



ZILLA PARISHAD .SAMBALPUR (MISSION SHAKTI)

ଶକ୍ତି
ମିଶନ

Letter No. 418 /MS

Date. 22.01.2026

Short Tender Call Notice

Mission Shakti Department Sambalpur Organizing Subhadra Shakti Mela 2026 from 11th February 2026 to 17th February 2026 at PHED Ground Ainthapalli Sambalpur. During the Period, Department Agriculture & Farmers Empowerment Sambalpur organizing " Jilla Stariya Krushi Jantrapati Mela & Krushi Mahostav 2026 " from 11th to 13th February at the Same Venue jointly with Subhadra Shakti Mela. Similarly F & ARD Department Sambalpur also organizing " Prani & Mastya Sampad Mela 2026 from 14th to 15th February 2026 jointly with Subhadra Shakti Mela . It has decided to provide Breakfast , Lunch , Dinner to the Farmers , Beneficiaries , Subhadra Shakti Stall participants, guests participating in the Mela . Payments will be made by each Departments separately to the selected vender as per the requirement/order from each department after the event through generation of bills. Hence Short Quotation call notice published for selection of interested eligible GST registered vendors / Agencies for supply of Tiffin Pakets, Breakfast, Lunch, Dinner & Water Bottle to the participants in the Subhadra Shakti Mela 2026 from 11th to 17th February 2026 , Jilla Stariya Krushi Jantrapati Mela & Krushi Mahostav " from 11th to 13th February 2026 of Agriculture & Farmers Empowerment Department & Prani & Mastya Sampad Mela 2026 of F & ARD Department Sambalpur .

SI No	Items	Minimum quantity	Rate per person inclusive of all taxes
1	Breakfast	1000 persons from 11 th to 15 th February 2026 & 400 persons on 16 th & 17 th February 2026 .	
2	Tiffin Packets	100 packets from 11 th to 17 th at the Evening	
3	Water Bottle	1500 bottles of 250 ml from march & 11 th Feb to 17 th Feb	
4	Lunch (Veg) (Rice , Dal , Mix veg , Khata, Plain Bhaja, Salad & papad)	1000 persons from 11 th to 15 th February 2026 & 400 persons on 16 th & 17 th February 2026	
5	Lunch (Non Veg) (Rice , Dal , Mix veg, Chicken / Fish , Khata, Plain Bhaja, Salad & papad)	1000 persons from 11 th to 15 th February 2026 & 400 persons on 16 th & 17 th February 2026	

6	Dinner (Veg) (Rice / Roti , Dal , Mix veg , Khata, Plain Bhaja)	500 persons from 11 th to 15 th February 2026 & 400 persons on 16 th & 17 th February 2026	
7	Dinner (Non-Veg) (Rice / Roti , Dal , Mix veg / Chicken , Khata, Plain Bhaja)	500 persons from 11 th to 15 th February 2026 & 400 persons on 16 th & 17 th February 2026	
	Total		

Interested parties are requested to submit the tender documents in the prescribed format along with the documents listed below to the undersigned on or before 03.02.2025 by 3 pm. The selected Party shall be tested for food safety by the designated Food & Safety officer assigned by the Medical officer.

The quotations will be opened on the same date at 5pm. The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Documents to be submitted along with the Tender Document

1. GST Regn Certificate
2. Food License/ FSSAI
3. Audited Financial Statement for 2022-23, 2023-24 & 2024-25
4. IT Return for 2022-23, 2023-24, 2024-25
5. Bank A/c/ Cancelled Cheque
6. EMD Rs 10000/- as DD (Refundable)
7. Bid fee Rs1000/- (Non Refundable)



CDO cum EO Zilla Parishad
Sambalpur

Tender schedule and important information to the bidders

Sl. No.	Particular	Details
1	Name of the work	Selection of Agency for Food/ Catering services for Subhadra Shakti Mela- 2026, along with Jilla Stariya Krushi Jantrapati Mela, Krushi Mahostav of Agril. Dept. and Prani & Matsya sampada Mela, 2026 of F&ARD Dept. at Phed Ground, Ainthapalli, Sambalpur from 11th Feb to 17th Feb' 2026.
2	Method of selection	Open Tender by Least Cost System (L1)
3	Date of issue of notification	22.01.2026
4	Last date and time for submission of bid	03.02.2026 (Up to 3:00PM) through SPEED Only . No bid shall be collected by any other means.
5	Date, time & place of opening of technical bid and preparation of list of qualified bidders	03.02.2026 at 4.00 PM in the Conference Hall, Zilla Parishad, Sambalpur
7	Date, time and place of opening of Financial Bids of qualified bidders	03.02.2026 at 5.00 PM in the Conference Hall, Zilla Parishad, Sambalpur
8	Bid Processing Fee (Non-Refundable)	₹ 1,000/- in shape of Demand Draft in favor of " Chief Development Officer-cum-EO, Zilla Parishad, Sambalpur " drawn in any scheduled commercial bank payable at Sambalpur
9	Earnest Money Deposit (EMD) (Refundable)	₹ 10,000/- (Rupees Ten Thousand) in shape of Demand Draft in favour of " Chief Development Officer-cum-EO, Zilla Parishad, Sambalpur " drawn in any scheduled commercial bank payable at Sambalpur
10	Address & mode for delivery of Bid Processing Fees and EMD by Speed Post only	Address: Chief Development Officer-cum-EO, Zilla Parishad, Kacheri Road, Sambalpur, Pin- 768001 Mob No. 9861234829 Mode of delivery: Only through SPEED POST.

The Authority shall not be responsible for any postal delay.

The authority reserves the right to accept/modify/reject all bids/cancel the complete tender or part of it at any stage without assigning any reason thereof.


 CDO cum EO Zilla Parishad
 Sambalpur

TECHNICAL BID

1. **Technical qualification criteria:** The technical qualifications required for submission of bids are mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfilment of the qualifications in the sequence mentioned below.

TECHNICAL BID QUALIFICATION CRITERIA

Sl. No.	Technical qualification criteria	Documentary Evidence
1.1.	<p>Registration:</p> <p>The bidder must be a registered entity with a competent authority for providing Food/ Catering services</p> <p>Name of the Agency</p>	<p>Certificates of Registration / Incorporation with the competent authority with validity up to the date</p>
1.2.	<p>PAN & GSTIN:</p> <p>The bidder must have PAN and GST (GSTIN) registration</p>	<p>Copy of PAN and GSTIN</p>
1.3.	<p>Experience:</p> <p>(i) The Bidder should have been experience of providing Food services for such type of events</p>	<p>Work order & Experience Certificate issued by the concerned Government authority</p>
1.4.	<p>Turnover:</p> <p>The agency should have Audited financial statement from 2022-23 to 2024-25.</p>	<p>Audited Balance Sheet & Turnover Certificate issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income.</p>
1.5.	<p>Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government</p>	<p>Form of Declaration</p>
1.6.	<p>The Firm / Agency having local office at Sambalpur shall be preferred.</p>	<p>Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)</p>

Authorized Signatory (In full and initials):

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

FINANCIAL BID

The bidder shall submit financial bid in the following format under the letter head of the bidder

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To:

The Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sambalpur

Sub: Submission of Financial Bid for Food / Catering

Sir

I, the undersigned, offer to provide the services for providing Food / Catering services for Subhadra Shakti Mela 2026 from 11th to 17th February 2026, Jilla Stariya Krushi Jantrapati Mela & Krushi Mahostav " from 11th to 13th February 2026 of Agriculture & Farmers Empowerment Department & Prani & Mastya Sampad Mela 2026 of F & ARD Department Sambalpur. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount [in Rs.]
1	Breakfast	Per person				
2	Tiffin Packets	Per person/pkt				
3	Water bottle	Per 250 ml bottle				
4	Lunch (Veg) (Rice , Dal , Mix veg , Khata, Plain Bhaja, Salad & papad)	Per person				
5	Lunch (Non Veg) (Rice , Dal , Mix veg , Chicken/ Fish Khata, Plain Bhaja, Sald & papad)	Per person				
6	Dinner (Veg) (Rice/Roti , Dal , Mix veg , Khata, Plain Bhaja)	Per person				
7	Dinner (Non Veg) (Rice/Roti , Dal , Mix veg , Chicken Khata, Plain Bhaja)	Per person				
	TOTAL	Average				

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand, the rates quoted by me are tentative and subject to increase or decrease, as the case may be.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder: