



**HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF ODISHA**

Tender Document

For

**Supply of Tea, Breakfast, Working lunch and Dinner for
residential training programs**

Tender Document No: 01/2018/OHEPEE

Dated: 29/05/ 2018

Issued by;

OHEPEE - PMU

Higher Education Department,

Pustak Bhawan (2nd Floor), A-11, Suka Vihar,

Bhubaneswar-751022

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SCHEDULE OF TENDER

Tender No.	01/2018/OHEPEE
Name of the tender issuer	SPD OHEPEE – cum - Joint Secretary to Govt., Higher Education Department, Govt. of Odisha Bhubaneswar
Scope of Work	Supply of “Tea, Breakfast, Working lunch and Dinner for residential training programs”.
Quantity to be supplied	Approximately for 2,000 persons in a year. (The no. may increase or decrease)
Delivery Location	Anywhere in Bhubaneswar
Cost /fee of Tender Documents	<ul style="list-style-type: none">• Tender document is free of cost.• Tender documents can be downloaded by tenderers from Government of Odisha, Higher Education Department website i.e. www.dheodisha.gov.in
Earnest Money Deposit	<ul style="list-style-type: none">• Rs. 5,000/- (Rupees Five Thousand Only)• Earnest Money Deposit shall be in the form of Demand Draft payable in favor of “OHEPEE HIGHER EDUCATION DEPARTMENT”, drawn from any nationalized bank.
Date of issue of tender document	29.05.2018
Date of Pre Bid clarification meeting	04.06.2018 at 04:00 PM
Last Date for Submission of Bids	23.06.2018 by 04:00 PM
Date of Opening of Technical Bids	25.06.2018 at 11:00 AM
Date of Price Bid Opening	27.06.2018 at 11:00 AM
Name of the contact person for Communication	SPD OHEPEE – cum - Joint Secretary to Govt., Higher Education Department, Govt. of Odisha Bhubaneswar
Contact Number	0674-2545484
Address for Communication	Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022

ELIGIBILITY CRITERIA

The firm;

- 1) Should have a trade license to deal in catering services.
- 2) Must be registered in India under GST Act.
- 3) Must have a turnover of more than 5 lakhs during the year 2016-17/2017-18. He must submit copy of Balance Sheet and P/L statement certified by the Chartered Accountant and acknowledgement of Income tax return as a proof in the Technical bid.
- 4) Should not have been blacklisted by any State Government/ / Central Govt / PSU in India. A self declaration is required as per **Annexure IV**.
- 5) Should have executed a single contract for supply of minimum 50 nos. of working lunch to any govt. or non- govt. organization during the year **2016-17/ 2017-18**. Enclose a copy of the bill/invoice along with receipt of payment against such supply in Technical bid as proof.
- 6) Should have a registered office / branch office in Bhubaneswar
- 7) Must have a valid PAN.

BID SUBMISSION

This section outlines the steps to be used for submission of bids:

The bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

- 1) **Earnest money Deposit (EMD):** Bidder has to submit EMD of Rs 5,000/- (Rupees Five Thousand Only) in the form of Demand draft drawn from any nationalized Bank in favor of "OHEPEE, Higher Education Department" payable at Bhubaneswar. The EMD should be sealed in one envelope marked as "EMD".
- 2) **The Technical bid** sealed in another envelope marked as "Technical Bid" shall contain
 - Details of the item(s) quoted and the quantity details. The bidder should fill-up the format given in **Annexure I**. No alteration / modification in the format shall be permitted.
 - Details of the tenderer as per **Annexure II**, duly filled in, signed and complete in all respects.
 - A self declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt / PSU in India as per **Annexure IV**.
 - Audited Balance Sheet and P/L statement certified by Chartered Accountant and acknowledgement of Income Tax return for the year 2016-17/17-18.
- (3) **The Price bid** shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per **Annexure III** duly completed in all respects.

The three separate envelopes containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to SPD OHEPEE – cum - Joint Secretary to Govt., Higher Education Department, Govt. of Odisha, Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022 and send it through **Speed Post/Registered Post only** (no other means will be entertained). Each envelope should bear the name of bidder, along with the tender number. However the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Prospective Bidders are requested to remain updated for any notices /amendments, clarifications etc. to the Tender Document through the website **[www. dheodisha.gov.in](http://www.dheodisha.gov.in)** / Notice board of the office address mentioned at Sl.no.1. No separate notifications will be issued for such notices / amendments /clarifications etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid. In case the prices are indicated in the Technical bid, the tender shall stand rejected.
- 4) Price of dinner will be 75% of the lunch amount as item no-1 & 6 of the menu list for Lunch will not be included in dinner and item no -9 will be served @ 500ml per person.
- 5) EMD amount will be returned to unsuccessful bidders (authorized representative) on the day of opening of Price Bid and EMD of the successful bidder will be returned after the submission of Performance Bank Guarantee (PBG).
- 6) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- 7) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 8) The total figures should be written in figures followed by words.
- 9) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- 10) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
- 11) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the

- affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 12) "Price Bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Tender Committee will be final.
 - 13) The tenderer quoting the lowest value (L1) of Price Bid will be chosen based on value of breakfast & 1.75 times value quoted for lunch.
 - 14) All the transit risks shall be the responsibility of the supplier.
 - 15) The bidder has to ensure cleaning of the place after serving of the Lunch/Dinner/Snacks.
 - 16) The successful bidder shall have to supply all necessary utensils along with the supplied food viz. plates, spoons, tissue paper etc.
 - 17) Failure to render catering service as per the approved technical specification may lead to forfeiture of security money deposit and blacklisting of the suppliers.
 - 18) All the disputes shall be subjected to the jurisdiction of civil Courts situated in Bhubaneswar.
 - 19) Bids shall remain valid for a period of Two years and may be extended for next one year from the date of award of the tender.
 - 20) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
 - 21) **PERFORMANCE BANK GUARANTEE** The Selected Bidder shall deposit performance security for an amount of Rs.10,000/-(Rupees ten thousand only) in the form of an account payee demand draft/ fixed deposit receipt from a commercial bank to OHEPEE, Higher Education Department, Bhubaneswar, within Fifteen (15) working days of the date of notice of award of the tender.
 - 22) Any notice given by the successful bidder shall be sent in writing to The Joint Secretary to Govt. cum SPD,OHEPEE, Higher Education Department at Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022.
 - 23) All payments will be made within 45 days of submission of invoice, based on completion of respective terms & conditions. Applicable TDS will be deducted on payment.
 - 24) A pre-bid meeting will be held on 04/06/2018 at 11.00 AM in the O/o OHEPEE, PMU. Interested bidders shall attend the said meeting to clarify their doubts if any, along with the authorization letter to attend the said meeting & their doubts/suggestions in writing for discussion .The decision taken in the pre-bid meeting will be incorporated in the tender and the decision will be floated in the notice board of OHEPEE, PMU. The bidders should submit their Bids accordingly.

MENU OF FOOD ITEMS

Sl.No	Menu of Food items (Breakfast & Lunch)	Quantity to be served per person	
(1)	(2)	(3)	
TEA/COFFEE/SNACKS			
1	Tea or Coffee	60 ML.	
2	Marie Biscuits and Top Biscuits	2 Pcs each	
BREAKFAST			
1	Rawa Upma,white peas curry, Sweet: Rasogolla or Gulab	Upma: 100 Gms Sambar: 50 ML. Sweet: 1 Pc	These 3 items are to be served in rotation .
2	Idli, Chutney & Sambar Sweet: Rasogolla or Gulab Jamun	Idli: 4 Pcs (Standard Size) Sweet: 1 Pc	
3	Puri Sabji, Sweet	Puri-06 Pcs (Standard Size) Sweet-1 pc	
LUNCH			
1	Green Salad or Papad	40 Gms	
2	Plain / Fried Rice(Jeera rice variety)	100 Gms	
3	Plain Roti	2 Pcs (Standard Size)	
4	Dal Fry(Arahar Dal)	70 Gms	
5	Mix Veg Curry	100 Gms	
6	Paneer Curry or Mushroom Curry	100 Gms	
7	Veg Fry (Ladies Finger/Potato/Beans)	100 Gms	
8	Sweet curd or Ice Cream	80 Gms	
9	20 Lt. Water Jar	1 Lt. per person	

ANNEXURE – II

DETAILS OF THE TENDERER

Sl. No	Particular	
1	Name of the firm/Agency	
2	Registered office Address & Complete postal address	
3	Telephone , Fax Numbers & e-mail id	
4	Name of Authorized Signatory(in block letters)	
5	Specimen signature of authorized signatory	
6	Contact No.of authorized signatory	
7	Type of Organization /Firm (Proprietary/Partnership/Pvt. Ltd./Public Ltd)	Tenderer has to provide relevant documents establishing the fact that they are partnership/ Joint/ Limited/ Sole Proprietary)
8	Date of Establishment and Experience in business (In number of years)	
9	G.S.T. Registration No.	
10	PAN No.	
11	Details of Earnest Money Deposit & cost of tender to be paid (i. e. D.D. NO. and bank details etc.)	
12	Details of trade license	
13	Audited annual financial statement of 2016-17	Photocopy of the audited Balance Sheet and Profit & Loss account is to be attached.

Date:

Place:

Signature & Seal of the Tenderer

PRICE SCHEDULE

To,

The Joint Secretary cum SPD,
Department of Higher Education,
Pustak Bhawan (2nd Floor),
A-11, Suka Vihar,
Bhubaneswar-751022

Ref: Bid no. ----- dated -----

Sir,

I/We ----- hereby offer to supply the following items at the prices and within the period indicated below:

Sl. No	Head	Unit price	Taxes	Total Price inclusive Taxes
1	Breakfast			
2	Lunch			
3	Dinner(@ 75 % cost of lunch)			

1. It is herewith certified that we have understood the general Terms & conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

- The Bidders may prepare their bid form as per this Proforma.
- No change in the Proforma is permissible.

Date:

Place: (Signature and seal of the bidder)

SELF DECLARATION FOR NOT BLACK LISTED

To,

The Joint Secretary cum SPD,
Higher Education Department,
Government of Odisha.
Pustak Bhawan (2nd Floor),
A-11, Suka Vihar,
Bhubaneswar-751022

Ref.: Tender No.

Sir,

I / We hereby confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court /Public sector Unit /Central Government.

Date:

Place:

Signature of Bidder.....

Name.....

Designation.....

Seal