

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,
NAYAGARH

RFP No- 12/ 2022 CDM & PHO Nayagarh dated. 10.11.2022

**TENDER DOCUMENT FOR SUPPLY OF BUFFET LUNCH FOR TRAINING/
WORKSHOP/MEETING**

Section :- 1

Date of Commencement of sale/ Available of tender documents	:-	10.11.2022
Date and time of sale / available of tender documents	:-	10.11.2022
Date and time of closing of tender	:-	28.11.2022 at 5.00 PM
Date and time of opening of tender (Technical Bid)	:-	30.11.2022 at 11.30 AM
Date and time of opening of tender (Financial Bid)	:-	30.11.2022 at 12.30 PM
Place of Opening of tender	:-	O/O- CDM & PHO, Nayagarh District Head Quarters Hospital Campus Nayagarh- 752069
Address for Communication	:-	O/O- CDM & PHO, Nayagarh District Head Quarters Hospital Campus Nayagarh- 752069 Email:- cdmonayagarh@gmail.com ngrnhm@gmail.com



TERMS AND CONDITIONS

1. The firm should submit an EMD of Rs.10, 000/- in shape of DD in favour of ZSS non-NRHM Fund payable at Nayagarh.
2. Processing fess of Rs.1, 000/- Only (Non refundable) in favour of ZSS non-NRHM Fund payable at Nayagarh
3. The firm should have valid food licence under FSSAI.
4. The firm should be registered under GOODS & SERVICE TAX.
5. The firm should have Income Tax Return filing acknowledgement for the F.Y 2021-2022
6. The firm should have adequate man power to supply the food in time.
7. 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.
8. The firm shall supply the food at the designated venue with crockery, serving dishes and with manpower for serving of food as per intimation from CDM& PHO, Nayagarh.
9. The firm shall supply the hygienic food and the utensils used shall be clean and sterile.
10. The staffs of the firm must be well dressed and well behaved.
11. The award will be given to L1 bidder who quote lowest rate for all the items excluding GST as per price bid prescribed in the format (Price Bid -1,Price Bid-2, Price Bid -3)
12. The selected firm will enter into agreement with CDM& PHO, Nayagarh for supply of buffet lunch for a period of one year from the date of signing of contract.
13. After completion of the programme the supplier /agency should submit the bill in duplicate along with a copy of work order within 3 days.
14. The bidders must be Local supplier within area of Nayagarh District. Outside Nayagarh District supplier must have submit the Local Office Proof within the Nayagarh Jurisdictions.
15. Quality of the foods must be good quality, if the agency fails to supply good quality foods the authority in this regard to be intimated time to time, after three times intimation if the bidders repeated to supply bad quality foods. The authority has right to cancel the contact & same contract will be placed to L2 bidder in L1 price after negotiation.
16. The quality of the goods/services must be ensured failing which the EMD amount of the concerned bidder shall be forfeited / if payment would not have been released during the course of time then the payments shall be withheld and if any adverse remarks on the quality of the good/services has been reported then either the payment of the same with interest (as per current interest rate of the concerned bank) shall be recovered or in future any proposal/quotation/tender from the said bidder and it's organization shall not be entertained.
17. Supply order will be placed minimum 2 days before for supply of foods. In emergency basis the bidder must be supply 24 hours from the place of order.



19. If the bidder supplied non standard quality foods/ non supply of foods / non supply of foods in time, the penalty may be deducted @ 2% of the total bill amount.
20. WSHGs of the District having requisite document are encourage to submit their proposal can apply through proper format.
21. Bidders 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.
22. Instruction for submission of Tender: The tender will be in two parts i.e. Technical Bid (Cover-A) and Price Bid (Cover-B). The bidders should submit their technical and price bid separately in two envelopes and these two envelops should be put into another cover envelop superscribed as "Tender for Supply of Buffet Lunch for training/ workshops/meetings of NHM in reference to adv. no 12/DPMU/22-23". 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: The Office of the Chief District Medical & Public Health Officer, District Head Quarters Hospital Campus Nayagarh, 752069, Odisha.
23. CDM&PHO, Nayagarh reserves the right to consider/reject any such proposal without assigning any reason thereof.



TECHNICAL BID FOR WORKING LUNCH

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

1	Name of the Firm		Page No
2	Address of the firm		
3	Name of authorized signatory (in block letters)		
4	Telephone number of authorized signatory / Firm		
5	Bank Pass book	(Photo copy to be attached)	
6	Valid Food License Certificates (Attach photocopy of registration certificate)	(Photo copy to be attached)	
7	Organization PAN.	(Photo copy to be attached)	
8	Photo Copy of GST Registration Certificate	(Photo copy to be attached)	
9	Undertaking regarding Non Black listed (Annexure-B) with a non-judicial stamp paper(on original Stamp paper) of Rs. 20/-		
11	EMD of Rs 10,000/- (Ten Thousand) Only in shape of DD.		
12	Tender paper fees of Rs 1,000/- (One Thousand) Only in shape of DD.		
13	Declaration regarding rate quoted is excluding GST (Annexure-C)		
14	Whether all documents submitted signed by the authorized signatory of the firm (Yes/ No)		
15	Financial BID (Annexure-D)		

DECLARATION

I / we hereby certify that the terms and conditions given with the short quotation 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 by /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)



DECLARATION

(Filled by the Notary)

I / We _____ do hereby declare that I / We have not been de-recognized / 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

A handwritten signature in green ink, consisting of several loops and a long horizontal stroke at the end.

DECLARATION
(Filled by the Bidder)

I / We _____ do hereby declare that I / We have quoted the rates for individual item inclusive of excise duty, insurance, packing, forwarding, freight & door delivery and excluding GST (if any).



PRICE BID -1

Sl.No	Name of the Item	Price (Rs.) (Exclusive of all taxes & charges) per person
VEGETERIAN		
1	Plain Rice	Rs. _____ (Rupees in word _____)
2	Dal Plain	
3	Veg. Curry (Mix veg., Cauliflower, Cabbage, Aloopotal)	
4	Tomato or Mango Khata/ Dahi Nadia Mix Bhaja or Aloo Baingana Bharta/ Shaga Papad/	
5	Salad	
6	Papad	
7	Special Veg. Curry (Paneer or Mushroom)	
Beverages/Snacks		
8	Water Bottel (1 Ltr)	Rs. _____ (Rupees in word _____)
9	Tea (2 times)	Rs. _____ (Rupees in word _____)
10	Samosa,Bada,Aluchop/Vegetable chop with one sweets(per packet)	Rs. _____ (Rupees in word _____)
TOTAL (Price BID-1)(Excluding GST)		Rs. _____ (Rupees in word _____)

PRICE BID -2

SI No	Name of the Item	Price (Rs.) (Exclusive of all taxes & charges) per person
NON VEGETARIAN-1		
01	Plain Rice	Rs. _____ (Rupees in word _____)
02	Dal Plain	
03	Fish (2pc) /Chicken curry (minimum 6 pcs)	
04	Veg. Curry (Mix veg., Cauliflower, Cabbage, Aloopotal) or Non veg Curry (Chingudi Chincheda)	
05	Tomato or Mango Khata/ Dahi Nadia	
06	Salad	
07	Papad	
Beverages/Snacks		
8	Water Bottel (1 Ltr)	Rs. _____ (Rupees in word _____)
9	Tea (2 times)	Rs. _____ (Rupees in word _____)
10	Samosa,Bada,Aluchop/Vegetable chop with one sweets(per packet)	Rs. _____ (Rupees in word _____)
TOTAL (Price BID-2)(Excluding GST)		Rs. _____ (Rupees in word _____)



PRICE BID -3		
NON VEGETARIAN-2		
Sl No	Name of the Item	Price (Rs.) (Exclusive of all taxes & charges) per person
1	Plain Rice (Compulsory)	Rs. _____ (Rupees in word _____)
2	Dal Plain (Compulsory)	
3	Mutton curry	
4	Veg. Curry (Mix veg., Cauliflower, Cabbage, Aloopotal) or Non veg Curry (Chingudi Chincheda)	
5	Tomato or mango Khata	
6	Papad (Compulsory)	
7	Salad	
Beverages/Snacks		
8	Water Bottel (1 Ltr)	Rs. _____ (Rupees in word _____)
9	Tea (2 times)	Rs. _____ (Rupees in word _____)
10	Samosa,Bada,Aluchop/Vegetable chop with one sweets(per packet)	Rs. _____ (Rupees in word _____)
TOTAL (Price BID-3)(Excluding GST)		Rs. _____ (Rupees in word _____)
SPECIAL		
1	Vegetable Biryani with Raita, Achar,Papad, with mushroom/Paneer/Chana Masala	Rs. _____ (Rupees in word _____)
2	Non-Veg (Chicken) Biryani with Raita, Achar,Papad	Rs. _____ (Rupees in word _____)

We agree to supply working lunch as per above specification for a period of one year(Initial One Year + One Year Extended) with the price mentioned above and the price will be remain unchanged for a period of one year.

Date:
Place:

Signature of the Bidder
Name & Address of Bidder:

