



OFFICE OF THE CDM&PHO CUM DISTRICT MISSION DIRECTOR, KANDHAMAL

District Programme Management Unit(DPMU), DHH, Kandhamal, Phulbani – 762001 (Orissa)

Phone : 06842- 253220, e-mail reportsnrhmkan@gmail.com

Advt. No. 14437

Date 03/12/2024

TENDER FOR SUPPLY OF FOOD & ACCOMMODATION FOR TRAINING/
WORKSHOP/MEETING UNDER ZSS, KANDHAMAL.

Sealed tenders are invited from the reputed Hotels / Lodges / Guest Houses / Catering service providers of Phulbani, Kandhamal District for empanelment to provide accommodation and /or Food for the training programme to be organised by the office of the CDM & PHO, Kandhamal as and when required on annual rate contact basis.

Tender paper containing the Terms & Conditions are available in the district website i.e., <https://kandhamal.odisha.gov.in>. Interested bidders are requested to submit all the required documents in the prescribed format by Speed Post /Courier. The envelopes should be superscribed, which may appropriate for bidder as :

“Expression of Interest for supply of Food & Accommodation ” /

“Expression of Interest for Food” /

“Expression of Interest for Accommodation”

The sealed tender papers with required documents should reach to the office of the DPMU, NHM, O/o the CDM &PHO, Kandhamal, Phulbani by Dt. **24.12.2024** at 5.00 PM, which will be opened on the next working day at 4.00 PM.

The Bidder or his authorized representative may remain present at the time of opening of the sealed tender as per the above schedule programme. Authorization certificate will be submitted by the bidder to authorize his representative to attend the bidding process.

The authority reserves the right to accept or cancel any or all tenders without assigning any reason thereof.

TERMS AND CONDITIONS

1. The bidder should submit Tender paper cost of **Rs.1,000/- (One Thousand) Only** in shape of DD in favour of **ZSS NON NRHM FUNDS A/c** and payable at Phulbani.
2. The bidder should submit EMD of **Rs.10,000/- (Ten Thousand) Only** in shape of DD in favour of **ZSS NON NRHM FUNDS A/c** and payable at Phulbani
3. The bidder should have **valid food licence** for supply of food (if apply for supply of working lunch).
4. The bidder should be registered under **GST**.
5. The bidder should have **PAN**.
6. The bidder should have adequate man power to supply the food in different venue in time.
7. The bidder will supply food as per requirement & the payment will be made after completion of the relevant programme.
8. The bidder shall supply the food at the designated venue with crockery, serving dishes and with manpower for serving at the training venue.
9. The rates quoted must be inclusive of all taxes & all other charges.
10. After completion of the programme the bidder should submit the bill for release of payment.



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11. The bidder should have at least 10 rooms for hotel accommodation required for participants / Resource Persons attending training at district level (if apply for accommodation).
12. The bidder must be Local supplier within area of Phulbani town.
13. The contract would be initially for 01(one) year which will be extended for another one year based on satisfactory performance.
14. No price escalation will be entertained.
15. The bidder must be well behaved to the participant during supply of food.
16. Proper hygiene should be maintained.
17. Instruction for submission of Tender: The tender will be in two parts i.e. **Technical Bid (Cover-A) and Price Bid (Cover-B)**. The bidder should submit their technical and price bid separately in two envelopes and these two envelopes should be put into another cover envelop superscripted which may appropriate for bidder as
“Expression of Interest for supply of Food & Accommodation ” /

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The Technical & Price Bid envelopes should be clearly marked as Technical Bid & Price Bid on the top of the relevant envelopes. The tenders should be addressed to: office of the DPMU, NHM O/o the CDM &PHO, Kandhamal, Phulbani, Odisha.

18. 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 present.
19. Those Bidder who will qualify in the technical bid, their Financial Bid (Cover B) shall only be opened.
20. The organization must agree to abide by all terms & conditions of tender.
21. If any information or documents furnished by the bidder is found to be incorrect or misleading at any stage, the contract (if selected) will be rejected.
22. The blacklisted agencies: either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting.
23. If the selected agency will not provide quality food, the contract will be cancelled and the bidder in the panel will be assigned for the same. The food quality will be randomly checked by a team constituted by the CDM & PHO Kandhamal.
24. The EMD of the successful bidder will be converted to the performance security & the same will be forfeited if the supplier fails to execute the order in time. In such a case action may be taken to blacklist the firm for participating in further tender under the CDM & PHO, Kandhamal.
25. The bidder shall submit the original tender document with seal and signature on each page as a token of acceptance of terms & conditions as per checklist **Annexure-A**. Tender documents in any other form and not completed in all respect shall be summarily rejected.

CDM & PHO-Cum-DMD, NHM
Kandhamal, Phulbani



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Annexure-A

CHECKLIST OF TECHNICAL BID

(The documents are to be arranged serially as per the order mentioned below)

CHECKLIST ON TECHNICAL BID FOR ACCOMMODATION, CONFERENCE HALL FACILITY AND FOOD FOR TRAINEES UNDER NHM

(The documents are to be arranged serially as per the order mentioned below)

1	Name of the Firm	
2	Address of the firm	
3	Name of authorized signatory (in block letters)	
4	Telephone number of authorized signatory/ Firm	
5	EMD of Rs 10,000/- in shape of DD	
6	Tender paper fees of Rs 1,000/- in shape of DD.	
7	Bank Pass book copy	
8	Organization PAN with IT return for the FY-2023-24	
9	Valid Food Licence (required only for supply of food)	
10	Having at least 10 rooms for accommodation (required only for providing Accomodation)	
11	Photocopy of GST registration certificate and last three months GST return filling copy i.e. July-2024 to September-2024.	
12	Self-Declaration regarding quote the rates for individual items inclusive of GST and all other charges if any (Annexure – B).	
13	Whether all documents submitted signed by the authorized signatory of the firm (Yes/ No)	
14	Non Black listed Certificate (Annexure – C)	
15	Financial Bid (Annexure – D)	

DECLARATION

I / we hereby certify that the terms and conditions given with the tender call notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any false information /deviation in the above statement at any stage, my Firm/Agency will be blacklisted and will not have any dealing with the organization in future.

(Signature and seal of the authorized signatory)

[Handwritten signatures and marks]



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Annexure- B

DECLARATION

(Filled by the Bidder)

I / We _____ do hereby declare that I /
We have quoted the rates for individual items **inclusive of GST and all other charges (if any)**.

Signature of the Bidder with seal

Handwritten signature

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ANNEXURE-C

DECLARATION

(Filed by the Notary)

I / We _____ do hereby declare that I / We have not been **black listed** by the Tender inviting authority or by any state Govt. or Central Govt. organization for supply of Not of Standard Quality Items / non-supply.

I / We agreed that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me / us for a period of 3 years if, any information furnished by me / us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Seal & Signature of the Notary



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Annexure – D

Format for providing **Food** for the training programme to be organised by the office of CDM & PHO, Kandhamal

Particulars	Description	Rate of food in Rs. Per person / per day Including all taxes	
working lunch & Refreshment	Lunch : Rice, Dal, Veg. Curry/ Fry, Spl. Curry (Veg/ Non Veg), Salad, Papad		
	Breakfast :		
	1. (Idli/ Upma/ Vada/ Puri/with curry & Chatani) or 2. Fruits/ Biscuit / Snacks Tea-2 times, Water Bottle 1Lt.		

N.B : The food cost includes working lunch, two times tea & snacks and water

(Authorized Signatory with Seal)

Format for providing **Accommodation** for participants & Resource Person organised by the office of CDM & PHO, Kandhamal

Particulars	Description	Rate of accommodation cost Including all taxes
Accommodation	Single Occupancy-AC	
	Single Occupancy-Non AC	
	Double Occupancy-AC	
	Double Occupancy-Non AC	

(Authorized Signatory with Seal)