



OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI.
(Civil Supplies Section)

No. 2504 CS. Dated. 31.12.2025

TENDER CALL NOTICE FOR SUPPLY OF FOOD ON KANDHAMAL MAHOTSAV, 2026

Sl. No.	Particulars	Date and time	
1	Date & time of release of bid	<u>31.12.2025 and 7.00 P.M</u>	
2	Date & time of bid submission	Start Date & Time	End Date & TIME
		01.01.2026 10:00 A.M	04.01.2026 01:00 P.M
3	Date & time of technical bid opening	<u>05.01.2026 at 11.00 A.M</u>	
4	Place Of Opening Of Bid Documents	Chamber of Addl. District Magistrate, Kandhamal, Phulbani.	
5	Date of opening of Price Bid	<u>05.01.2026 at 11.00 A.M</u>	

ADDRESS FOR COMMUNICATION

Civil Supplies Officer
Office of the Collector,
Kandhamal, Phulbani

TERMS AND CONDITIONS:-

- 1.1 Sealed tenders will be received by Date **04/01/2026 Up to 1 pm** by the Civil Supplies Officer, Collectorate Office, Kandhamal, Phulbani. through Courier/Speed Post/ Regd. Post / by hand for supply of food in Kandhamal Mahotsav , 2026 from 07.01.2026 to 11.01.2026. Any tender received after the due date & time will be rejected / returned to the sender unopened.
- 1.2 The bidder(s) are to submit their tender in sealed covered envelops for technical bid (Cover A) and price bid (Cover B). Both Cover A and Cover B should put into a third cover which should be super scribed as "**Tender for supply of Food in Kandhamal Mahotsav, 2026.**"
- 1.3 The Sealed tenders submitted by the bidders will be opened at the chamber of the addl. District Magistrate, Kandhamal, Phulbani on date **05/01/2026 at 11.00 AM.** The tenderer or their only duly authorized representative is allowed to be present during the opening of the tenders if they so like.
- 1.4 No tender document(s) shall be accepted after the expiry of scheduled date and time for receipt of bids.
- 1.5 The details of items and specification (schedule of requirement) are mentioned at Annexure – I. The quantity to be procured may vary as per the demand / need.
- 1.6 Rate should be quoted in Indian Currency (with paisa in two decimals only) in figures against each item as the payments will be made in Indian currencies only. The tenderer shall not quote the rate for any item other than the item specified in the list.
- 1.7 The GST will be charged as per the guidelines given by the Finance Dept., Govt. of Odisha from time to time.
- 1.8 Each page of the bid document shall be duly signed and self-attested by the bidder.

Tender Processing Fee and EMD:

1. The tenderer shall deposit (**non-refundable**) amounting to **Rs. 5000/- (Five thousand)** only including GST 18% in shape of Demand Draft at any Nationalized Bank, in favor of Collector, Kandhamal Payable at Phulbani
2. Bidders are required to deposit an EMD 2% + GST of the bidding value @20,00,000 in shape of Bank Draft at any Nationalized Bank, in favor of Collector, Kandhamal Payable at Phulbani. EMD as per rule 212(i) of OGFR 2023 and vide MSME department notification-566/MSME dt.24/01/2024.



3. The EMD of the responsive bidders will be kept as performance security till validity of rate contract and will be returned after successful completion of rate contract. In case of non-responsive / un-successful bidders the EMD will be returned after completion / finalization of the tender process i.e. award of the rate contract. In no circumstances, the bidders will claim interest on the EMD deposited by him.

ELIGIBILITY CRITERIA

- (i) Valid Food License from the competent authority.
- (ii) Trade certificate from the manufacture.
- (iii) Valid up-to-date TAX clearance certificate (Income Tax & GST).
- (iv) Annual Average Turnover of Rs 15 Lakhs in last three financial years
- (v) Shall have PAN Card and GST registration in Hospitality / catering.
- (vi) Bidders who have blacklisted either by the tender inviting authority or by any state Govt. or PSU is not eligible to participate in this tender.

DOCUMENTS SHOULD BE SUBMITTED WITH THE BID (COVER-A):-

Earnest Money Deposit (EMD) 2% of the bidding value in shapes of Bank Draft any Nationalized Bank, in favor of Collector, Kandhamal & Tender Paper Cost Rs. **5000/- (Five thousand)** only.

1. Copy of latest I.T Return & GST payment receipt.
2. Copy of PAN CARD & GST registration certificate in Hospitality / catering.
3. Copy of Valid food license / trade license from the competent authority.
4. Check List as per Annexure-I
5. List of items quoted (Annexure – II) along with product brochure.
6. Price Bid in hard copy **signed & sealed** in each page properly.
7. Details name, address, telephone no., Fax, e-mail of the bidder (Annexure-III).
8. Self declaration for not blacklisted as per format Annexure-IV in
9. Annual Turnover as per format Annexure –V.
10. The tenderer should submit/furnish a certificate in the tender to the effect that the price quoted by them is not more than the open market price as per format Annexure – VI.
11. Self declaration in connection with any mishap with the staff / human resources of the firm shall be borne by the tenderer itself. Annexure – VII.

The tender format (Price Schedule) in the prescribed format (as per **Annexure – VIII**) hard copy must be submitted in the bid. The price of the item should be quoted inclusive of insurance, packing, Cooking, serving all necessary utensil GST if any. The rate should be quoted in figures. Only two decimal points (paisa) will be taken into consideration ignoring the rest digits.

REJECTION OF THE TENDER:

The tender paper will be rejected, if any of the following documents are wanting /not found with the tender bid:

- (i) Non submission of relevant documents as mentioned in Eligibility criteria.
- (ii) Price bid / quoted rate without signature and seal.
- (iii) Self declaration.

EVALUATION

Tender will be evaluated under Quality and Cost Based Selection (QCBC) method include a two-part bid submission (technical and financial), specific eligibility criteria, evaluation weightages (70% quality, 30% cost), and a range of operational and legal requirements.

Key Terms and Conditions

1. Bid Submission and Evaluation (QCBS)

Two-Bid System: Bidders must submit their proposals in two separate, sealed envelopes: one for the Technical Bid and one for the Financial/Price Bid.

QCBS Weightage: The final selection is based on a combined score, with a higher weight given to the technical quality (70% Technical, 30% Financial).

Minimum Technical Score: Bidders must achieve a minimum qualifying score in the technical evaluation (e.g., 50 out of 70 marks) for their financial bid to be opened and considered. The tenderer is given an opportunity for presentation ,highlighting the experience, quality of food, hygienic and human resource management.

Financial Evaluation: The lowest financial bid (L1) typically receives the maximum points for the cost component, and other bids are scored relative to it. The proposal with the highest combined score (quality and cost) is awarded the contract.

2. Eligibility and Documentation

Bidders must meet specific criteria and provide valid documentation as part of their technical bid:

i) Legal Status: Proof of registration as a company, partnership, or other legal entity.

Licenses: Valid FSSAI (Food Safety and Standards Authority of India) license, GST registration, PAN card, and other relevant trade/labor licenses.

ii.)Financial Turnover: Evidence of a minimum average annual turnover for the last 3 financial years, certified by a Chartered Accountant.

Non-Blacklisting Declaration: A self-declaration stating the firm has never been blacklisted by any government or non-government agency.

iii) Operational Requirements

The successful bidder (contractor) is responsible for various operational aspects:

iv.)Hygiene and Safety: Maintaining the highest standards of hygiene and personal cleanliness, including staff wearing clean uniforms, caps, and gloves, and sterilizing utensils.

v.)Infrastructure: The contracting authority typically provides basic infrastructure (space, water, electricity), but the contractor is responsible for their own cooking equipment, utensils, and crockery.

vi.)Quality Control: Using high-quality, branded ingredients, ensuring food items are not expired, and being subject to surprise quality checks by a food committee.

vii.)Manpower: Employing sufficient adult, skilled labor and ensuring compliance with all applicable labor laws

viii.)Menu and Service: Adhering to the approved menu and rate list, and displaying the same prominently.

4. Financial and Legal Clauses

Performance Bank Guarantee (PBG): The successful bidder must deposit a PBG of 5% of the bid value) after the award of the contract, which is refundable upon satisfactory completion of the contract period.

i.) Earnest Money Deposit (EMD): A deposit submitted with the bid, which may be forfeited if the bidder withdraws their bid or fails to sign the contract.

ii.)Penalties: Fines or penalties for deficiencies in service, delays, or non-compliance with contractual terms.

iii.)Dispute Resolution: A mechanism for resolving disputes, often involving negotiation or arbitration. All legal matters are subject to Jurisdiction of the Collector and District Magistrate, Kandhamal only.

Performance Security:

1. The performance security is 5% of the total accepted cost, which will be returned without interest after completion of the approval period.

PENALTIES:

1. If any item after use found to be "Not of Satisfactory Quality"/not as per the parameter/ Specification", such item will be declared as "Not of Satisfactory Quality" on the basis of the report of the concerned user. The supplier has to replace fresh food as per the supplied quantity and take back the stock. In case the supplier fails to replace the stocks, the performance security will be forfeited. supplier will be blacklisted/debarred from participating in any tender (for that item) floated in future for three years.

GENERAL CONDITIONS:

1. The tender documents should be clearly written /typed without any correction, interpolations and overwriting. Each page of the tender should bear the signature of the tenderer.
2. All copies of the tender document should be self-attested. If any information or documents furnished by the tenderer found to be misleading/incorrect at any stage, their tender will not be accepted.
3. The authority reserves the right to accept /reject all the bids or any part thereof without assigning any reason thereof.



4. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at Phulbani, Kandhamal.

PAYMENT:

1. 100% payment shall be made after completion of the programme and as per the availability of funds. Under no circumstances the supply should be interrupted as regards to payment.

2. **No advance payments will be made to the approved tenderer.**

LIST OF ITEMS

Date	Breakfast	No. of person (Approx.)	Lunch	No. of person	Snacks	No. of persons (Approx.)	Dinner	No. of person (Approx.)
07.01.26	Upma / Idli, Ghuguni	400	Rice, Dal, Egg curry, Mix Veg, Khatta	1100	Petis (Veg), Biscuit, Fruity, Cake / Banana	500 Packets	Rice / Roti, Dal, Chicken / Paneer.	600
08.01.26	Puri, Idli, Aaloo Curry	600	Rice, Dal, Mix Veg, Vaja, Khatta	1100			Rice / Roti, Dal, Aaloo Soybean curry, khatta.	650
09.01.26	Puri Upama, Ghuguni	650	Rice, Dal, Fish, Mix veg, Khatta	1150			Rice / Roti, Fish prawn gphant, Mushroom, Khatta.	700
10.01.26	Upma, Idli, Bara, Ghuguni	650	Rice, Dal, Mix veg, Pampad, Khatta,	1050			Rice / roti, Dal, Gobi Aaloo, Khatta, Pampad.	700
11.01.26	Puri, Idli, Aaloo Curry	400	Rice, dal, fish, paneer, khatta	200			Rice/ roti, Dal, Chicken, Paneer / Mushroom, Khatta,	500

*The number of persons may vary and may increase or decrease on a daily basis as per the directions of the District Administration. The number shall be intimated well in advance atleast 24 hours before to the tenderer.


 CSO-cum-Convener
 Food Committee,
 Kandhamal Mahotsav, 2026.

ANNEXURE – I

CHECK LIST

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID (COVER-A) sequentially		
Sl. No.	Name of the Documents	Page No.
1	Tender Paper Cost Rs. 5000/-	
2	EMD	
3	List of Item Quoted with name Annexure– II	
4	Detail Name, address, telephone number, fax, email of the manufacturer/authorized distributor/ service center/ contact person/office in Odisha (Annexure – III)	
5	Self Declaration as per format (Annexure–IV)	
6	Average Annual Turnover 15 Lakhs in the last 3 financial year duly filled by the auditor/chartered accountant.(Annexure-V).	
7	Declaration that price quoted not more than open market price as per format (Annexure- VI)	
8	Deviation of specification as per format Annexure - VII	
9	Price Bid as per Annexure- VIII	
10	Copy of valid ISO Certificate	
11	Copy of up to date GST Certificate	
12	Copy of PAN	
13	Leaflet/Brochure of item quoted	

ANNEXURE – II

LIST OF ITEMS QUOTED

(To be attached with technical bid)

Sl No	Item No. as per tender	Name of the Item	Specification
1	1		
2	2		

Signature

ANNEXURE – III

Details of the Bidder

1	Bidder's Legal Name	
2	Bidder's Address	
3	Telephone No.(Mobile/Land)	
4	E-mail ID:	
5	Food License / Trade license	
6	Annual Turnover Certificate of the firm be enclosed	
7	GST Registration No.(Certificate to be attached)	
8	PAN NO. (Photocopy to be attached)	
9	Earnest Money Deposit (EMD) (DD No./Date/Bank Name/Amount to be mentioned)	
10	Tender Cost Rs.2,800/- (DD No./Date/Bank Name/Amount to be mentioned)	

ANNEXURE – IV

SELF DECLARATION FORM

I / We _____ having My / our office at _____ do declare that I / We have carefully read all the terms & conditions of tender of the _____.

I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. / Union Territory / Govt. of India / Govt. organization / Govt. Health Institutions for supply of Not of Standard Quality(NSQ) items / part-supply / non-supply.

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

Signature of the bidder

Date



ANNEXURE – V

ANNUAL TURN OVER STATEMENT

The Average Annual Turnover of M/s _____ who is a manufacturing unit / wholesaler / distributor for three years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Lakhs / Crore (Rs)
1	2023-24	
2	2024-25	
	Total in Rs.	

Date:

Place:-

Signature of Auditor/ Chartered Accountant
(Name in Capital)

NB:

1. This certificate should be supported by figures in PL Account & Income Tax Return.
2. Distributor has to submit last 3 financial year IT Return Copy.

Annexure-VI

DECLARATION FOR LOWER THAN MARKET PRICE

We M/S -----who is a Distributor/Manufacturer declare that price quoted by us is not more than the open market price or rates fixed by Govt. of India where such rate exists.

Signature of the bidder

ANNEXURE-VII

I/We _____ hereby declare that any mishap, accident, injury, loss, or damage of any nature whatsoever arising to the staff/personnel engaged by us in connection with the execution of the work shall be solely borne by the tenderer.

Signature of the bidder

ANNEXURE-VIII

PRICE BID

SI. No.	Item SI. No. as per Tender	Name of the item	Total unit cost per person including of All Tax
1			
2			

