

**GOVERNMENT OF ODISHA
HOME (ELECTIONS) DEPARTMENT**

QUOTATION CALL NOTICE

Dated Bhubaneswar the 21st December, 2017

No. IV(E) 16/2017/ 5497 Elec. Sealed quotation in plain paper / letter pad are invited from intending Caterer for supply of lunch, dinner, tea, biscuits & snacks and water bottles to the Office of CEO at the time of requirement of Election work for the upcoming By- Election in Bijepur.

The menu chart is given below.

1.	Working Lunch	Rice / Roti, Dal Fry, Salad, Papad, Pickles, Bhaja, Paneer / Mixed Veg, Curd & Sweet and water bottle (200 ml).	Per Plate
2	Dinner	Rice / Roti, Dal Fry, Salad, Papad, Pickles, Bhaja, Paneer / Mixed Veg, Curd & Sweet and water bottle (200 ml)	Per Plate
3.	Light Refreshment	Tea / Coffee & Biscuits (4 pcs)	Per Plate
4.	Light Refreshment	Tea / Coffee, Biscuits (4pcs) & snacks (1 piece Samosa / Bread pakoda)	Per Plate

2. The Quotationers should have valid GST No (self attested copy of the GST registration certificate is to be submitted). The Quotationers shall have to furnish their offer rate of the items per plate including different taxes thereon in the format (**at Annexure- A**) along with term and conditions if any and also to supply at the CEO office. Normally the supply is to be done at 2 hours notice for lunch and dinner and at 1 hour notice for snacks. Under no circumstances, they would be allowed to indicate any other type of taxes and no other terms and conditions will be accepted after finalisation of the quotations. The selection of L-1 bidder will be done based on least quoted rate for all the items together but rates are to be quoted separately for each item.


3. The Quotationer must have previous experience of supply of lunch / refreshment to such occasion organized by Government Department / Training Institute

4. The Quotations should reach the undersigned by **06.01.2018** up to 2.00 P.M. at the latest and the same shall be opened on the same day at **4 P.M** in the presence of Quotationers or their authorized representatives, if they so desire.

5. The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The authority reserves the right to cancel Quotation Call Notice without assigning any reason thereof.

6. After the finalisation of the bidder for supply of above items, the concerned supplier is required to deposit Rs.750/- as security money.

7. The accepted Quotation of L1 Quotationer will be valid for six months unless a decision to the contrary is taken by this Department.


Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Memo No./Elec. 5498 Dated : 21st December, 2017

Copy to Under Secretary to Government, IT Department / Head State Portal Group, NIC, Odisha Secretariat, Bhubaneswar for information and necessary action.

They are requested to float the quotation call notice in State Portal as well as website of Home (Elections) Department (www.ceoorissa.nic.in) for wide publicity.



Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Memo No./Elec. 5499 Dated : 21st December, 2017

Copy forwarded to Director, SIRD, Unit-8 / DG, Gopabandhu Academy of Administration, C.S Pur / RIPAES, Unit-8, Bhubaneswar requesting them to kindly display the said Quotation Call Notice in their Notice Board for information.



Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Annexure-A

SI	Item	Description	Unit	Rate
1.	Working Lunch	Rice / Roti, Dal Fry, Salad, Papad, Pickles, Bhaja, Paneer / Mixed Veg, Curd & Sweet and water bottle (200 ml).	Per Plate	
2	Dinner	Rice / Roti, Dal Fry, Salad, Papad, Pickles, Bhaja, Paneer / Mixed Veg, Curd & Sweet and water bottle (200 ml)	Per Plate	
3.	Light Refreshment	Tea / Coffee & Biscuits (4 pcs)	Per Plate	
4.	Light Refreshment	Tea / Coffee, Biscuits (4pcs) & snacks (1 piece Samosa/ Bread pakoda)	Per Plate	
TOTAL				

Note: The rate should be quoted for each item