

TENDER PAPER

for

Providing of Catering Services

during

**Celebration of
Panchayati Raj Diwas
Samaroha**

On

5th March 2016

SIRD & PR

**State Institute for Rural Development & Panchayati Raj
Panchyati Raj Department, Govt. of Odisha
SIRD Campus, Unit-VIII, Nayapalli, Bhubaneswar**

**PURCHASE DETAILS OF TENDER PAPER / EMD FOR TENTAGE & ALLIED WORKS OF
CELEBRATION OF PANCHAYATIRAJ DIWAS - 2016**

Tender paper can be downloaded from the following websites- www.sirdodisha.org OR www.ormas.org OR www.odishapanchayat.gov.in. Or can be obtained from the office of SIRD at "SIRD Campus, Unit-8, 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 SIRD office), (Original Money Receipt to be attached with tender paper)

<i>To be filled in by the Account section of SIRD. (only in case of purchase of tender paper from SIRD 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 **"Director SIRD,"** payable at Bhubaneswar.

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

D. Sale of Tender Paper: 10th to 22nd February 2016 up to 5 PM at SIRD Office during office hour.

E. Last Date & Time for Receipt of Tender: 23rd February, 2016 latest by 3 PM.

**F. Date & Time of Opening of submission of Tender Paper: 23rd February, 2016 latest by 3:00 PM at Office
SIRD & PR, SIRD campus, Unit-8, BBSR.**

**G. Date & Time for opening Prequalification Bid: 23rd February, 2016 latest by 4:00 PM in the Office
chamber of Director, SIRD & PR**

**H. Date & Time for opening Financial Bid: 23rd February, 2016 latest by 5:00 PM in the Office chamber of
Director, SIRD & PR**

I. Address For Submission Of Tender Paper:

SIRD (State Institute of Rural Development & Panchayati Raj)

SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin – 751012.

About the Event – Panchayati Raj Diwas

State Level Panchayati Raj Diwas Samaroh is an important event for the Panchayati Department and as well as for Government of Odisha, where in all elected PRI members celebrate successful decentralised democratic governance system of Odisha as well as celebration of Birth day of great legendary leader Shri Biju Pattanik. It is celebrated on 5th March of Every Year. This year's State Level PR Diwas Samaroh- PR Department, has been planned to be organized at Janata Maidan, Near Swasti Primum, Jaydev Bihar, Bhubaneswar with 20000 Participants namely leaders of 3 tier PRIs & officials across the state. This event will be graced by Hon'ble Chief Minister, Odisha and his Cabinet cliques, Hon'ble MPs, MLA of Odisha, Hon'ble Mayor & Corporators, BMC and other Chair-person PSU and State, District & Block level Officials. In this event temporary structure like Stage, Entrance & Exit gate, Auditorium, Dining Halls, Coordination Centers, Photo Exhibition, Food Stalls etc. as decided by the Department will be erected for smooth organization of the event. 20,000 participants will be served with Breakfast, Lunch & Drinking Water during the event. The programme also will have cultural shows during the event.

Terms of Reference for providing Catering Services during PR Diwas-2016

- 1- **Name of The Event :** Celebration of the Panchayati Raj Diwas Samaroha-2016
- 2- **Date of the event:** 5th March 2016
- 3- **Venue:** Janata Maidan, Near Swosti Premium, Jaydev Vihar
- 4- **Organised by:** Panchayati Raj Department, Government of Odisha
- 5- **Participants:** PRI Members and Official (20,000- Participants)
- 6- **Food to be Served:**

Details of the menu to be served to the 20,000 PRI Members during Celebration of PR Diwas -2016

S.N	Menu	Specification	Quantity for one Breakfast/ lunch on each items to be served	Dated & Time
A	Break Fast			5 th March 2016 9 AM to 12 Noon
1	Upma	Suji with Mix Vegetable	200 Gm.	
2	Dalma	Arhar dal with Vegetable mix	1000 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			5 th March 2016 12 Noon to 3 PM
1	Dahi Chala	Podina flavored	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	Chicken	broiler	250 gm	
7	Water bottle	ISI Marked	½ litter	

7- Manpower requirement for serving of food.

- Manpower for serving: **6 service boys** for each stall i.e (150X6) **900 personnel** should be engaged by the agency.
- 20 service boy** to be deployed for providing services at **VIP food stall**.
- 60 Professional** may be engaged to manage/supervise the **150 Food stall (24 each RDC Zone and 5 for VIP Stall)**.

8- 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 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.

9- 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 SIRD office at “SIRD Campus, Unit-8, Bhubaneswar, Pin-751012”.
- Demand Draft / Pay Order of **Rs. 5,000/- (Rupees five thousand only)** in favour of “**SIRD, 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 dining, catering services and also crowd management in given time frame.
- 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.
- The bidders are required to deposit an earnest money of **Rs. 50,000/- (Rupees fifty thousand only)** in shape of demand draft/pay order in favour of “**Director SIRD**”, 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 150 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 SIRD office at “SIRD Campus, Unit, Bhubaneswar, Pin- 751012”.
Demand Draft / Pay Order of Rs. 5,000/- (Rupees five thousand only) in favour of **“Director SIRD “** 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 **Director, SIRD** 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 Dec. 2015), 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 2014-15.
 - f. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2014-15.
 - 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 Director, SIRD& PR, SIRD Campus, Unit-8, Bhubaneswar latest by 3.00 PM on 23.02.2016.** The “Prequalification Bid” will be opened at **4.00 PM on dated 23.02.2016** 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 5.00 PM on dated 23.02.2016**
- 26) For any further query in this regards, the interested parties may contact the Director, SIRD &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 SIRD & 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 towards Celebration of PR Diwas -2106

To

The Director
SIRD & PR, PR Department, Govt. of Odisha

Sub: Submission of quotation for Providing Catering Service during “Celebration of Panchyati Raj Diwas 2016”

Sir,

I am submitting here the rates for providing Catering Service towards Celebration of Panchayati Raj Diwas - 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	Dahi Chala	Podina flavored	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	Chicken	broiler	250 gm	
7	Water bottle	ISI Marked	½ litter	

Full Signature with Seal-----

Name of the Organization/ agency-----

Address Details-----

Contact No-----