

TENDER PAPER

for

Providing of Catering Services

For

State level Women Convention

ORMAS

Odisha Rural Development and Marketing Society
Panchayati Raj Department, Govt. of Odisha
SIRD & PR Campus, Unit-VIII, Nayapalli, Bhubaneswar

**PURCHASE DETAILS OF TENDER PAPER OF CATERING SERVICES FOR
STATE LEVEL WOMEN CONVENTION - 2016**

Tender paper can be downloaded from the following websites- www.ormas.org Or www.odishapanchayat.gov.in. Or www.olm.nic.in Or can be obtained from ORMAS Office at "SIRD & PR Campus, Unit-VII, Near Stewart school. Bhubaneswar, Pin 751012 during office hours.

A. COST OF TENDER PAPER : **Rs. 5,000 (Rupees five thousand only)** (Non-refundable)

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Demand Draft/Pay Order No..... Dated /..... /2016 (if the tender paper downloaded from website (DD / Pay Order to be attached with tender paper) :

<i>To be filled in by the bidder. (Only in case of tender paper downloaded from website.)</i>
<i>Bidder Name and Address:</i> M/s
Signature of the bidder

Or

Money Receipt No..... Dated/..... /2016 (if the tender paper purchased from ORMAS office), (Original Money Receipt to be attached with tender paper)

<i>To be filled in by the Account section of ORMAS. (only in case of purchase of tender paper from ORMAS office)</i>
<i>ISSUED TO (Address in Detail):</i> M/s
Signature of issuing officer

C. E.M.D (Refundable) : **Rs.1,00,000/-** (Rupees lakh only) in shape of Demand Draft /Pay order in favour of "**ORMAS,**" payable at Bhubaneswar.

Demand Draft/Pay Order No..... Dated/..... /2016

D. Sale of Tender Paper: 22nd Oct. to 15th Nov. 2016 up to 3 PM at ORMAS Office during office hour.

E. Last Date & Time for Receipt of Tender: 15th November 2016 latest by 3 PM.

F. Date & Time of Opening of submission of Tender Paper: 15th November 2016 at 3:00 PM at Conference Hall of ORMAS at SIRD Campus, Unit-8, BBSR.

G. Date & Time for opening of Prequalification Bid: 7th November 2016 at 3:30 PM at Conference Hall of ORMAS at SIRD Campus, Unit-8, Bhubaneswar

H. Date & Time for opening Financial Bid: 7th November 2016 at 4:00 PM at Conference Hall of ORMAS at SIRD Campus, Unit-8, Bhubaneswar

I. Address For Submission Of Tender Paper:ORMAS (Odisha Rural Development Marketing society)
SIRD Campus, Unit-VIII, Bhubaneswar, Odisha, Pin- 751012.

Terms of Reference for providing Catering Services during State Level Women Convention

1- About the Event – State Level Women Convention

Government has been decided for celebration of Birth Centenary of Former Chief Minister of Odisha and Statesman of the Country late Biju Patnaik. During this celebration, It has also been decide to organise State level Women Convention for his contribution towards Women Empowerment and 3 Tire Panchayati Raj Systems in Odisha. This event will be organised during last week on November 2016 at Jananta Maidan, Bhubaneswar.

Participants-10,000 from all 30 districts of Odisha

1. Members of the Self Help Groups
2. Women PRI members
3. Women Community Leaders- LSP/ CRP/ Bank Mitra/ Pasu Mitra / Udyog Mitra etc
4. Women entrepreneurs
5. Women from other walks of life.

Activities to be undertaken during the event.

1. A Resource person or a subject expert will deliver a theme talk on the vision and action of Biju babu on Women Empowerment in Odisha
 2. To invite 1-2 enlightened speakers from national arena to talk on related subject like:
 - a. Contribution of women towards socio-economic development of Indian society.
 - b. Participation of women in the socio-political system and leadership in all areas
 - c. Role of Biju Babu towards Empowerment of Rural women.
 - d. Role of Biju Babu towards Rural Development
 - e. Role of Biju babu towards Ranchyati Raj
 - f. Role of Biju Babu towards Development of Odisha Economy and / Industrialisation.
 3. Success Story presentation of women entrepreneur.
- 2- **Name of The Event** : State level Women convention-2016
- 3- **Date of the event**: Last week of November 2016
- 4- **Venue**: Janata Maidan, Near Swosti Premium, Jaydev Vihar
- 5- **Organised by**: ORMAS, Panchayati Raj Department, Government of Odisha
- 6- **Participants**: 10,000- Participants
- 7- **Food to be Served**:

Details of the menu to be served to the 10,000 participants during Celebration of State level Women Convention -2016

S.N	Menu	Specification	Quantity for one Breakfast/ lunch on each items to be served	Time
A	Break Fast			9 AM to 12 Noon
1	Upma	Suji with Mix Vegetable	200 Gm.	
2	Dalma	Arhar Dal with Vegetable mix	100 MI	
3	Puri		5 pcs (50 gm size each)	
4	Mitha	Dry sweets	1 pcs- 100 gm	
5	Tea		100 ml	
6	Water Bottle- ½ Liter	ISI Marked	½ litter	

B	Lunch			12 Noon to 3 PM
1	Fruit punch	With mix fruit bits	200 ml	
2	Plain Rice	Raw/Arua- Balami Super fine rice	150 gm	
3	Dal	Arhar	50 gm	
4	Mix Veg./ Desi Ghanta	Usual ingredients	200 gm	
5	Khata	Tamato & Khajuri	40 gm	
6	Paneer Masala	Paneer	100 gm	
7	Water bottle	ISI Marked	½ litter	

8- Manpower requirement for serving of food.

- Manpower for serving: **6 service boys** for each stall i.e (60X6) **360 personnel** should be engaged by the agency.
- 20 service boy** to be deployed for providing services at **VIP food stall**.
- 30 Professional** may be engaged to manage/supervise the **60 Food stall (20 each RDC Zone)**.

9- Maintenance of quality of food

In order to maintain proper quality of food to be served sufficient care must be taken in the selection of raw material and skilled manpower may be used for preparation of the same. Quality of the work will be inspected by a High Level Team/Committee authorized by the ORMAS, PR department during the entire process and payment will be released only after clearance by the same and satisfactory Performance Certificate by the Competent Committee Any violation of terms and conditions mentioned in the TOR document will lead to penal action as deemed fit.

10- Terms & Conditions

- The bidder has to submit **Original Money Receipt** or **Rs. 5,000/-** (Rupees five thousand only) towards cost of tender paper, if purchased from the ORMAS office at "SIRD Campus, Unit-8, Bhubaneswar, Pin-751012".
- Demand Draft / Pay Order of **Rs. 5,000/- (Rupees five thousand only)** in favour of "**ORMAS, Bhubaneswar**" payable at Bhubaneswar to be attached, if the tender paper is downloaded from the website.
- Experience** of having successfully completed **similar nature of works during last 3 years**.
- The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- The bidder has to quote the rate as per the given format.
- Authority may award the contract to single or multiple firms/caterers, for taking into account, the volume of work and quality of hygienic food towards effective management of dinning, catering services and also crowd management in given time frame.

- 7) The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the competent committee. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the event-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the event-in-charge.
- 8) The bidders are required to deposit an earnest money **of Rs. 1,00,000/- (Rupees one lakh only)** in shape of demand draft/pay order in favour of **“ORMAS”**, payable at Bhubaneswar. The E.M.D. amount of the successful bidder will be refunded within a month on successful completion of the work. Tender papers without E.M.D shall not be accepted.
- 9) The successful bidder shall immediately and not later than the next day of intimation of acceptance of the tender, sign an agreement on Non-judicial stamp paper of appropriate value with submission of 10% (Ten Percent) of the Contract Amount in shape of Demand Draft towards performance security till completion of the works. Failure to do so shall give the Mela Authority the right to revoke the acceptance of the tender without further notice to the bidder, forfeit the performance security and award the work to any other contractor / decorator.
- 10) The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in godown of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- 11) The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
- 12) Caterer has to Provide Hygienic & Quality food**
- 13) Caterer has to maintain Cleanliness of the kitchen shed and food serving premises.**
- 14) Garbage will be kept in the Municipality Dumping Yards only.**
- 15) To keep at least fifty (50) fire extinguisher with own cost inside the kitchen shed.**
- 16) Selected Caterer has to Cleanliness to the kitchen shed and prepare hygienic food .**
- 17) Caterers has to provide sweeper for cleanliness of the kitchen shed and food stalls.**
- 18) The organizer will provide 60 food stalls and kitchen shed for cooking, however the agency should bring its own utensils for cooking and serving equipments to serve the foods.
- 19) All the **Service Boy** engaged by the bidders, have well dressed with **common uniform**.
- 20) The **rate offered by the firm** shall be including **of all taxes and duties**.
- 21) The tender documents should be submitted in two separate covers, one cover containing the Eligibility criteria along with the Prequalification Bid (Cover-A) and another cover containing the Financial Bid (Cover-B) and finally packed in one cover and super scribed as “Tender Paper for Tentage & Allied Works”.**
- 22) The tender should be submitted in two bids – **“Prequalification Bid” & “Financial Bid”** in separate sealed cover.

23) The **Prequalification Bid** must be accompanied with the following documents.

The bidder is to submit self attested photocopies of the following documents with duly filled in tender paper. The documents to be submitted by the bidder are:

- a. **Original Money Receipt or Rs.5,000/-** (Rupees five thousand only) towards cost of tender paper, if purchased from the ORMAS office at "ORMAS Campus, Unit, Bhubaneswar, Pin-751012". **Demand Draft / Pay Order of Rs. 5,000/-** (Rupees five thousand only) in favour of **ORMAS** payable at Bhubaneswar to be attached, if the tender paper downloaded from the website.
 - b. **EMD of Rs. 1,00,000/- (Rupees one lakh only)** in shape of Demand Draft/Pay order in favour of **ORMAS** payable at Bhubaneswar.
 - c. **Experience** of having successfully completed **similar nature of works during last seven year** ending last month of the current year (up to 31st October 2016), should be either of the following.
 - i. **Three Similar** [Catering services for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs 7.00 Lakhs** (Rupees seven Lakhs.)
or
 - ii. **Two similar** [Catering services for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs. 10.00 Lakhs** (Rupees Ten Lakhs.)
or
 - iii. **One similar** [Catering services for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs. 20.00 Lakhs** (Rupees twenty Lakhs.)
 - d. Copy of the **registration certificate** of the firm and valid number in favor of the firm from **Commercial Tax (VAT), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan)** for similar nature of work.
 - e. Self attested photocopy of valid TIN registration certificate of similar nature of works (in form VAT-103) and valid VAT Clearance Certificate (in VAT-612 form) and return copies (in form 201) for the year 2015-16.
 - f. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2015-16.
 - g. Self attested documents / Papers in support of previous experience of at least last 3 years.
 - h. The bidder has to submit the **Audited Financial Statement of last three years duly attested by the Chartered Accountant.**
 - i. **Annual Financial Turnover during the last three year**, ending 31st March of the previous financial year, **should be at least Rs. 20.00 Lakhs.**
 - j. **Valid copy of food license /Certificate** issued by competent authority.
- 24) The **Financial Bid** must be submitted in the prescribed format as per the tender schedule with item wise rate per unit and total financial involvement for the entire work.
- 25) **The tender should be submitted / reached at office of the Executive Director, ORMAS, SIRD Campus, Unit-8, Bhubaneswar latest by 3.00 PM on 15.11.2016.**The "Prequalification

Bid" will be opened at **3.30 PM on dated 15.11.2016** in presence of the tenderers or their authorized representatives. The **Financial Bid in respect of the Tenderers, qualified in Prequalification Bid will be opened at 4.00 PM on dated 15.11.2016.**

- 26) For any further query in this regards, the interested parties may contact the Director, ORMAS & PR at SIRD & PR Campus, Unit-8, Bhubaneswar.
- 27) The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.

Signature with seal

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS & PR, PR Department. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder (with seal)

Place:

Date:

Format for submission of Financial Bid for Catering Services during
“State Level Women Convention- 2016”

To

The Executive Director
ORMAS, Bhubaneswar

Sub: Submission of quotation for providing Catering Service during “State Level Women Convention- 2016”

Sir,

I am submitting here the rates for providing Catering Service towards “State Level Women Convention- 2016”. The details are as follows:

S.N	Menu	Specification	Quantity for one Breakfast/ lunch on each items to be served	Quoted Rate Per Plate [In Rs]
A	Break Fast			
1	Upma	Suji with Mix Vegetable	200	
2	Dalma	Arhar dal with Vegetable mix	100	
3	Puri		5 pcs (50 gm size each)	
4	Mitha	Dry sweets	1 pcs- 100 gm	
5	Tea		100 ml	
6	Water Bottle- ½ Liter	ISI Marked	½ litter	
B	Lunch			
1	Fruit punch	with mix fruit bits	200 ml	
2	Plain Rice	Raw/Arua- Balami Super fine rice	150 gm	
3	Dal	Arhar	50 gm	
4	Mix Veg./ Desi Ghanta	Usual ingredients	200 gm	
5	Khata	Tamato & Khajuri	40 gm	
6	Paneer Masala	Good quality Paneer	100 gm	
7	Water bottle	ISI Marked	½ litter	
Total [Break Fast + Lunch]				

Full Signature with Seal-----

Name of the Organization/ agency-----

Address Details-----

Contact No-----