

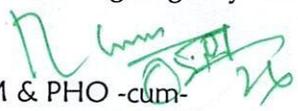
OFFICE OF THE CDM&PHO, KORAPUT
DISTRICT PROGRAMME MANAGEMENT UNIT, NHM

Advt.No. 25 /DPMU/NHM/KPT/2025-26,

Date: 05/01/2026

Tender Call Notice

Sealed tenders are invited from registered suppliers/agencies for Food Catering Services under NHM, Koraput for a period of one year on an annual rate contract basis. Details regarding the items, terms & conditions and formats for submission of tender may be downloaded from the website: <https://koraput.odisha.gov.in>. The tenders should reach the office of the undersigned by 28/01/2026 till 5.30 P.M. The tender will be opened at 11.00 A.M. on 29/01/2026. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.


CDM & PHO -cum-

District Mission Director, Koraput

CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
OFFICER, KORAPUT

Tel: 06852-299964

Tender Ref No-. 25 /DPMU/NHM/KPT/2025-26

Dated: 05/01/26

TENDER DOCUMENT
FOR
FOOD CATERING SERVICES UNDER NHM, KORAPUT

Address for Correspondence-
OFFICE OF THE CHIEF DISTRICT MEDICAL &
PUBLIC HEALTH OFFICER, KORAPUT
At/Po-Jail Road, Dist- Koraput, Odisha, Pin-764020

DISCLAIMER

This Tender Document pertaining to Food Catering Services under National Health Mission (NHM), Koraput, issued by the Office of the Chief District Medical & Public Health Officer, Koraput, Odisha, is prepared in good faith as a template for procurement purposes in accordance with prevailing Government of Odisha guidelines and standard tender practices. The document does not constitute a legally binding offer or contract until duly accepted by competent authority, and prospective bidders are solely responsible for meticulously examining all contents, including but not limited to specifications, terms, conditions, annexures, schedules, and formats.

The Issuing Authority hereby expressly disclaims all responsibility and liability whatsoever for any errors, omissions, ambiguities, inaccuracies, or discrepancies contained herein, as well as for any postal delays, non-delivery, or bidder omissions in submission. All provisional details, including timelines, financial instruments and clauses, remain subject to amendment through official corrigendum published exclusively on the District website <https://koraput.odisha.gov.in/>, which bidders shall monitor diligently. Participation in the tender process shall be deemed unconditional acceptance of the document in its entirety, without recourse to claims for costs, damages, or losses under any circumstances.

Bidders must ensure strict compliance with extant statutory and regulatory frameworks, inter alia, Food Safety and Standards Act, 2006 (as amended), Goods and Services Tax laws, Odisha Public Procurement Policy, and environmental mandates prohibiting single-use plastics thinner than 50 microns. The Chief District Medical & Public Health Officer, Koraput, reserves the unqualified right to accept, reject, revise, or annul any or all tenders, in full or part, at any stage, without assigning reasons or incurring liability thereof. All disputes shall be subject to the exclusive jurisdiction of competent courts at Koraput, Odisha.

This Disclaimer constitutes an inseparable and overriding component of the Tender Document, superseding any contrary interpretations or assumptions.



SECTION 1 - NOTICE INVITING PROPOSAL

Tender Reference No. : 25 /DPMU/NHM/KPT/2025-26, Dated: 05/01/26

Detailed proposals are invited from eligible agencies for food catering services under NHM, Koraput

S.No.	Particulars	Details
1	Period of Availability of Tender Document	From <u>05</u> /01/2026 to <u>28</u> /01/2026 (Downloadable from website: https://koraput.odisha.gov.in)
2	Last Date & Address for Submission of Proposals	Date: <u>28</u> /01/2026, Time: 5:30 PM Address: Office of the Chief District Medical & Public Health Officer, Jail Road, Koraput-764020 N.B.: Proposals must be submitted through Speed Post / Registered Post / Courier only. Hand delivery or other modes will not be accepted.
3	Date, Time & Place of Opening of Proposals	a) Technical Proposal (Part-A): <u>29</u> / <u>01</u> / <u>26</u> ..at 11:00 AM b) Financial Proposal (Part-B): Date to be intimated later to technically qualified bidders only. Venue: Office of CDM & PHO, Koraput Note: Bidders or their authorized representatives may remain present during opening.

Section-2

TERMS AND CONDITIONS FOR FOOD CATERING SERVICES UNDER NHM, KORAPUT

1. Bidders may download the tender document from the District website: <https://koraput.odisha.gov.in> and submit bids along with non-refundable Tender Paper Cost of ₹3,000/- (Rupees Three Thousand only) and refundable Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand only). Both shall be in the form of Demand Draft favoring "Non-NRHM Account", payable at Koraput.
2. The EMD of Rs. 10,000/- shall be returned to all the bidders including the successful bidder; **however the successful bidder have to submit a bank Guarantee of Rs. 40,000/- at the time of agreement.**
3. Any alteration to clauses or annexure in the downloaded bid documents will result in outright rejection of the tender.
4. Sealed tenders must reach the office on or before 28/01/2026 by 5:30 PM via Speed Post/Registered Post/Courier only. Tenders received after this deadline will be rejected unopened. Technical bids will be opened on 29/01/2026 at 11:00 AM in the presence of the Purchase Committee. Bidders or their authorized representatives may attend.
5. The Chief District Medical & Public Health Officer, Koraput bears no responsibility for postal delays or omissions by bidders and reserves the right to accept or reject any/all tenders without assigning reasons.
6. The bidders are required to submit tenders in two separate sealed envelopes marked "Cover-A (Technical Bid)" and "Cover-B (Financial Bid)", placed in a third outer envelope superscribed "Tender for Food Catering Services under NHM, Koraput" with Bid Reference No. [...25.../DPMU/NHM/KPT/2025-26].
7. Quoted rates must be inclusive of all taxes, duties, and cost of delivery & serving to and at the venue within Koraput Municipal area.
8. Bidders must submit a valid FSSAI Food Safety License.
9. No advance payments will be made. Payments shall be released only after satisfactory supply, verification, and submission of bills with supporting documents.
10. The successful bidder shall not appoint any sub-contractor or sub-lease the contract. Violation will lead to immediate termination without notice and forfeiture/ redemption of Bank Guarantee /security deposit.
11. Quoted rates shall remain valid for 12 months from the date of contract award, and an agreement shall be executed in this regard with the successful bidder. No rate escalation will be entertained. The contract may be extended up to one more year by mutual consent, subject to satisfactory performance.
12. Bidders have to submit photocopies of valid GST Registration Certificate and PAN Card.
13. Bidders having prior experience in providing catering services to Government organizations will be given preference in case of tie (submit proof & year of experience).
14. Submit an affidavit in ₹20/- non-judicial stamp paper declaring that the agency has not been blacklisted by any Government/PSU organization.
15. Do not alter the item list or serial numbers in the Price Bid format.



16. The bidder shall submit Annual Turnover Certificate for FY 2024-25, certified by a Chartered Accountant with UDIN (Annexure-I). The minimum turnover must be equal to or more than ₹20,000/-.
17. Submit the Declaration Form (Annexure-II) duly notarized by a Notary Public or Executive Magistrate.
18. The successful bidder must supply food strictly as per purchase order specifications/combinations for the day-to-day requirements of O/o CDM & PHO, Koraput.
19. Submit bills within 3 days of service completion. Payments will be made to the agency's bank account within 10 days post-verification.
20. The agency shall provide disposable plates, glasses, containers, and serving personnel at the designated venue.
21. Ensure quality and quantity strictly matches the supply order and approved rates.
22. The quality of food will be checked by the Food Safety Officer from time to time. If any discrepancy is found, a notice shall be served to improve it. If the quality is not improved even after the second notice, the contract shall be cancelled without further notice
23. Delivery shall be at the supplier's cost and risk.
24. Quote rates shall be inclusive of all taxes, catering charges, and serving personnel cost.
25. Use only biodegradable materials or polythene ≥ 50 microns; single-use plastics are prohibited.
26. Utensils for preparation and service must be clean, hygienic, and satisfactory to the end user.
27. **Selection will be based on the lowest total price quoted in the financial bid, including all taxes, duties, and other incidental expenses till serving the food. Orders will be placed as per the composition of items listed with their respective unit prices quoted by the selected bidder.**
28. The selected bidder may be allowed to open and operate a canteen in the office premises of the CDM & PHO, Koraput, on payment of minimum monthly rent as decided by the committee. The bidder may opt for this arrangement if interested, and the price of food items shall be as per the unit prices quoted by the selected bidder in the tender.
29. The decision of CDM & PHO, Koraput shall be final in all disputes.
30. All legal disputes shall be subject to the exclusive jurisdiction of courts in Koraput.
31. CDM & PHO, Koraput reserves the right to accept/reject any or all tenders without liability or reasons.
32. **Serving Schedule** (subject to change with telephonic intimation):
 - Tea & Tiffin: 10:30 AM - 11:00 AM
 - Lunch: 01:30 PM - 02:00 PM
 - Evening Tea: 03:30 PM - 04:00 PM

Technical Bid

(To be submitted in Technical Bid Envelope)

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

S. No.	Document/Particulars	Status
1	Name of the Organization/Firm/Agency/Person	
2	Type of Organization (Company/Partnership Firm/Proprietorship Firm/Trust/SHG)	
3	Detailed Address (with PIN Code)	
4	Name of Authorized Signatory (in CAPITAL LETTERS)	
5	Authorization Letter & Specimen Signature of Authorized Signatory	
6	Telephone/Mobile No. & Email of Authorized Signatory/Organization	
7	Tender Document Cost: ₹3,000/- (Enclose Demand Draft) Non-refundable	
8	PAN Card (Photocopy attached)	
9	Earnest Money Deposit (EMD): ₹10,000/- (Enclose Demand Draft) refundable	
10	Annual Turnover Certificate for FY 2024-25 (duly certified by Chartered Accountant with UDIN) (Minimum of Rs. 20 Lakhs)	
11	GST Registration Certificate (Photocopy attached)	
12	Valid FSSAI Food Safety License (Photocopy attached)	
13	Declaration Form (Annexure-II) duly notarized	
14	Experience Certificate of providing catering services to Govt. organizations, if any	
15	All documents signed by Authorized Signatory on each page with seal	

Declaration by Bidder: I/We confirm that all required documents are enclosed in complete in all respects. Any deficiency may lead to rejection of our bid.

Signature: _____

Name:

Date:

Seal:



Financial Bid

(To be submitted in separate envelope)

SI No.	Item Description	Unit Price (Rs.)
1	Jeera/White Rice (200 g), Dal (50 g), Mix Veg Curry (150 g), Raita (75 g) with Water Bottle 500 ml	Rs.
2	Mushroom Curry/Masala (150 g)	Rs.
3	Paneer Mix Veg Curry (150 g)	Rs.
4	Paneer Chilli/Masala (150 g)	Rs.
5	Chicken Curry (150 g)	Rs.
6	Fish Curry (2 pc)	Rs.
7	Mutton Curry/Masala (150 g)	Rs.
8	Papad (1 pc)	Rs.
9	Kheer (100 g) / Sweet (50 g)	Rs.
10	Tea (75 ml)	Rs.
11	Coffee (75 ml)	Rs.
12	Crackers/Biscuits (40 ⁵⁰ g packet) 50 gm pk	Rs.
13	Paper Boat/Frooti/Juice (100-130 ml)	Rs.
14	Veg/Corn/Tomato Soup (200 ml)	Rs.
15	Bara, Samosa, Aloo Chop and Water Bottle 500 ml (One each)	Rs.
16	Veg Biryani 300 gm with Raita	Rs.
17	Chicken Biryani 300 gm with Raita	Rs.
18	Motton Biryani 300 gm with Raita	Rs.
19	Fruit Salad with Custard 50 gm	Rs.
20	Roti (1 pc)	Rs.
21	Mineral Water Bottle 1 litre	Rs.
22	Sweet Lassi (200 ml)	Rs.
23	Mixed dry fruits (like raisins, apricots, berries, almonds, cashews, walnuts, pistachios) 40 gm packet	Rs.
Total Price including all taxes & duties etc. (for determination of L1)		Rs.

(Rupees) only

Bidders' Signature with Seal

ANNEXURE – I

*(To be furnished in the **letter head** of the auditor / Chartered Accountant)*

ANNUAL TURNOVER STATEMENT

The Annual Turnover of M/s
..... for the last financial year is given below and certified that the statement is true and correct to the best of our knowledge and belief.

Sl No	Financial Year	Turnover (Rs.)
1	2024-25	
Amount in Words:		

Date:

Place:

Signature of the Auditor/ Chartered Accountant (Name in Capital)

UDIN.....

Membership No.-

Registration No. of Firm

Note: To be issued on the **letter head** of the Auditor / Chartered Accountant.

ANNEXURE – II

(To be submitted on a Stamp Paper of relevant value)

DECLARATION FORM

I/We,[Name of Firm/Agency] having our registered office at[Full Address], do hereby solemnly declare that we have carefully read and fully understood all terms and conditions of the tender document issued by the Chief District Medical & Public Health Officer, Koraput, Odisha for providing Food Catering Services under NHM, Koraput (Tender Reference No.....25...../DPMU/NHM/KPT/2025-26. We confirm that the quoted rates shall remain valid for one year from the date of contract approval, and we shall abide by all terms, conditions, and specifications therein.

We further declare that we have not been de-recognized, blacklisted, or disqualified by any State Government, Union Territory, Government of India, Government Organization, or Government Health Institution for supply of Not of Standard Quality (NSQ) items or non-supply of contracted items.

We agree that the Tender Inviting Authority may forfeit the Bank gurantee and/or Security Deposit, and blacklist our firm/agency for five years, if any information furnished by us is found false during inspection/verification or if we fail to comply with tender terms and conditions.

We possess valid FSSAI Food Safety License No.[License Number] valid up to [Expiry Date] and undertake to supply Food Catering Services under NHM, Koraput strictly as per the tender specifications.

Place: **Koraput**

Date:

Signature of Authorized Signatory: _____

Name:]

Designation:

Seal of the Firm/Agency

To be executed on ₹20/- Non-Judicial Stamp Paper and attested by Notary Public / Executive Magistrate.