



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA
(MISSION SHAKTI)**

No 1341 //Dated 10/02/2026

SHORT TENDER CALL NOTICE

A State level marketing event named as "Subhadra Shakti Mela" to be held from 24.02.26 to 02.03.26 at the National College Field, Nuapada. The "Subhadra Shakti Mela" is being organised by Mission Shakti, Nuapada under Mission Shakti Department in collaboration with Dist. Administration, Nuapada with an objective to showcase government schemes of various departments and provide a platform to the Rural Producers/ Community Based Organizations (CBOs) for display, sale, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The Tender Document containing the details of qualification criteria, submission of requirement, brief objective & scope of work and evaluation criteria, etc. can be downloaded from website: - www.nuapadah.odisha.gov.in. Last date for submission of EOI is **19th February 2024 up to 1.00 PM**. Sealed envelope marked to the captioned address, containing Tender Call Notice, Rs.1,000.00 (One thousand Only) as Bid Process Fees (non-refundable) and Rs.10,000/- (Ten Thousand Only) as EMD (Refundable after participation) in shape of Demand Draft in favour of CDO-cum-Executive Officer, Zilla Parishad, Nuapada, payable at Nuapada.

Application can be submitted in two different envelopes (sealed) –Technical Bid & Financial bid. These envelopes need to be put in another envelop super-scribing "Short Tender Call Notice for Supply of Food & Refreshment" for 'Subhadra Shakti Mela' at National College Ground Nuapada" on the top cover, through Speed post/ Registered post addressed to the Office of the Mission Shakti, Collectorate, Nuapada (Odisha)-766105. Authority in no way will be responsible for any postal delay. The financial bid shall be opened after technical evaluation. Those who qualify technical evaluation shall be invited for presentation before the District Level Tender Committee (DLTC). Late receipt of tender paper, beyond the allotted date and time will be rejected.

The authority reserves the right to reject/cancel/modify any or all the quotations in part or whole without assigning any reason thereof. Interested agency may download the bid document from the district website www.nuapadah.odisha.gov.in.

G
10.02.26
Collector & DM,
Nuapada

Memo No. *1342* Dt. *10/02/2026*

Copy to the DeGM, Nuapada along with copy, with a request to publish and the Tender Call Notice in the Nuapada District website for wide circulation upto 05.00 PM 18.02.2026.

G
10.02.26
Collector & DM,
Nuapada



Memo No. 1343 Dt. 10/02/2026.

Copy to the Deputy Collector, Nizarat, Collectorate, Nuapada/ Zilla Parishad Nuapada/ Sub-Collector Nuapada/ all Tahasildars/ all Block Development Officers, with a request to publish the notice in their respective office notice boards for wide circulation..

Collector & DM,
Nuapada

Memo No. 1344 /Date: 10/02/2026.

Copy to the DIPRO, Nuapada with sample advertisement copy, with a request to publish the advertisement for one day issue at (8 cm X 6cm) size as per I&PR rate, in one Odia daily and one English daily newspaper. The copies for the same may be sent to this office for reference and payment.

Collector & DM,
Nuapada



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

MISSION SHAKTI: NUAPADA

Reference No:

Date:

**“Short Tender Call Notice for Supply of Food &
Refreshment” for ‘Subhadra Shakti Mela’2026 at
National College Ground Nuapada”**

Inviting Authority:

COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

E-mail: ori-dnuapada@nic.in

Contact person:

DPC, MISSION SHAKTI

(+91- 8895960988)



SECTION I
IMPORTANT DATES OF THE SHORT TENDER CALL NOTICE

Date of publication of Bid Document in Website	: 11.02.2026
Last Date & Time of Receipt of Bid Document	: 19.02.2026, 01.00 PM
Date & Time of Opening of Expression of Interest Technical BID (Cover-A)	: 19.02.2024, 4.00 PM
Date & Time of Opening of Price Bid (Cover-B)	: 19.02.2024, 5.00 PM
Place for Opening of Documents	: Sadvabana Sabhagruha, Nuapada
Address For Communication For Receipt of Bid Document	: Mission Shakti, Nuapada – 766105

SECTION II
GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- **Government** means Government of Odisha.
- **Bid/ Authority** is the Collector & District Magistrate, Nuapada who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **District Level Tender Committee** are Committee so constituted by the Collector & District Magistrate, Nuapada to decide on the finalization of Expression of Interest.
- **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the agencies will be prevented for a period of 03 years from participating in the future bids of the Tender Inviting Authority/ User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Expression of Interest Inviting Authority/User Institution on account of such violations.

2. Scope:

- The bids are invited for supplying **“Food & Refreshment” for 07 (Seven) days in Subhadra Shakti Mela, Nuapada district from 24.02.26 to 02.03.26** at National College ground, Nuapada.
- The approximate entitlement for 1) Breakfast @Rs.40/-, 2) Lunch/Dinner @ Rs.125/- and 3) Evening Snacks @Rs.40/- 4) VIP Tea & Snacks @ Rs. 50/- during the programme period. **The approximate allowed budget is Rs.13.00 lakh** including all taxes and requirements.
- The District Level Tender Committee (DLTC) invites sealed Tender Documents from suitable Vendor(s)/ Catering Agency/ Hotel/ SHG Federation/ Group of Persons for food arrangement during the Subhadra Shakti Mela' 2026.
- The agencies cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award. Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

3. Role & Responsibility for food arrangement:

The agency shall ensure the following;

Sl. No.	Work	Remarks
1	Organizing food counters (Veg and Non-Veg) with appealing tent quality	Minimum 2 food counters (with proper display of food items through banners/placards) to cater about 500 participants for lunch & Dinner.
2	Provision of Man Power at food counters.	Sufficient man power (with distinct uniform) are to be provided for smooth management. Each counter is to be manned by at least two persons.
3	Drinking Water	Quality drinking water preferably water jar with sufficient paper glasses are to be provided at break-fast, lunch and evening snacks time. No packaged drinking water shall be provided. Usage of Single Use Plastic (SUP) items is prohibited.
4	Arrangement for hand-wash/ cleaning	Sufficient hand-washing arrangement is to be provided so that hygiene will not be compromised.
5	<p>'Sample Menu' for</p> <p>i) Break-fast</p> <p>ii) Lunch & Dinner</p> <p>iii) Evening Snacks</p> <p>iv) Supply of VIP Tea & Snacks</p> <p><i>*The agency may suggest own variety of Menu similar to 'Sample Menu'</i></p>	<p>(Daily Compulsory) White Peas Curry (Ghuguni)- 150Gm, Banana- 1 Pc Every Alternate Day as decided by Food Management Committee Suji Upma Or Poha Or Bada (Black Gram)-2 Pc, Samosa- 2 Pc Or Idli- 4 Pc</p> <p>(Daily Compulsory) Rice- 200 Gm, 1 Ladle Dal- 150 Gm, Season Mix Veg- 150Gm, Tomato Khatta- 100 Gm, Salad- 100 Gm, Chips/Papad- 50 Gm/1 Pc Every Alternate Day as decided by Food Management Committee Chicken- 200 Gm Or Fish- 200 Gm Option for Paneer/ Mushroom for Vegetarian- 200Gm</p> <p>Tea- 1 Small Cup, Bada (Black Gram)- 1 Pc (40 Gm) Samosa- 1 Pc (50 Gm). Potato Chap- 1 Pc (40 Gm) Sweet- 1Pc</p> <p>Tea/Coffee- 1 Cup, Biscuit- 2 Pc. Dates- 2 Pc, Namkeen Snacks- 50 Gm, Cake- 1 Pc Or Fruit Salad</p>

6	<u>Approximate Requirement</u>	<u>Approximate numbers</u>
	i) Breakfast	i) 3,000
	ii) Lunch & Dinner	ii) 7,000
	iii) Evening – Tea & Snacks	iii) 7,000
	iv) VIP – Tea & Snacks	iv) 700
	<ul style="list-style-type: none"> All requirements are for 07 days as a whole 	

SECTION III GENERAL INSTRUCTION TO AGENCYS

- Sealed Tenders are invited from registered Vendor(s)/ Catering Agency/ Hotel/ SHG Federation/ Group of Persons (with valid GST registration), for supply of Food & Refreshment during the **Subhadra Shakti Mela, 2026** to be held from **24.02.26 to 02.03.26** in the National College ground, Nuapada.
- The bids complete in every respect should reach the O/o the Mission Shakti, Nuapada latest by **19.02.2026, 01.00 PM** through Speed Post/ Regd. Post/ Courier only. Any other mode of submission of Tender will be out-rightly rejected.
- Any Tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- The agency(s) shall have to submit their Tender in two separate sealed envelopes, that is one for technical bid by super-scribing "**Cover A (Technical Bid)**" & second for "**Cover B (Financial Bids)**." The Technical Bid and Financial Bid should be put into a third Cover, which should be super-scribed as "**Tender for Supply of Food & Refreshment for 07(Seven) days in Subhadra Shakti Mela, Nuapada**" and should be addressed to:

Mission Shakti, Nuapada
Office of the Collector & District Magistrate,
Collectorate Campus
At/Po/ Dist- Nuapada
Pin- 766105
- The Sealed Tender "**Cover A**" (Technical Bid) submitted by the agencies will be opened in the Conference Hall of the Collector, Nuapada on **19.02.26, 4.00 PM**.
- The agencies or their duly authorized representatives may remain present during the opening of the Tender. However absence of an agency or its representative will not debar its participation in the bidding process.
- The interested agencies can download the entire Expression of Interest Document from the website <https://nuapda.odisha.gov.in> and submit the Tender paper along with required documents and all the requisite fees.

- The duly completed bids must accompany Bid Processing Fee of Rs.1,000 /- (Rs. One thousand only) and EMD of Rs.10,000/- (Ten Thousand Only) drawn in favour of the **CDO-cum-EO, Zilla Parishad, Nuapada, payable at Nuapada**, in absence of which the bid will be termed as non-responsive and cancelled accordingly.
- Since timely execution of work is the essence of the contract, request for time extension for supply of food shall not be entertained.
- The undersigned reserves the right to reject any or all the Expression of Interests without assigning any reason thereof.

SECTION IV GENERAL TERMS AND CONDITIONS

1. The agency should be registered under GOODS & SERVICE TAX ACT.
2. The agency should have adequate man power to supply the food in time.
3. The agency will supply food as per requirement & the payment will be made after completion of the relevant programme and within 15 days of receipt of bill.
4. The agency shall supply the food at the designated venue i.e., at the National College Ground, Nuapada with adequate utensils, serving dishes and with manpower for serving of food to the attending students, delegates and officials.
5. The agency shall furnish self-attested copies of the valid GST registration certificate (Up-to date GST return for last 03 months) , PAN card, IT Return, Audited financial statement for last three financial years (2022-23, 2023-24 & 2024-25) and Food License Certificate from the appropriate authority. The agency shall prepare meals using ingredients of the highest quality and as per norms laid down under the Prevention of Food Adulteration Act 1954, as per the FDA, FSSAI.
6. The agency shall have sufficient experience in providing Similar Services to any Govt. Departments. Copy of work order clearly specifying the works must be submitted along with technical bid.
7. The agency shall submit only one Tender at a time. **Conditional Tender will be rejected.**
8. The price quoted should be in Indian rupees inclusive of all taxes and any other cost.
9. All duties, taxes and other levies payable by the agencies under the contract shall be included in the total price.
10. The rate quoted by the agencies shall be fixed and shall not be subject to adjustment on any account.
11. The agency shall supply the hygienic food and the utensils used shall be clean and sterile.
12. The agency has to make his own arrangement for transportation of materials, cooking of food, serving of food and supply of necessary disposable Bio-degradable buffet plates.
13. After completion of program the agency has to maintain the cleanliness of the area.
14. The staffs of the agency must be well dressed and well behaved.
15. The selected agency will execute an agreement with the Collector & District magistrate, Nuapada for supply breakfast, lunch and evening snacks for seven days from 24.02.26 to 02.03.26 for "Subhadra Shakti Mela' 2026".
16. The Tender is subject to negotiation with the successful agency.

17. After completion of programme the supplier/agency should submit the invoice in duplicate along with a copy of work order within seven (07) days.
18. The agency will be black listed for any deviation of above terms and conditions, if found during contract period.
19. Agencies who qualify technically as per submission of valid relevant documents as asked to be submitted in Technical Bid- Tender Form (Cover A). their Financial Bid (Cover B) shall only be opened.
20. Quotation shall remain valid for 180 days after the last date as specified in the bid paper.
21. The Authority is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tender process.
22. The agency will have to submit an affidavit in stamp paper, in the technical bid that the agency/organization has not been black listed by any Government organization. The Authority may terminate the contract/cancel the order, if it is found that the agency is blacklisted on previous occasions by any of the Central/ State Government Department/ Institutions/ Local Bodies/ Municipality/ PSUs.
23. The agency shall deliver the meals/breakfast/tiffin at the venue and shall be fully responsible for supply of food in good condition and fit for human consumption at all times.
24. The agency shall not use any **single use plastic (SUP)** for the programme.
25. The agency shall be responsible for setting up of required Kitchens for preparation of food at their own cost.
26. The Catering agency shall always maintain hygiene at the Catering Compound at their own cost. The space has to be handed over to the District Administration after the event cleared from all waste and garbage.
27. The Officials appointed by District Administration will conduct inspection at the kitchen and any other aspect connected with the delivery of the services to ascertain the quality of services.
28. The supply of food would be as per the accepted offer, numbers given to the caterer and as per the advice given by the District Administration.
29. The service staff is to be instructed to be well dressed in uniforms and to be always very polite and obedient.
30. The service staff preparing, handling and serving food should be wearing face masks, hand gloves and head gears at all times.
31. The agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health check up before the initial deployment. The staff should not smoke, eating or chewing of Tobacco /gutkha etc spitting is strictly prohibited.
32. Alcoholic beverages shall be strictly prohibited.
33. The agency is required to provide with a complete staff report from check-in and Check-out. The agency shall take utmost responsibility in-terms of segregating the wet waste and solid waste.
34. The agency will be responsible for end-to-end housekeeping of both kitchen area as well as dining area.
35. In case of dispute regarding the services, quality or the quantity of the food items, snacks, tea etc the decision of the District Administration will be final and binding.
36. Any legal dispute arising out of this is subject to jurisdiction of Nuapada District only.
37. ***The authority reserves the right to accept /reject all the tenders or any part of it without assigning any reason thereof at any time prior to award of Work Order.***

38. The agency must have an average annual turnover of Rs.25.00 lakh or more during preceding two financial years i.e., 2023-24 & 2024-25.

39. **Tender processing Fee, EMD & PSD:**

- a) The agency shall deposit an amount of **Rs.1,000/- (Rupees One thousand only)** towards cost of Tender paper and processing fee (non-refundable) in shape of **Account payee demand draft** only drawn in favour of CDO-cum-Executive Officer, Zilla Parishad, Nuapada payable at Nuapada.
- b) An amount of **Rs.10,000/- (Rupees Ten thousand only)** towards **EMD** through Account payee Demand Draft/ TDR pledged to CDO-cum-EO, Zilla Parishad, Nuapada/ Bank Guarantee drawn in any commercial bank in favour of CDO-cum-EO, Zilla Parishad, Nuapada, must be submitted along with the Tender documents.
- c) The EMD will be returned to unsuccessful agencies without interest within 15 days.
- d) Besides EMD, the successful agency must submit Performance Security Deposit @ 03% of the contract value (at the times of signing the agreement) in shape of TDR or Bank Guarantee in favour of CDO-cum-EO, ZP, Nuapada payable at Nuapada and it should be valid beyond 60 days after the end of contractual obligations or warranty obligations.
- e) The EMD may be forfeited if
 - The agency does not respond for clarification of bid.
 - The agency fails to provide required information during the evaluation process.
 - The agency submits false information.
 - The successful agency fails to sign agreement in time or does not furnish Performance Security Deposit @03% of Contract value.
 - The agency materially alters his bid during the bid processing period.

40. **Documents to be submitted with the Technical Bid (with Annexure-I in COVER-A):-**

Sl. No.	Document type (To be self-attested and numbered)
1	Forwarding letter in the pad of the agency/agency with check list of following Documents
2	Tender processing fee as mentioned above
3	Earnest Money Deposit (EMD) as mentioned above.
4	Details name, address, telephone, no Fax, e-mail of the agency in the format Annexure-I
5	Copy of PAN & GST registration certificate.
6	Copy of latest GST return filed for last 03 months.
7	Copy of latest I.T. Rerun filed for two financial years 2023-24 & 2024-25
8	Copy Audit Report for last two financial years 2023-24 & 2024-25
9	Proof of experience of having completed similar works during 2023-24, 2024-25 & 2025-26
10	Declaration for not being blacklisted by any Govt. institution
11	Declaration that price quoted by them is not more than the open market price.
12	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.
13	Copy of Food License issued by competent authority

41. COVER-B (FINANCIAL BID)

- a. The Tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover "B" (price Bids) format at **Annexure-IV**.
 - b. **Cover - B (Financial Bid) will be opened only of the agencies who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.**
 - c. The Price Bid should be quoted inclusive of all expenses and inclusive of GST (mentioned separately) if any.
 - d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
 - e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.
42. All documents submitted by the Agency shall be self-attested, or else liable for rejection.

**SECTION IV
EVALUATION & SELECTION**

1. Evaluation & Selection Procedure:

Stage	Description	Remark
I	Verification of the documents (Annexure-I to Annexure-IV) submitted by the agency <i>(80 mark)</i>	Envelopes not carrying valid or required documents shall be liable for rejection.
II	Agencies submitting all the requisite documents to be qualified for Presentation and Physical demonstration <i>(Presentation carries 20 Mark)</i>	Power-Point Presentation of plan activity and virtual demonstration of items like sample food items with plates, cutlery, tissue paper, uniforms
III	<i>The technical marks obtained (in total from Stage I & II) will be converted to Technical score as illustrated in Annexure -V. The financial bid will be opened for the agencies securing 70 marks or more , i.e. (in total from Stage I & II).</i>	The L1 agency in the financial bid will be given 100 marks as financial score. (illustration as in annexure-A)
IV	The successful agency will be determined through QCBS method carrying weightage of 70:30 score of technical & financial respectively.	The QCBS method is illustrated in Annexure-V
V	The successful agency shall deposit 03% of contract value as Performance Security Deposit (PSD).	To be submitted at the time of signing the agreement

1.1 Stage -I: (Verification of Documents)

- The applicant shall make bidding along with requisite documents as mentioned at Annexure-I to Annexure-III.
- Envelopes not carrying valid or required documents shall be liable for rejection.
- The documents submitted by agency shall be scrutinized and given marks accordingly.

1.2 Stage-II: (Presentation)

- Agencies submitting all the requisite documents to be qualified for Power point Presentation of plan activity and virtual demonstration of items like, sample food items with plates , cutlery, tissue paper, water supply before District Level Selection Committee (DLTC).
- Presentation, i.e., (Power Point Presentation and Physical demonstration of items) carries 30 marks.
- Power point presentation will be presented as per specification given below;

Sl. No.	Contents of presentation	Brief details
1	Serving Plan	Display of plan for smooth management of event
2	Food Court Design	Display food court design and decoration in four angles
3	Plan for deployment of Man Power at Food Court per counter	Display of Plan for smooth management of event along with their distinct Uniforms
4	Plan for disposal of used dishes, etc. from the food court and deployment of Man power for it.	Display of plan for smooth management of disposal process from the food court.
5	Glimpse of Previous Experience/ Achievement of the agency.	Display recent video clip and photos on similar type of events.
6	List of Technical & Non-Technical Persons to be deployed.	Name, Photo, Qualification, Contact details, Payroll etc.
7	Virtual Demonstration <ul style="list-style-type: none">• Display of proposed food items• Display of Plates and cutlery• Display of Tissue Paper & hand wash• Display of Drinking Water supply	The Agencies shall bring and present before DLTC. It should be noted that Quality of any items shall not be compromised.

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Expression of Interest document and will be evaluated by the Technical parameters set out at **Section IV-40**.
- b. The successful agencies will be selected on the basis of CQCBS method (Composite Quality Cost Based System).
- c. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the Expression of Interest inviting authority reserves right to procure the same from the L2/ L3 supplier at L1 rate, if they agree to supply at L1 approved rate or negotiated rate.

1.3 Stage-III: (Opening of Financial Bid)

- Agencies securing 70 or more marks in total from Stage I & II shall be allowed for opening of financial bid.
- The agencies who shall get below 70 marks from stage-I and stage-II to be Rejected
- The Technical Evaluation Criteria is given below

Criteria	Qualification	Full Mark
Submission of Documents		40
Turnover (during two financial years i.e., 2023-24 & 2024-25)	<ul style="list-style-type: none">• More than Rs.10 Lakh and less than Rs.20 lakh• More than Rs.20 lakh and less than Rs.35 lakh• Equals to Rs.35 lakh and above	10 15 20
Experience of working (during three financial years i.e., 2023-24, 2024-25 & 2025-26)	<ul style="list-style-type: none">• At least Two assignments of order value more than 03 lakh and less than 05 lakh each• At least Two assignments of order value more than Rs.05 lakhs and less than Rs.08 lakh each• At least Two assignments of order value equals to Rs.08 lakh and above each	10 15 20
Presentation (Power Point Presentation + Virtual Demonstration)		20
TOTAL		100

1.4 Stage-IV: (Evaluation Criteria and Method of selection in QCBS)

- a. The selection of the Agency shall be made through **Quality Cum Cost Based System (QCBS)**. The bidder securing highest marks in Combined Technical & Financial Weightage Score, will be declared as H-1 and awarded the contract.
- b. In case two bidders are emerged as H-1, transparent lottery system will be adopted for finalization of bidder to award the contract.
- c. The weightage for technical criteria will be 70% while financial criteria will be 30%. Agency who quotes lowest in the financial bid shall be given 100 marks. The technical score shall be considered for those who obtain minimum 70 marks in total in Stage – I & II . The financial quote of other agencies shall be computed as follows :

$(L1 \text{ divided by } Lx) \text{ multiply by } 100$ where in x is the bid quoted by L2, L3, L4.

The detail evaluation of QCBS is given in **Annexure - V**

d. *Composite Scores of Agencies.*

Agency's Score	Weightage	Weightage Score
(A) Technical Score	70%	TS x 70/100= (A)
(B) Financial Score	30%	FS x 30/100 = (B)
Composite Weightage Score of the Agency = (A) + (B)		

1.5 Stage-V: (Responsibility of Successful Agency)

- The successful agency shall have to deposit Performance Security Deposit (PSD) @03% of Contract value.
- The time limit for deposit of PSD shall be at the time of signing of agreement.

2. **Payment Terms and Schedule for Successful agency.**

100% Payment will be done as per actual after due verification and report submitted by the District Level Committee assigned by the DLTC 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.

3. **Conflict of Interest:**

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

4. **Condition under which Tender is issued:**

- ❖ The Tender is not an offer and is issued with no commitment.
- ❖ DLTC reserves the right to withdraw the Tender and / or vary any part thereof at any stage.
- ❖ DLTC further reserves the right to disqualify any agency, should it be so necessary at any stage
- ❖ *DLTC reserves the right to engage more than one agency for proper execution of the event .*

Annexure-I**TECHNICAL BID (please see Section IV-40)**(To be filled in & returned with all the documents **DULY SELF-ATTESTED**)

Sl. No.	Documents to be submitted
1.	Forwarding Letter in the pad of the agency with all the relevant documents.
2.	Details of name of the agency and address (Registered office and Operating Branch) Office: - Residence: - Mobile: - e-Mail I.D.: -
3.	Details of Tender Processing Fee
4.	Details of amount of Earnest Money Deposit
5.	GST Registration Number (Enclose Photo copy of GST certificate)
6.	Income Tax Account No. (Enclose Photo copy of PAN)
7.	Copy of Latest GST payment receipt.
8.	Copy of latest IT return
9.	Declaration for not being black listed
10.	Certified Audited Turnover during F.Y. 2023-24 & 2024-25
11.	Proof of experience of having completed such works in during 03 years
12.	Declaration for price quoted not more than open Market Price
13.	Food License from competent authority - self-attested copy to be submitted
14.	BANK details: Bank name, Account No. IFSC code (Copy of pass book/ Cancelled Cheque)

DECLARATION

- I..... Son/ Daughter/ Wife of Shri..... Proprietor/ Partner/ Director/ authorized signatory of the agency mentioned above state that I am competent to sign this declaration and execute this Expression of Interest documents.
- I have carefully read and understood all the terms and conditions of the Expression of Interest and undertake to abide by them.
- The information/ documents furnished along with the above application are true & authentic to the best of my knowledge and belief. I/ We do hereby undertake that furnishing of any false information/ fabricated document would lead to rejection of my Expression of Interest at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place

Date

Signature of Authorized person

Full Name:

Seal

Annexure-II

DECLARATION FOR NOT BEING BLACKLISTED

(in Judicial Stamp paper before the Notary)

I/We.....(Name & Designation) having My/our agency at..... do hereby declare that I/We have carefully read all the terms & conditions of Tender of the Collector & District Magistrate, Nuapada, Odisha, for Supply of Food & Refreshment to Subhadra Shakti Mela' 2026, Nuapada to be held from 24.02.26 to 02.03.26. I will abide with all the terms & conditions set for in the Tender paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization for supply on Non-Standard Quality (NSQ) items/ part-supply/non-supply.

That, I am not a defaulter in supply of any items to Collector & District Magistrate, Nuapada, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive agency in past three years.

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the Expression of Interest documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid documents.

I/We agree that the Expression of Interest inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the Expression of Interest terms & conditions.

Signature of the agency:

Date :

Name & Address of the Agency:

Affidavit before Executive Magistrate/Notary Public:

Annexure-III

DECLARATION FOR LOWER THAN MARKET PRICE

We, M/s-----who is a registered caterer, is hereby declare that price quoted by us is not more than the open market price or rates fixed by Govt. of Odisha, where such rate exists.

Signature of Partner/ Proprietor/ Authorized person
with seal

Name of the Agency:

COVER-B

Annexure-IV
FINANCIAL BID

BILL OF QUANTITIES (BOQ) -> (Rates to be quoted inclusive of all Taxes)

Part-I

Sl. No.	Description	Items	Appx. Quantity	Cost per unit	Total Amount (in Rs.) including GST
1	Break Fast (Single Package)	(Daily Compulsory) White Peas Curry (Ghuguni)- 150Gm, Banana- 1 Pc Every Alternate Day as decided by Food Management Committee Suji Upma Or Poha Or Bada (Black Gram)-2 Pc, Samosa- 2 Pc Or Idli- 4 Pc			
2	Lunch (Single Package)	Daily Compulsory) Rice- 200 Gm, 1 Ladle Dal- 150 Gm, Season Mix Veg- 150Gm, Tomato Khatta- 100 Gm, Salad- 100 Gm, Chips/Papad- 50 Gm/1 Pc Every Alternate Day as decided by Food Management Committee Chicken- 200 Gm Or Fish- 200 Gm Option for Paneer/ Mushroom for Vegetarian- 200Gm			
3	Packaged Evening Snacks (Single Package)	Tea- 1 Small Cup, Bada (Black Gram)- 1 Pc (40 Gm), Samosa- 1 Pc (50 Gm). Potato Chap- 1 Pc (40 Gm), Sweet- 1Pc			
4	Supply of VIP Tea & Snacks (Single Package)	Tea/Coffee- 1 Cup, Biscuit- 2 Pc. Dates- 2 Pc, Namkeen Snacks- 50 Gm, Cake- 1 Pc Or Fruit Salad			
5	Drinking Water	Provision of adequate safe drinking water			

Total quotation price (including all taxes and other charges is Rs.....
(Rupees) in words.

We agree to

N.B:- (a) in case of discrepancy between unit price and total price, the lowest price among them shall be prevailing.

(b) We agree to other terms and conditions of the Short Tender Call Notice and we will provide the materials as per the standard specified, in the document.

Place:

Date:

Full signature of the Agency
with date and seal

Annexure-V

QUALITY COST BASED SYSTEM (OCBS)

Illustration with dummy values

STAGE 1: TECHNICAL BIDS EVALUATION

Agency details	Technical Mark Obtained
Agency1	92
Agency2	85
Agency3	55
Agency4	75

STAGE 2: Conversion of Technical Marks to Technical Score :
Technical Score is same as Technical Marks .

Agency details	Technical Marks	Technical Scores
Agency1	92	92
Agency2	85	85
Agency3	*Rejected	* Rejected
Agency4	75	75

**Since the Eligible Technical marks should be 70 or more , Agency 3 is Rejected.*

STAGE 3: FINANCIAL BID EVALUATION

Agency details	Financial Bid Amount
Agency1	1,30,000
Agency2	1,20,000
Agency4	1,00,000

Stage 4: Conversion of financial bid amount to score

Agency Details	Financial Bid Amount	Financial Score (LFB/F*100)
Agency1	1,30,000	$100000/130000*100=76.92$
Agency2	1,20,000	$100000/120000*100=83.33$
Agency4	1,00,000	100

* Agency having LFB is treated as L1 and to be awarded financial score as 100. The rest will be calculated as $LFB/F * 100$.

Where $LFB =$ Lowest Financial Bid, $F =$ Quoted Amount

Consolidated Technical & Financial Score

Agency Details	Technical Score	Financial Score
Agency 1	92	76.92
Agency 2	85	83.33
Agency 4	75	100

**Stage 5: Combined Technical and Financial Score (CTFS)
With Weightage 70:30**

Agency Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Agency
Agency 1	$92*(70/100) + 76.92*(30/100)$	87.48	L1
Agency 2	$85*(70/100) + 83.33*(30/100)$	84.50	L2
Agency 4	$75*(70/100) + 100*(30/100)$	82.5	L3