

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

Advertisement No: 4642

Date: 24/09/2019

Tender Call Notice

Sealed tenders are invited from suppliers/ agencies/ hoteliers/ caterers/ Persons for *A. supply of Food Catering Services (Meals, Tiffin, Snacks, Tea, Coffee, etc.) & B. Hotel Accommodation service* to CDM & PHO cum District Mission Director, Koraput (Location: Koraput & Jeypore) for a period of one year on annual rate contact basis. Details regarding supply as per need and term & conditions may be downloaded from the website www.koraput.nic.in. The tender should reach the office of the undersigned by 14/10/2019 (till 04.00PM). Tender will be opened at 04.30 PM on 14/10/2019. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.



Chief District Medical & PHO cum
District Mission Director, Koraput.

A. FOOD CATERING SERVICES


CDM & Public Health Officer,
Koraput

Tender for Food Catering Services

Office of the CDM & PHO Koraput invites tenders from reputed Caterers/ Agency/ Firms/ Persons for providing food catering services for different training and Meeting etc based on the training and Meeting batch size for a period of 1 year. The number of Participants for each training/ event will be communicated before 1 day of the meeting and training etc.

1. Tender Details:

Sl. No	Particulars	Date
1	Release of tender notification in website	24.09.2019
2	Pre-bid meeting date & time	30.09.2019 at 04:00 PM
3	Last date for submission of Technical and Financial Bids	14.10.2019
4	Opening of Technical Bids & Financial Bid	14.10.2019
5	Signing of Contract	16.10.2019
6	Start of Hotel Accommodation Service Contract	16.10.2019

2. Eligibility Criteria & Document Submission:

The following are the minimum eligibility Criteria for the applicant to participate in the tender *“for providing Food Catering Service to O/o CDM & PHO, Koraput”*

- Having Valid Food License
- Having GST Registration Certificate/ PAN Registration
- A declaration to the effect that the caterer/Firm/Agencies/Person has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said caterer.

Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website: www.koraput.nic.in.

The tender will have to be submitted 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 clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope super scribed as “Tender for Supply of FOOD to NHM, Koraput in reference to Advt.No _____/ DPMU, Dtd.____/____/2019.”

The tenders should be addressed to :

The CDM & PHO cum District Mission Director,
Koraput – 764020 (Odisha)


**CDM & Public Health Officer,
Koraput**

Other Terms & Conditions

1. The firm should have valid GST/PAN
2. Tender must be accompanied by Tender document Cost of Rs.1180/- (Non refundable) and EMD of Rs.5000/-(Rupees Five Thousand only) in technical bid by way of demand draft, drawn on any Nationalized/Scheduled Bank in favour of the ZSS (MISCELLANEOUS) A/c payable at Koraput. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the contract without interest.
3. The firm will have to submit an Affidavit (On original Stamp Paper of relevant value) in the technical bid with the following clauses:-
 - a. Our organization/ myself not been blacklisted by any Government Organization.
 - b. Our organization/ myself does not have any legal suit/ criminal case pending against it for violation of GST Act or any other law.
 - c. The CDM&PHO-cum-District Mission Directorate, Koraput will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged if any will be replaced by our organization.
 - d. Our organization / I agree to abide by all terms & conditions of tender.
 - e. Our organization / I will quote prices inclusive of all taxes.
4. The supplier selected shall have the responsibility to supply the food items mentioned at Annexure I & II as per supply order which is required for carrying out day to day official work of CDM & PHO, Koraput.
5. Each Tender document must be signed with seal.
6. Required items to be order one day prior to the event and the agency/ firm is responsible to provide required quantity in time. In case of non compliance i.e. delay in supply, poor quality of food etc. 10% amount of penalty to be deducted from the billing amount.
7. The agency has to submit bill within 3 days completion of the programme and payment will be made to the Bank account of the agency in next 10 days.
8. The agency has to take the responsibility to supply the food with Plates, Glass, and Container etc.
9. This rate will be applicable for items for one year on an annual rate contract basis.
10. The suppliers shall also ensure that the quality and quantity have to be as per the supply order and approved rate contract.
11. Delivery of the materials shall be made by the supplier at their own cost & risk.
12. The price should be quoted inclusive of all taxes & catering charges on per plate basis.
13. Cannot use non biodegradable polythin, polythin of less than 50 micrometer or thermocol materials as disposable serving materials.
14. The utensils used for preparation & services must be cleaned & hygienic to the satisfaction of the consumer.
15. The extension of contract may be considered by the CDM&PHO on mutual satisfaction by year by year for another 2 years with unchanged quoted rate.
16. The quantity of the items should be enough for a general man. However the vendor has to submit the description in Annexure-2 against the rate mentioned.
17. The vendor has to submit the rates separately for Koraput & Jeypore in two different price bid sheet.
18. For any dispute, decision of CDM&PHO-cum-District Mission Directorate, Koraput shall be final.
19. All legal disputes are subject to the jurisdiction of Koraput court only.
20. The CDM&PHO-cum-District Mission Directorate, Koraput reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason thereof.


**CDM & Public Health Officer,
Koraput**

Documents to be submitted:-

1. Application form
2. Copy of PAN
3. Up to date GST certificate
4. Valid Food license
5. Affidavit
6. Financial BID In prescribed format
7. EMD – Rs.5000/- (Security)
8. Tender Paper cost with DD of Rs.1180/- (Non-refundable)

Chief District Medical & PHO cum
District Mission Director, Koraput.



**CDM & Public Health Officer,
Koraput**

FORMATS: ANNEXURE – I

(To be submitted in Technical Bid Envelop)

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

1	Name of the Organization/Firm/Agency/Person	
2	Detail Address	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory (If any)	
5	Telephone number of authorized signatory/ Organization	
6	Tender Document Cost (DD) Rs.1180/-	
7	PAN (Photocopy of PAN) (Photo copy to be attached)	
8	Draft number and date of the security deposit (EMD) Rs.5000/- (Draft to be Submit)	
9	Annual Turnover (Audited balance sheet and P&L Account Duly signed by Chartered accountant (Any of the last financial year. Photocopy to be attached. (Optional)	
10	GST Registration No	
11	Valid Food License	
12	Affidavit of declaration certified by Notary that the Affidavit in original stamp paper organization does not have any legal suit/ criminal certified any Notary with clauses as case pending against it for violation of mentioned in clause no.4 of the GST act or any other law and agrees terms & conditions) to abide by all terms & conditions of the tender	(YES/NO)
13	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal.	(YES/NO)

DECLARATION

I/we hereby certify that the terms and conditions, specification etc. given with the tender 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 deviation/forged information in the above statement at any stage, our firm/Agency will be black listed and will not have any dealing with your organization in future.

Place:

Signature with Seal


Date


**CDM & Public Health Officer,
Koraput**

Food: Annexure – II-A (Koraput)

Sl No	Type (FOOD)	Unit cost (Inclusive of taxes & catering)	Items to be provided in the mentioned rate
1	Meals (VEG)	Rs.50/-	
2	Meals (NON-VEG)	Rs.80/-	
3	Meals (VEG)	Rs.80/-	
4	Meals (VEG)	Rs.100/-	
5	Meals (NON-VEG)	Rs.100/-	
6	Meals (VEG)	Rs.120/-	
7	Meals (NON-VEG)	Rs.120/-	
8	Meals (VEG)	Rs.150/-	
9	Meals (NON-VEG)	Rs.150/-	
10	Meals (VEG)	Rs.190/-	
11	Meals (NON-VEG)	Rs.190/-	
12	Meals (VEG)	Rs.210/-	
13	Meals (NON-VEG)	Rs.210/-	

Signature with Seal


CDM & Public Health Officer,

Tiffin: Annexure – II-B (Koraput)

Sl No	Type (FOOD)	Unit cost (Inclusive of taxes & catering)	Items to be provided in the mentioned rate
1	Tiffin (Dry) and Sweet	Rs.20/-	
12	Tiffin (Dry) and Sweet	Rs.25/-	
14	Tiffin (Dry) and Sweet	Rs.30/-	
15	Tiffin (Dry) and Sweet	Rs.40/-	
	Tiffin (Dry) and Sweet	Rs.50/-	
16	Tea	Per cup	
17	Coffee	Per cup	
18	Fruits (Banana/ Apple)	Quantity at local rate within cost of food ordered for the purpose	
19	Dry Food (cashew +)		
20	Snacks (Biscuits, Mixture)		
21	Packed Water bottle 500 ml with each unit	Chargeable only for orders less then Rs.100/- per unit	

Signature with Seal


**CDM & Public Health Officer,
 Koraput**

Food: Annexure – II-A (Jeypore)

Sl No	Type (FOOD)	Unit cost (Inclusive of all taxes & catering)	Items to be provided in the mentioned rate
1	Meals (VEG)	Rs.50/-	
2	Meals (NON-VEG)	Rs.80/-	
3	Meals (VEG)	Rs.80/-	
4	Meals (VEG)	Rs.100/-	
5	Meals (NON-VEG)	Rs.100/-	
6	Meals (VEG)	Rs.120/-	
7	Meals (NON-VEG)	Rs.120/-	
8	Meals (VEG)	Rs.150/-	
9	Meals (NON-VEG)	Rs.150/-	
10	Meals (VEG)	Rs.190/-	
11	Meals (NON-VEG)	Rs.190/-	
12	Meals (VEG)	Rs.210/-	
13	Meals (NON-VEG)	Rs.210/-	


CDM & Public Health Officer,
Koraput

Signature with Seal

Tiffin: Annexure – II-B (Jeypore)

Sl No	Type (FOOD)	Unit cost (Inclusive of taxes & catering)	Items to be provided in the mentioned rate
1	Tiffin (Dry) and Sweet	Rs.20/-	
12	Tiffin (Dry) and Sweet	Rs.25/-	
14	Tiffin (Dry) and Sweet	Rs.30/-	
15	Tiffin (Dry) and Sweet	Rs.40/-	
	Tiffin (Dry) and Sweet	Rs.50/-	
16	Tea	Per cup	
17	Coffee	Per cup	
18	Fruits (Banana/ Apple)	Quantity at local rate within cost of food ordered for the purpose	
19	Dry Food (cashew +)		
20	Snacks (Biscuits, Mixture)		
21	Packed Water bottle 500 ml with each unit	Chargeable only for orders less then Rs.100/- per unit	

Signature with Seal


CDM & Public Health Officer,
Koraput

B. HOTEL ACCOMMODATION
SERVICES


CDM & Public Health Officer,
Vermont

Tender for Hotel Accommodation Services

Office of the CDM & PHO Koraput invites tenders from reputed Caterers/ Agency/ Firms/ Persons for providing Hotel Accommodation services for different training and Meeting etc. based on the training and Meeting batch size for a period of 1 year. The number of Participants for each training/ event will be communicated before 3 day of the meeting and training etc.

3. Tender Details:

Sl. No	Particulars	Date
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6	Start of Hotel Accommodation Service Contract	16.10.2019

4. Eligibility Criteria & Document Submission:

The following are the minimum eligibility Criteria for the applicant to participate in the tender *“for providing Hotel Accommodation Service to O/o CDM & PHO, Koraput”*

- Having Valid NOC from Municipality
- Having GST Registration Certificate & PAN Registration
- A declaration to the effect that the caterer/Firm/Agencies/Person has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said caterer.

Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website: www.koraput.nic.in.

The tender will have to be submitted 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 clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope super scribed as *“Tender for Hotel Accommodation Service to NHM, Koraput in reference to Advt.No _____/ DPMU, Dtd. ____/____/2019.”*

The tenders should be addressed to :

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**CDM & Public Health Officer,
Koraput**

Other Terms & Conditions

- 1) The firm should have valid GST/PAN
- 2) Tender must be accompanied by Tender document Cost of Rs.1180/- (Non refundable) and EMD of Rs.10000/- (Rupees Ten Thousand only) in technical bid by way of demand draft, drawn on any Nationalized/Scheduled Bank in favour of the ZSS (MISCELLANEOUS) A/c payable at Koraput. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the contract without interest.
- 3) The firm will have to submit an Affidavit (On original Stamp Paper of relevant value) in the technical bid with the following clauses:-
 - Our organization/ myself not been blacklisted by any Government Organization.
 - Our organization/ myself does not have any legal suit/ criminal case pending against it for violation of GST Act or any other law.
 - Our organization / I agree to abide by all terms & conditions of tender.
 - Our organization / I will quote prices inclusive of all taxes.
- 4) The supplier selected shall have the responsibility to provide service as mentioned at Annexure I & II as per supply order which is required for carrying out day to day official work of CDM & PHO, Koraput.
- 5) Each Tender document must be signed with seal.
- 6) *Accommodation*
 - ✓ Self-contained room with amenities e.g., bathroom, toilet, wardrobe, toiletries, drinking water, hot shower, and working toilet.
 - ✓ Cleanliness of the rooms – beddings, carpets, furniture with proper aeration.
 - ✓ Safe and secure environment
 - ✓ Safety of valuables – should have a lockable safe or in house arrangement.
 - ✓ Easily accessible
 - ✓ Smoking and non-smoking rooms
 - ✓ Reliable Wi-Fi
 - ✓ Extras – TV in room with DSTV connection, Air Conditioning
 - ✓ Flexibility of hotel – check in and checkout times
 - ✓ Disability friendly
- 7) Required services to be order three day prior to the event and the agency/ firm is responsible to provide required service in time. In case of non compliance i.e. delay in supply, poor quality of service etc. 10% amount of penalty to be deducted from the billing amount.
- 8) The agency has to submit bill within 3 days completion of the programme and payment will be made to the Bank account of the agency in next 10 days.
- 9) This rate will be applicable for items for one year on an annual rate contract basis.
- 10) The extension of contract may be considered by the CDM&PHO on mutual satisfaction by year by year for another 2 years with unchanged quoted rate.
- 11) The price should be quoted inclusive of all taxes & charges.
- 12) The vendor has to submit the rates separately for Koraput & Jeypore in two different price bid sheet.
- 13) For any dispute, decision of CDM&PHO-cum-District Mission Directorate, Koraput shall be final.
- 14) All legal disputes are subject to the jurisdiction of Koraput court only.
- 15) The CDM&PHO-cum-District Mission Directorate, Koraput reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason thereof.


**CDM & Public Health Officer,
Koraput**

Documents to be submitted:-

- A. Application form
- B. Copy of PAN
- C. Up to date GST certificate
- D. NOC from Municipality
- E. Affidavit
- F. Financial BID in prescribed format
- G. EMD – Rs.10000/- (Security)
- H. Tender Paper cost with DD of Rs.1180/- (Non-refundable)

Chief District Medical & PHO cum
District Mission Director, Koraput.


**CDM & Public Health Officer,
Koraput**

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2	Detail Address	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory (If any)	
5	Telephone number of authorized signatory/ Organization	
6	Tender Document Cost (DD) Rs.1180/-	
7	PAN (Photocopy of PAN) (Photo copy to be attached)	
8	Draft number and date of the security deposit (EMD) Rs.10000/- (Draft to be Submit)	
9	Annual Turnover (Audited balance sheet and P & L Account Duly signed by Chartered accountant (Any of the last financial year. Photocopy to be attached. (Optional)	
10	GST Registration No	
11	NOC from Municipality	
12	Affidavit of declaration certified by Notary that the Affidavit in original stamp paper organization does not have any legal suit/ criminal certified any Notary with clauses as case pending against it for violation of mentioned in clause no.4 of the GST act or any other law and agrees terms & conditions) to abide by all terms & conditions of the tender	(YES/NO)
13	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal.	(YES/NO)

DECLARATION

I/we hereby certify that the terms and conditions, specification etc. given with the tender 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 deviation/forged information in the above statement at any stage, our firm/Agency will be black listed and will not have any dealing with your organization in future.

Place:

Signature with Seal

Date


**CDM & Public Health Officer,
Koraput**

Hotel Accommodation Service: Annexure – II-A (Koraput)

Sl No	Type of Room	Unit cost (Inclusive of taxes & for 24 hours)
1	SINGLE ROOM- NON A/C	
2	SINGLE ROOM- A/C	
3	DOUBLE ROOM- NON A/C (SINGLE OCCUPANCY)	
4	DOUBLE ROOM- NON A/C (DOUBLE OCCUPANCY)	
5	DOUBLE ROOM- A/C (SINGLE OCCUPANCY)	
6	DOUBLE ROOM- A/C (DOUBLE OCCUPANCY)	
7	SUIT CHARGES- PLEASE SPECIFY THE CATEGORY & SERVICE AVAILABLE	
8	EXTRA BED & EXTRA PERSON CHARGE	
9	ANY OTHER ROOM (SPECIFY IN DETAILS)	

Signature with Seal


**CDM & Public Health Officer,
Koraput**

Hotel Accommodation Service: Annexure – II-B (Jeypore)

Sl No	Type of Room	Unit cost (Inclusive of taxes & for 24 hours)
1	SINGLE ROOM- NON A/C	
2	SINGLE ROOM- A/C	
3	DOUBLE ROOM- NON A/C (SINGLE OCCUPANCY)	
4	DOUBLE ROOM- NON A/C (DOUBLE OCCUPANCY)	
5	DOUBLE ROOM- A/C (SINGLE OCCUPANCY)	
6	DOUBLE ROOM- A/C (DOUBLE OCCUPANCY)	
7	SUIT CHARGES- PLEASE SPECIFY THE CATEGORY & SERVICE AVAILABLE	
8	EXTRA BED & EXTRA PERSON CHARGE	
9	ANY OTHER ROOM (SPECIFY IN DETAILS)	



**CDM & Public Health Officer,
Koraput**

Signature with Seal