/ cleaning	Hand-washing arrangement is to be provided so that hygiene will not be compromised.
5	<b><u>'Sample Menu'</u></b> for i) Breakfast - Normal ii) Breakfast - Executive iii) Lunch - Normal	Vada/ Samosha/ Cutlet/ Idly/ Poori/ Upma with Sambar, Chatni 01 piece Sweet 01 piece Banana  01 piece Veg. Sandwich 01 piece Veg. Cutlet 01 piece Sweet & 01 piece Banana  Rice/ Chapati Dal 01 Hot dish(Veg)-Mixed Veg.

		01 Hot dish(Veg)-Vegetable Chips 01 dish(Veg)-Salad, Papad 01 Hot dish(Non-veg)-Gravy(Chicken/ Fish)
iv)	Lunch – Special	Rice/ Chapati Dal 01 Hot dish(Veg)-Mixed Veg. curry 01 Hot dish(Veg)-Mushroom/ Paneer 01 Hot dish(Veg)-Vegetable Chips 01 dish(Veg)-Salad, Papad 01 Hot dish(Non-veg)-Gravy(Chicken/ Fish) 01 Sweet Dish
v)	Lunch – Executive	Fried Rice/ Chapati Dal, Soup 01 Hot dish(Veg)-Mixed Veg. curry 01 Hot dish(Veg)-Khatta 01 Hot dish(Veg)-Mushroom chilly/ Paneer chilly 01 Hot dish(Veg)-Vegetable Chips, Fingure 01 dish(Veg)-Salad, Papad 01 Hot dish(Non-veg)- Mutton curry 01 Hot dish(Non-veg)- Chicken/ Fish chilly 01 Sweet Item
vi)	Dinner – Normal	Boiled Rice/ Chapati Dal 01 Hot dish(Veg)-Mixed Veg. curry 01 Hot dish(Veg)-Vegetable chips/ Finger, Papad
vii)	Dinner - Executive	Boiled Rice/ Chapati Dal 01 Hot dish(Veg)-Mixed Veg. curry 01 Hot dish(Veg)-Vegetable chips/ Finger, Papad 01 Hot dish(Non-veg)-Gravy(Chicken) 01 Sweet Item
viii)	Tea & Snacks	Tea/Coffee Biscuit/ any other similar dry item with long shelf life
	<i>*The bidder may suggest own variety of Menu similar to 'Sample Menu'</i>	

N.B.: The requirement of quality and type of breakfast, lunch, dinner, tea & snacks to be provided during different official meetings, seminars & training programmes may change according to decision of the Competent Authority.

2. **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 (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 Bid.**

5. **Eligibility criteria of the Bidder:**

- 5.1 (Non-submission of any of the following document shall be treated as Non-Responsive and will be Rejected out rightly)
- A. Self-attested photocopies of PAN number.
  - B. GST Registration Certificate and latest 03 month filed GSTR – 3B.
  - C. Bid processing fee & EMD as specified in the Bid Document.
  - D. Affidavit in non-judicial stamp paper regarding non-black listing of the agency/ firm during previous financial Year.
  - E. Price Bid in the prescribed format duly signed and sealed in each page.
  - F. Valid Food license certificate
- 5.2 Bids received late and incomplete documents will not be considered. All documents must be self attested and sealed properly.

6. **Earnest Money Deposit:**

The bidder shall have to furnish one Bid Security Declaration in prescribed format as per Annexure – III.

7. **Bid Processing Fee**

The EOI bid paper & sample format can be obtained from the office of Zilla Parishad, Nuapada from 21.04.2025 to 13.05.2025 till 01.00 PM during office hour in working days only on payment of Rs. 500/- (Rupees Five Hundred) only in shape of Bank Draft only drawn in any commercial scheduled bank in favour of the Chief Development Officer-cum-Executive Officer, Zilla Parishad Nuapada payable at Nuapada towards Bid Processing Fee. The EOI bid paper can also be downloaded from the district website, i.e. <https://nuapada.odisha.gov.in>.

8. **Performance Security**

The approved bidder will submit one performance security of Rs.15,000.00 (Rupees Fifteen thousand) only in shape of Term Deposit Receipt from any commercial scheduled bank pledged in favour of Chief Development Officer-cum-Executive Officer, Zilla Parishad Nuapada which shall be valid beyond 60 days of completion of agreement period. The above Performance Security 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 supply order.

9. **Validity of Bid:**

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

10. **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 bid processing fee 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.

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**Award of contract:**

- (a) The Supply Order will be placed to the selected bidder(s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- (b) The Supply order will be placed to the supplier as per the requirement of the Competent Authority.
- (c) The rates of the items will be valid for **period ending 31.03.2026**. 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 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 purchase 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 decision of the Competent Authority shall be final in this regard.

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

13 The Individuals/ Hotels/ Firms/ Agencies/ SHGs 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.

14 Interested bidders may submit their sealed EOI in the prescribed format super-scribed on cover of the envelop "**Catering services with food arrangement for official meetings, seminars and training programmes during the Financial Year 2025-26 at District Panchayat Resource Center, Nuapada**" in the address to the Chief Development Officer-cum-Executive Officer, Zilla Parishad Nuapada, At/Po/Dist-Nuapada, Pin-766105 latest by **01.00 PM on 14.05.2025** by Regd. Post/ Speed Post only. The EOI bids will be opened on **15.05.2025 at 08.00 AM** 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) after completion of each programme/ event.*

**Schedule of payment :**

*Payment will be cleared within 7 working days of successful completion of event.*

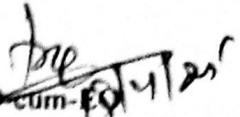
**15. Conflict of Interest:**

*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.*

  
CDO-cum-BO  
Zilla Parishad, Nuapada

Memo No. 1359 // Dated 21.04.2025

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

  
CDO cum-EO  
Zilla Parishad, Nuapada

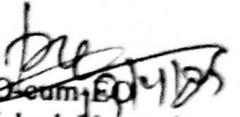
Memo No. 1360 // Dated 21.04.2025

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

  
CDO cum-EO  
Zilla Parishad, Nuapada

Memo No. 1361 // Dated 21.04.2025

Copy submitted to PA to Collector Nuapada for kind information of Collector-cum-CEO, Zilla Parishad.

  
CDO cum-EO  
Zilla Parishad, Nuapada

**FORM OF BID-SECURITY DECLARATION**

<Letter head of the bidder>

<Date> EOI No.:

To

The CDO-cum-EO,  
Zilla Parishad, Nuapada

I/We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.
2. We accept that the Authority/ Employer/ EOI Inviting Authority shall cancel our empanellment and/or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the State for a minimum period of 02 years, if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) Have withdrawn our Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided by us; or
  - (b) Having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us,
  - (c) Failure of use to furnish the Performance Security and, Additional Performance Security, if required in accordance with the ITB/ Terms of the Bid Document/ EOI,
  - (d) Fail to agree to the decisions of the contract negotiation meeting, or
  - (e) Failure, refuse to execute the Contract
3. We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of your notification of the name of the successful Bidder through award of contract; or after the expiry date of the Bid validity.

Name of the Bidder \_ \_ \_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* \_

Title of the person signing the Bid \_

Signature of the person named above \_\_\_\_\_

Date signed day of

**FINANCIAL BID DOCUMENT FORMAT**

<u>Sl. no.</u>	<u>Description of Item</u>	<u>Specification</u>	<u>Maximum Rate per Unit (INR)</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	District Panchayat Resource Center (DPRC)	1. Breakfast – Normal 2. Breakfast - Executive 3. Lunch – Normal 4. Lunch – Special 5. Lunch – Executive 6. Dinner – Normal 7. Dinner – Executive 8. Tea & Snacks (Specifications as per EOJ document)	40.00 60.00 120.00 150.00 200.00 80.00 120.00 30.00			
<b>Total Price</b>						

(Rupees ..... ) only

(NB.- Total price including transportation &amp; serving of the above items)

## 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 canceled . 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 \_\_\_\_\_

**SUPPLIER INFORMATION**

1	Name of the Individual/Hotel/Firm/Agency/SIG	
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	Food Licence No. (with copy of certificate)	
6	Up to date GST Clearance Certificate (Copy to be attached)	
7	Affidavit for not Blacklisted	
8	EMD details	Bid Security Declaration (Annexure-III)
9	Details of Bid Processing Fee of Rs. 500/-	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: