



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

(OLL&C Section)

No. 410 /OLL&C Date 02/03 /2026

**Tender for "CATERING SERVICES WITH FOOD ARRANGEMENT
DURING MARAGUDA LOKMAHOTSHAV - 2026".**

**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	:05.03.2026
Last Date & Time of Receipt of Bid Document	:17.03.2026, 03.00 PM
Date & Time of Opening of Technical Cover	:17.03.2026, 04.00 PM
Date & Time of Opening of Financial Cover	:17.03.2026, 05.00 PM
Place for Opening of Documents, Pre-Bid Conference And	Office Chamber of the ADM (Gen.), Nuapada
Address for Communication For Receipt of Bid Document :	District Culture Office, Nuapada – 766105

**Addl. District Magistrate
Nuapada**

SECTION II

Tender Call Notice

Sealed tender is invited from intending reputed & registered Vendor(s)/ Catering Agency/ Hotel/ SHG Federation/ Group of Persons having up-to-date GST clearance certificate for providing catering services with food arrangement during the Maraguda Lokmahotsav - 2026 from 01st April 2026 to 05th April 2026. The evaluation forms & format of tender completed in all respect should reach the undersigned on or **before 17.03.2026 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 **17.03.2026 at 04.00 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.	Scope of work	Remarks
1	Organizing food counters (Veg and Non-Veg)	Minimum 04 food counters (with proper display of food items through banners/placards) to cater about 860 (Daily Basis) Guests and participants for lunch in between 1.00 PM to 3.00 PM & dinner in between 8.30 PM to 10.30 PM. at Circuit House and National College Ground.
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 time both at Circuit House and National college Ground. 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	<u>'Sample Menu'</u> for Circuit House i) Breakfast	Tea/Coffee Any two Hot Veg snacks from below mentioned options (Cutlet/ Samosa/ Vada/ Idly/Dosa/Upma/Poha) with Ghughuni or other equivalent Curry 01 Sweet 01 piece Banana


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	ii) Lunch	Boiled Rice Dal Salad/Dahi Salad, Chips/Papad, Tamato Khata. 01 Hot dish (Mix Veg)- Season Mix veg curry 01 Hot dish(Veg)-Mushroom/ Paneer 01 Hot dish(Non-veg)-Gravy(Chicken/Fish)
	iii) Dinner <i>*The bidder may suggest own variety of Menu similar to 'Sample Menu'</i>	Boiled Rice, Tawa Roti Dal 01 Hot dish(Veg)-Mushroom/ Paneer Salad, Chips/Papad, Tamato Khata. 01 Hot dish (Mix Veg)- Season Mix veg curry 01 Hot dish(Non-veg)-Gravy(Chicken/Fish)
6	'Sample Menu' for National College Ground i) VIP Snacks ii) Dinner <i>*The bidder may suggest own variety of Menu similar to 'Sample Menu'</i>	Tea/Coffee one Cup, High fibre biscuit, Kaju fry, Kismis, Dates, other dry fruits/ fruit Salad and drinking water. Boiled Rice Dal Khatta 01 Vegetable chips and Papad 01 Hot dish(Veg)-Mushroom/ Paneer 01 Hot dish(Non-veg)-Gravy(Chicken/Fish)
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 College ground may change according to decision of the Competent Committee.

2. Total Food Requirement at Maraguda Lokmahotshav:

Sl. no.	Name of the Requirement	Approximate quantity to be supplied	Place of Delivery
1	Food for VIPs	a. Daily breakfast (for 80 persons per day) for 05 days b. Daily lunch (for 80 persons per day) for 05 days c. Daily dinner (for 80 persons per day) for 05 days d. Tea/ Coffee/ Water for 05 days	Circuit House (from 01.04.2026 to 05.04.2026)
2	Food for Performers/ Officials on duty/ Others	a. VIP snacks (for 200 persons) for 05 days b. Dinner (for 700 persons per day) for 05 days c. Tea/ Coffee/ Water (for 700 persons per day) 05 days	National College ground (from 01.04.2026 to 05.04.2026)

N.B. : The requirement of no. of breakfast, lunch, dinner, VIP snacks and evening snacks to be provided at Circuit House and National College ground may change according to decision of the Competent Committee.


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3. 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, II, III (Technical Bid) & Annexure-IV (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. 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 **Catering Services With Food Arrangement During Maraguda Lokmahotsav-2026** to be held from **01.04.2026 to 05.04.2026** at the National College ground, Nuapada.
- The bids completed in every respect should reach the District Culture Office, Nuapada, at- Collectorate, Nuapada latest **by 17.03.2026, 03.00 PM** through Speed Post/ Regd. Post/ Courier/ By Hand to be dropped in the Tender box 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 Final Bid should be put into a third Cover, which should be super-scribed as **Tender for "CATERING SERVICES WITH FOOD ARRANGEMENT DURING MARAGUDA LOKMAHOTSHAV - 2026"** and should be addressed to:

Additional District Magistrate (Gen.), Nuapada
Office of the Collector & District Magistrate,
Collectorate, Nuapada Campus
At/Po/ Dist- Nuapada
Pin- 766105

- The Sealed Tender "Cover A" (Technical Bid) submitted by the agencies will be opened at the Office Chamber of the ADM (Gen.), Nuapada on **17.03.2026, 4.00 PM.**
- The agencies or their duly authorized representatives may remain present during the opening of the Tender. However absence of a agency or his representative will not debar his participation in the bidding process.
- The interested agencies can download the entire Tender 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.2,000 /- (Rupees Two Thousand only) and EMD of Rs.10,000/- (Rupees Ten Thousand Only) drawn in favour of the **Additional District Magistrate (Gen.), Nuapada**, payable at State Bank of India, Main Branch, Nuapada, in absence of which the bid will be termed as non-responsive and cancelled accordingly.


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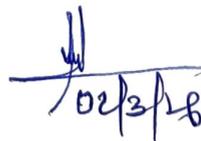
- Since timely execution of work is the essence of the contract, request for time extension for supply of food shall not be entertained.
- The undersigned reserves the right to reject any or all the Expression of Interests without assigning any reason thereof.

5. GENERAL TERMS AND CONDITIONS

- The agency should be registered under GOODS & SERVICE TAX ACT.
- The agency should have adequate man power to supply the food in time.
- 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.
- 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.
- 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 two financial years (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.
- 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.
- The agency shall submit only one Tender at a time. **Conditional Tender will be rejected.**
- The price quoted should be in Indian rupees inclusive of all taxes and any other cost.
- All duties, taxes and other levies payable by the agencies under the contract shall be included in the total price.
- The rate quoted by the agency shall be fixed and shall not be subject to adjustment on any account.
- The agency shall supply the hygienic food and the utensils used shall be clean and sterile.
- 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.
- After completion of program the agency has to maintain the cleanliness of the area.
- The staffs of the agency must be well dressed and well behaved.
- The selected agency will execute an agreement with the Additional District Magistrate (Gen.), Nuapada for supply breakfast, lunch and evening snacks for five days from 01.04.2026 to 05.04.2026 for "Maraguda Lokmahotsav- 2026".
- The Tender is subject to negotiation with the successful agency.
- After completion of programme the supplier/agency should submit the invoice in duplicate along with a copy of work order within seven (07) days.
- The agency will be black listed for any deviation of above terms and conditions, if found during contract period.
- 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.
- Quotation shall remain valid for 180 days after the last date as specified in the bid paper.
- 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.


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- 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.
- 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.
- The agency shall not use any **single use plastic (SUP)** for the programme.
- The agency shall be responsible for setting up of required Kitchens for preparation of food at their own cost.
- 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.
- 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.
- 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.
- The service staff is to be instructed to be well dressed in uniforms and to be always very polite and obedient.
- The service staff preparing, handling and serving food should be wearing face masks, hand gloves and head gears at all times.
- The agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health checkup before the initial deployment. The staff should not smoke, eating or chewing of Tabacco /gutkha etc spitting is strictly prohibited.
- Alcoholic beverages shall be strictly prohibited.
- 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.
- The agency will be responsible for end-to-end housekeeping of both kitchen area as well as dining area.
- 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.
- Any legal dispute arising out of this is subject to jurisdiction of Nuapada District only.
- ***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.***
- The agency must have an **average annual turnover of Rs.20.00 lakh** (only from govt./PSU/Semi Govt. organizations) or more during preceding two financial years. (Copy to be submitted in Technical bid documents)
- The agency must have successfully completed at least two similar nature of works, **each with a minimum value of Rs.8.00 lakhs** (only from govt./PSU/Semi Govt. organizations) or above, during the last two financial years.



➤ **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 last two years
8	Copy of Certified Audit Report for last two financial years i.e 2023-24 & 2024-25.
9	Proof of average annual turnover for last 2 financial year i.e 2023-24 & 2024-25.
10	Proof of experience of having completed similar works.
11	Declaration for not being blacklisted by any Govt. institution
12	Declaration that price quoted by them is not more than the open market price.
13	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.
14	Copy of Food License issued by competent authority

6 Earnest Money Deposit:

The bidder shall furnish Earnest Money Deposit (EMD) of Rs. 10,000/- Rupees (Ten 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.

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 05.03.2026 to 17.03.2026 till 03.00 PM during office hour in working days only on payment of Rs.2,000/-(Rupees Two Thousand) only in shape of Bank Draft only drawn in any nationalized bank in favour of the Additional District Magistrate (General), Nuapada payable at State Bank of India, Main Branch Nuapada towards cost of Tender Processing cost. 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.



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 successful completion of the Maraguda Lokmahotsav-2026 and 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.

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-2026**" for the address to the Additional District Magistrate (General), Nuapada, At/Po/Dist-Nuapada, Pin-766105 latest by **03.00 PM on 17.03.2026** by SPEED Post/ Courier/ By Hand to be dropped in the Tender Box. The quotations will be open on the same day i.e., **17.03.2026 at 04.00 PM** in presence of the bidder/ authorized person.

14. **Payment Terms and Schedule for Successful bidder.**

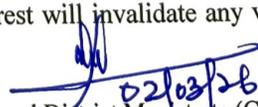
100% Payment will be done as per actual after due verification by Competent Committee with regards to data submitted in BoQ (Bill of Quotation).

Schedule of payment :

Payment will be cleared within 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.


Additional District Magistrate (General)
Nuapada

Cover-A

Annexure-I

Annexure-I

TECHNICAL BID (please see Section IV-47)

(To be filled in & returned with all the documents **DULY SELF-ATTESTED**)

Sl. No.	Document type 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 i.e F. Y. 2023-24 & 2024-25.
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 (not less than Rs. 8.00 lakhs) in last 2 financial 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

1. 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.
2. I have carefully read and understood all the terms and conditions of the Expression of Interest and undertake to abide by them.
3. 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

Signature of Authorized person

Date

Full Name:

Seal



Annexure-II

DECLARATION FOR NOT BEING BLACKLISTED
(in 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 Additional District Magistrate (Gen.), Nuapada, Odisha, for **Tender for Catering Services & Food arrangement during Maraguda Lokmahotshav 2026**. 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:

A handwritten signature in blue ink, consisting of a stylized vertical stroke on the left and a horizontal line with a flourish on the right.

Cover-B

Annexure-IV

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			
		2. Lunch			
		3. Dinner (Specifications as per Tender document)			
2	National College ground	1. VIP snacks			
		2. Dinner			
		3. Water/Tea/Coffee (Specifications as per Tender document)			
Total Price					

(Rupees) only

(NB.- The Total Quoted Amount with GST and all other charges shall not exceed Rs. 8,00,000/- (Rupees Eight Lakhs 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.

Signature of the Bidder

Name of the firm/Agencies

Address _____

Date _____

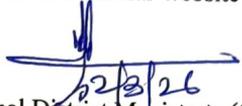
Place _____

Seal _____



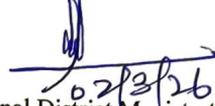
Memo No. 411 // Dated 02.03.2026

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


Additional District Magistrate (General)
Nuapada

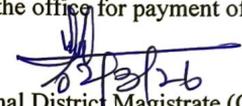
Memo No. 412 // Dated 02.03.2026

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

Memo No. 413 // Dated 02.03.2026

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.


Additional District Magistrate (General)
Nuapada