

110



ZILLA PARISHAD, SAMBALPUR

DRDA Building, Katcheri Road, Sambalpur (Ph: 0663-2410992,
2410158, e-mail: ori-dsambalpur@nic.in)

Tender Call Notice

No 3699 ZP/SD/XII/Tender/22/2025/dt. 14/10/2025

Tender for Catering (Breakfast, Lunch, Dinner) for Training Programmes at DPRC Sambalpur

Sealed Tenders are invited from SHG Group/Mission Shakti Café/Hotels/Restaurants/Catering Service Providers/ Event Management Firm in the prescribed proforma for supply of Food (Breakfast, Lunch and Dinner) to participants and inmates of DPRC during Training Programmes conducted by Zilla Parishad as per annual training calendar approved by the State Institute for Rural Development & Panchayati Raj (SIRD & PR) under Panchayati Raj and Drinking Water Department, Government of Odisha, Bhubaneswar for the financial year 2025-26 and 2026-27.

Intending bidders may download the Bid document from the district web site i.e www.sambalpur.nic.in. The sealed tenders should reach the Office of the “Chief Development Officer-cum-EO, ZP, Sambalpur on or before 04.11.2025 up to 05.30 PM by Regd. post/ Speed post/ Courier only and the same will be opened on 06.11.2025 at 11.00 AM in the Conference Hall of Zilla Parishad, Sambalpur”.

The Bidders or their Authorized Representatives may remain present at the time of opening of the sealed tender as per the above schedule. The Authorised Representatives should bear the Authorisation Certificate in order to remain present in the Bidding Process.

Eligibility Criteria

1. The bidders must be a SHG Group/Mission Shakati Caferia/ Hotel/Restaurant/ Catering Service Provider/ Event Management Firm of repute in the District.
2. The bidder must have catering management experience of 500 plus people at a venue.
3. The firm should have 10 plus man power for supply of food at the designated venue with crockery/cutlery.
4. The bidders should have minimum 05 years of experience in Hotel/Restaurant/ Banquet Business with experience of outdoor Catering Service
5. GST Registration Certificate
6. Valid PAN/EPF & ESI registration
7. Food Licence from Competent Authority
8. The bidder should have valid FSSAI Licence.

9. The bidder should submit Tender paper cost of **Rs.1,000/- (One Thousand) Only** in shape of BC/DD in favour of **CDO-cum-EO, Zilla Parishad, Sambalpur** and payable at Sambalpur.
10. The bidder should submit EMD of **Rs.5,000/- (Five thousand) Only** in shape of FD/TD/NSC/KVP duly pledged in favour of **CDO-cum-EO Zilla Parishad, Sambalpur**. The EMD of the unsuccessful bidders shall be returned on written request. Bidders claiming exemption of EMD should submit required certificate/ notification of Govt.
11. SHG Group/Mission Shakati Cafeteria are exempted from submission of GST/PAN/EPF/ESI/Food Licence/FSSAI Licence/ Experience Certificate.

General Instruction for submission of Tender: The tender will be in two parts i.e. **Technical Bid (Cover-A) and Financial Bid (Cover-B)**. The bidders should submit their technical and financial bid separately in two separate envelopes and those two envelopes be inserted in a third envelope superscripted with **“Tender for Catering Service for Training Programmes at DPRC Sambalpur”**. The Technical & Financial Bid should be clearly specified as Technical Bid & Financial Bid on the top of the relevant envelopes. The EMD & Cost of Tender paper should be inserted in the envelope containing Technical Bid along with the relevant documents as specified in the eligibility criteria. The Bid should be addressed to:

“The Chief Development Officer-cum-EO, Zilla Parishad, Sambalpur -. Katcheri Road Sambalpur Pin- 768001, Odisha”

The last date & time of submission of tender is as mentioned in the Advertisement and the tender shall be opened as per schedule in presence of the bidders or their authorized representative who may wish to be present at the time of opening of Tender.

Terms & Conditions

1. The amount quoted in the Financial Bid should be inclusive of GST, Transportation & Catering Service at the place of the event.
2. No cutting or overwriting in Financial Bid. The tenders with cutting & overwriting in Financial Bid will be rejected.
3. The agency is required to supply food as per requirement & the payment shall be made after completion of the relevant programme. No advance shall be paid.
4. The rate should be quoted in the prescribed proforma of Financial Bid attached with this tender document in Annexure-B
5. **The Technical Bid of the Tenderer qualifying the Eligibility Criteria will be opened.**
6. **The Financial Bids of the bidders fulfilling all the criteria of Technical Bid shall be opened for comparison.**

7. After completion of the programme the supplier/agency should submit the bill in triplicate along with a copy of supply order within 7 days for release of payment. No price escalation shall be entertained.
8. If any information or documents furnished by the bidder is found to be incorrect/ misleading or ambiguous the bid shall be rejected.
9. All pages of the bids are to be signed & stamped by the tenderer
10. The tenders received beyond the scheduled date & time will not be entertained/ considered at any cost.
11. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the CDO-Cum-EO, Zilla Parishad, Sambalpur in presence of the tenderers or their authorized representative.
12. The bid shall bear Seal and signature of the proprietor/authorised representative in each page as a token of acceptance of terms & conditions. Incomplete Bid or incommensurate to the Terms and Conditions shall be rejected.
13. If the Food quality is found not up to the mark the EMD of the Bidder shall be forfeited and proportionate deduction from the payment shall be made. The decision of the CDO-cum-EO, Zilla Parishad, Sambalpur in this regard shall be final & binding.
14. Preference shall be given to SHG Groups/ Mission Shakti Cafe situated in Sambalpur.
15. The CDO-Cum-EO, Zilla Parishad, Sambalpur is not bound to accept the lowest rates and reserves the right to accept in full or part or reject any or all the tenders without assigning any reason thereof

PERSONAL HYGIENE:

1. The Agency shall ensure that staff deployed in catering services are free from any infection or communicable diseases. The staff should trim their nails, wear caps & gloves at the work place. Smoking, eating or chewing tobacco / zarda / gutkha etc., spitting is strictly prohibited.
2. The personnel serving at the venue must be well behaved to the participants during supply of food.
3. Proper hygiene should be maintained at the venue
4. The eatables served by the Agency to the participants shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served
5. Vegetarian & Non-vegetarian dishes shall be prepared & served separately.
6. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene & safety. The items used for catering shall be stored properly & the ingredients used shall be before the expiry date.
7. The quality of food as certified by the food committee shall have precedence over the lowest rate quoted.


 CDO-cum-EO
 Zilla Parishad Sambalpur

Letter No 3700

ZP/Training/XII/22 /Tender/dt. 14/10/2025

Copy alongwith the softcopy in PDF forwarded to the District e-Governance Manager (DeGM), NIC, Sambalpur for web hoisting of the Tender Document in District Website.



CDO-cum-EO

Zilla Parishad Sambalpur

Letter No 3701

ZP/Training/XII/22 /Tender/dt 14/10/2025

Copy to Notice Board, Zilla Parishad for wide circulation.



CDO-cum-EO

Zilla Parishad Sambalpur

Letter No 3702

ZP/Training/XII/22 /Tender/dt. 14/10/2025

Copy forwarded to ADM Sambalpur/ All BDOs/ All Tahasildars/ Municipal Corporation Sambalpur for information with a request for display of the Tender Call Notice in the Notice Board for wide circulation.



CDO-cum-EO

Zilla Parishad Sambalpur

Annexure-A

Technical Bid for Catering Service (Breakfast, Lunch, Dinner) for Training Programme at DPRC Sambalpur

(The documents are to be arranged serially as per the order mentioned below with Page No)

| Sl No. | Particulars | Documents to be attached | Page No. |
|--------|--|---|----------|
| 1 | Name of the Firm/Proprietor/ Partner/ Director (in Capital Letters) | Photocopy of Registration Certificate of the establishment to be furnished | |
| 2 | Address of the Firm (Registered Office and Branch) | Office: Residence: Mobile No. e-Mail Id: Alternate e-Mail Id: | |
| 3 | Name & Contact details of authorized signatory (in block letters) | Name Mobile No. e-Mail Id: Alternate e-Mail Id | |
| 4 | Contact number of authorized signatory | Mobile No. e-Mail Id: Alternate e-Mail Id | |
| 5 | Bank Pass book/ Statement/Cancelled Cheque | (Photo copy of passbook/ Bank Statement/ Original Cancelled Cheque to be attached) | |
| 6 | Food License | (Photo copy to be attached) | |
| 7 | ISO/FSSAI License | (Photo copy to be attached) | |
| 8 | Organization PAN/EPF/ESI. | (Photocopy to be attached) | |
| 9 | GST Registration Certificate | (Photo copy to be attached) | |
| 10 | EMD Rs.5,000/- (Five thousand) Only in shape of FD/NSC/KVP | Furnished (Yes/No) (FD/TD should be pledged in favour of the CDO-cum-EO Zilla Parishad, Sambalpur) | |
| 11 | Tender Paper fees of Rs.1,000/- (One Thousand) Only in shape of BC/DD. | Furnished (Yes/No) | |
| 12 | GST Return for last 3 months | Copy of GST Return | |
| 13 | Whether alldocuments submitted Sealed & signed by the authorized signatory of the firm | Furnished (Yes/No) | |
| 14 | Non-Blacklisted Certificate | Furnished (Yes/No) | |
| 15 | Experience Certificate of conducting outdoor catering Services for 500 plus people | Furnished (Yes/No) | |
| 16 | Undertaking for arranging 10 plus manpower at the venue with crockery/cutlery | Furnished (Yes/No) | |

DECLARATION

1. I.....Son/Daughter/Wife of Shri.....
Proprietor/ Partner /Director /authorized signatory of the Hotel/ Catering Service/ Event Management Firm mentioned above is incompetent to sign this declaration and execute the work.
2. I have carefully read and understood all the terms and conditions of the tender 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/our tender at any stage besides accruing of liabilities as per appropriate law.

Place:

Date:

Signature of Authorized Person

Full Name:

Seal:

Annexure - B**Financial Bid for Catering Service (Breakfast, Lunch, Dinner) for Training Programme at DPRC Sambalpur**

| Sl.No | Name of the Item | Price (in Rs.) (Inclusive of all taxes, Transportation & Charges) per person |
|------------------|---|---|
| BREAKFAST | | |
| 1 | Idly/ Vada/ Uthapam/ Uppama/ Puri along with Curry/ Sumer and Chatney | Rs. _____ |
| 2 | Boiled Egg/ Banana | (Rupees in word _____ _____) |
| 3 | Tea/ Coffee | |
| 4 | Sealed purified water bottle-500ml (Aquafina/ Bisleri/ Kinley) | |
| LUNCH | | |
| 1 | Boiled Rice/ Tawa Roti | Rs. _____ |
| 2 | Dal | (Rupees in word _____ _____) |
| 3 | 01 Hot dish (Veg)- Gravy (Mixed Veg)/ Greens | |
| 4 | 01 Hot dish (Non-Veg)- Gravy (Chicken/ Fish/ Mutton) as per Daily Menu | |
| 5 | 01 Sweet Item | |
| 6 | Sealed purified water bottle-500ml (Aquafina/ Bisleri/ Kinley) | |
| DINNER | | |
| 1 | Boiled Rice/ Tawa Roti | Rs. _____ |
| 2 | Dal, Veg Curry, Veg Fry, Sweet Item | (Rupees in word _____ _____) |
| 3 | Sealed purified water bottle-500ml (Aquafina/ Bisleri/ Kinley) | |
| | Total | Rs. (Rupees.....) |

Place:

Date:

Signature

(Authorized Signatory with Seal)