



MAHILA VIKAS SAMABAYA NIGAM

(Govt. of Odisha Undertaking)

A-1 Block, Ground Floor, Toshali Bhawan, Satya Nagar
Bhubaneswar- 751007

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Ref. 1585 /MVSN

Dt. 14/08/2018

TENDER CALL NOTICE

Sealed Tenders are invited from interested reputed financially sound Catering Agency having valid registration certificate for supply of food for 33 batches of refresher training on MIS for ICDS functionaries

The Tender completed in all respect shall be deposited in the office of Managing Director, Mahila Vikas Samabaya Nigam, Toshali Bhawan, A-1 Block, Satya Nagar, Bhubaneswar-751007 on or before 29.08.2018 by 4 P.M. through Register Post, Speed Post only. The application form of the tender containing General Bid information and terms & conditions can be downloaded from the **website- www.wcdodisha.gov.in** from 15.08.18 to 29.08.18. A Tender Fee of Rs.500/- and EMD of Rs.6,000/- is to be deposited in shape of Demand Draft alongwith the Tender Application at the time of submission of the application. The authority reserves the right to cancel/modify the Tender at any point of time.


MANAGING DIRECTOR
MAHILA VIKAS SAMABAYA NIGAM



SELECTION OF CATERING AGENCY FOR SUPPLY OF FOOD FOR 33 BATCHES OF REFRESHER
TRAINING ON MIS FOR ICDS FUNCTIONARIES

MAHILA VIKAS SAMABAYA NIGAM
(Govt. of Odisha Undertaking)
A-1 Block, Ground Floor, Toshali Bhawan, Satya Nagar
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Ph.No.2573023, Tele Fax- 2573024,

**SELECTION OF CATERING AGENCY FOR SUPPLY OF FOOD FOR 33 BATCHES OF
REFRESHER TRAINING ON MIS FOR ICDS FUNCTIONARIES**

TENDER SCHEDULE

Period of issue of tender Documents	From Dt. 15.08.2018 to Dt. 29.08.2018
Last date & time for submission of tender Documents	Dt. 29.08.2018 by 4 P.M.
Place of submission of completed quotation Documents	Mahila Vikas Samabaya Nigam, A-1 Block, Ground Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007. Ph No.0674-2573023,2573024
Mode of submission	In Sealed cover through Speed Post or Registered Post only
Place, Date & Time for opening of Technical Bid	Mahila Vikas Samabaya Nigam, A-1 Block, Ground Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007. Ph No.0674-2573023,2573024 Date 30.08.2018 Time 11 A.M.
Place, Date & Time for opening of Financial Bid	Mahila Vikas Samabaya Nigam, A-1 Block, Ground Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007. Ph No.0674-2573023,2573024 Date 31.08.2018 Time 11 A.M.
Tender Fee	Rs.500/- in shape of DD in favour of MD, MVSN payable at Bhubaneswar.
EMD	Rs.6, 000/- in shape of DD in favour of MD, MVSN payable at Bhubaneswar.
Performance Security Deposit	10% of the Contract Value to be awarded in shape of DD in favour of MD, MVSN payable at Bhubaneswar.

Signature of Tenderer/Authorized person

I. Introduction :

Dept of W&CD and Mission Shakti is organizing 33 batches of residential “Refresher training on MIS for ICDS functionaries” at Mission Shakti Bhawan, Pokhariput, Bhubaneswar from last week of August’18 (the exact date will be communicated later) . The programme will be conducted for two days per batch for 33 batches. Around 40 participants in a batch will participate in the programme. For this purpose, food arrangement are to be made which includes breakfast, two times tea & snacks water bottle (500 ml two times), working lunch & dinner at Mission Shakti Bhawan.

As the requirement is urgent in nature, the time for submission is less in comparison to the normal time given for submission of the Tender. The sealed quotations are invited in two bid system i.e. Technical Bid & Financial Bid . Both the Bids should be put in separate envelopes and then in a single envelope superscribing “Supply of food items for Refresher training on MIS for ICDS functionaries at Mission Shakti Bhawan, Pokhariput, Bhubaneswar” The last date of the submission of the Bid is on/before 29.08.18 by 4 P.M. in the office of Mahila Vikas Samabaya Nigam, A-1 Block, Ground Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar- 751007.The sealed quotations will be opened as per the Tender Schedule. Technical Bid will be opened first and the Financial Bid of the technically qualified Bidders will be opened next. The Tender document can be downloaded from the website: **www.wcdodisha.gov.in**. The Sealed Tender should reach the office of MVSN on before 29.08.18 by 4.00 PM. The Technical Bid will be opened on 30.08.18 at 11.00 AM and the Financial Bid will be opened on 31.08.2018 in the office of Mahila Vikas Samabaya Nigam, Toshali Bhawan, A-1 Block, Ground Floor, Satya Nagar, Bhubaneswar-751007 in presence of Tender Committee and Tenderers/ representatives. The details of the Tender documents are enclosed separately.

II. General Terms and Conditions:

1. The Catering Agency shall provide the manpower as well as the materials as per the requirement and as per the specifications mentioned in the bid document.
2. The Catering Agency should have a valid GST registration number.
3. The Catering Agency should have FSSAI Certificate for food.
4. The personnel deployed shall be well disciplined and shall be well dressed.
5. They shall also do their duties assigned to them sincerely and without causing any problem to any participants.
6. On receipt on complain of any relevant nature they should immediately address the issue in consultation with officials deployed there.
7. The Catering Agency shall be an experienced one having minimum three years experience in the relevant field by March 2018 and must have an average turnover of Rs.5 Lakh during last three years ending on March 2018.
8. The Catering Agency shall have an office/ branch in Bhubaneswar locality.
9. The Catering Agency must not be blacklisted by any organization.
10. The check list of documents should be duly filed in alongwith photo copy of relevant documents are also to be attached to Tender Application.
11. The conditional bids shall not be considered and will be outrightly rejected in very first instance.
12. All entries in the tender form shall be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the technical bid application must be initialed by the person authorized to sign the tender bids.

Signature of Tenderer/Authorized person

1. **Information and condition relating to Bids**

The bid will be available from 15.08.18 to 29.08.18 in the web site www.wcdodisha.gov.in

2. **Submission of the Bid**

The Bid to be submitted on/before 29.08.18 by 4.00 PM in the office of Mahila Vikas Samabaya Nigam, A-1 Block, Ground Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar- 751007 Ph.No.2573023, Tele Fax- 2573024, through Register Post, Speed Post only .

3. **Tender Fee**

At the time of submission the Tender Fee of Rs.500/- is to be deposited in shape DD in favour of M.D.,MVSN payable at Bhubaneswar.

4. **Earnest Money Deposit**

At the time of submission the Tender, an EMD of Rs.6,000/- to be deposited in shape DD in favour of M.D.,MVSN payable at Bhubaneswar. The EMD of the unsuccessful Bidders will be returned to them within 30 days of the work order is issued. Non submission of EMD qualifies for rejection of Tender documents.

5. **Performance Security Deposit**

After receipt of the work order a Performance Security Deposit of 10% of the contract value to be awarded, is to be deposited in shape DD in favour of M.D.,MVSN payable at Bhubaneswar. The EMD of the successful Bidders will be adjusted towards the Performance Security Deposit and the rest amount is to be deposited in shape DD in favour of M.D.,MVSN payable at Bhubaneswar.

6. All the pages of the tender shall be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

7. The Catering Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Catering Agency shall keep MVSN, Bhubaneswar fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' and dues payable to the staff deployed in respect thereof, which may raise.

8. The work order will be issued to L1 in the Financial Bid .

9. MVSN, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons. MVSN, Bhubaneswar also reserves the right to reject any Bid which in his opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

10. The M.D.,MVSN, Bhubaneswar reserves the right to modify/cancel all bids without assigning any reason thereof.

11. Failure on part of successful applicant may amount to forfeit of Earnest Money Deposit.

III. Terms and conditions for deployment of Manpower:

1. The Catering Agency shall ensure that the Persons to be engaged by the Catering Agency should be above 18 years of age and not exceeding 60 years and physically sound to perform the duties.
2. Persons to be engaged by the Catering Agency shall be fluent in Odia.
3. The Catering Agency shall not deploy or shall discontinue deploying the person(s), if so desired by the MVSN, Bhubaneswar at any time without assigning any reason whatsoever.

Signature of Tenderer/Authorized person

4. The Catering Agency is responsible for efficient rendering of service and timely delivery of materials under the contract.
5. The Catering Agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed for the work at MVSN, Bhubaneswar or for any accident caused to them and the MVSN, Bhubaneswar shall not be liable to bear any expense in this regard.
6. In case of any loss that might be caused to MVSN, Bhubaneswar due to lapse of the part of the personnel discharging duties will be borne by the Catering Agency.
7. MVSN reserves the right to deduct any amount from the bill of the Catering Agency upon justification.
8. The claim of the Catering Agency will be settled after the programme on submission of bill by the Catering Agency duly certified by the Staff of the MVSN deployed at Mission Shakti Bhawan.
9. Payment will be made by e-transfer.
10. In case of any dispute, both the parties shall settle it mutually in any court within the jurisdiction of Bhubaneswar.

Signature of Tenderer/Authorized person

CHECKLIST
(Attach self attested photocopy)

1	GST Registration Certificate of the Catering Agency			YES/NO	
2	E.P.F. Registration No			YES/NO	
3	E.S.I. Registration No.			YES/NO	
4	Copy of PAN			YES/NO	
5	Tender Fee			YES/NO	
6	EMD			YES/NO	
7	In case the tenders are signed by the authorized Signatory, a copy of the power of attorney/authorization to be enclosed.			YES/NO	
8	FSSAI Certificate for providing Food Service.			YES/NO	
9	Up-to-date GST Clearance Certificate			YES/NO	
10. Financial average turnover of Rs.5 Lakh the tendering Catering Agency for the last 3 financial years(Xerox copy of audited statement to be enclosed)				YES/NO	
Financial year		Amount (Rs. In lakh)		Remarks, if any	
2015-16					
2016-17					
2017-18					
11. Give details of the major similar contracts handled by the tendering Catering Agency during the last three years in the following format (if the space provided is insufficient a separate sheet may be attached)				YES/NO	
Sl.No	Name of the client/address/Telephone & Fax No.	Type of service provided	Amount of Service contract (Rs. in lakh)	Duration of contract	
				From	To

Date:
Place:

Signature of the Tenderer/Authorized person
Name:
Seal

DECLARATION

1. I,,Son/Daughter/Wife of Shri
Proprietor/Partner/Director/authorized signatory of the Catering Agency mentioned above and competent to sign this declaration and execute this tender document:
2. I/ any member of the firm or organization is not blacklisted by any Government/Public Undertaking for providing any service or services.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of Tenderer/Authorized person
Name:
Seal

TECHNICAL BID
(Photocopy of documents to be attached)

Sl. No	Particulars	Details					
1	Name of Catering Agency						
2	Name of Proprietor/Partner/Director						
3	Full Address of Registered Office, Telephone No., FAX No., E. mail Address						
4	Full Address of Operating/ Branch Office, Telephone No., FAX No., E. mail Address						
5	Name, Address & Telephone No. Of Authorized Officer/Person						
6	Details of Tender Fee	D.D.No..... of Rs. drawn on Bank.....					
7	Details of Earnest Money Deposit	D.D.No..... of Rs..... drawn on Bank.....					
8	PAN						
9	TAN						
10	GST No.						
11	FSSAI License No.						
12	Bank Details:- Bank Account Number Name of the Account Holder Name of Bank/Branch IFS Code						
13	Financial turnover of the tendering Catering Agency for the last 3 financial years (Self Attested copy to be enclosed)	Year	Amount (Rs.)	Average Turnover of last 3 Years(Rs.)			
		2015-16					
		2016-17					
		2017-18					
14	Give details of the major similar contracts handled by the tendering Catering Agency during the last three years in the following format (attach separate sheet).	Sl.No	Name of the Client/address/Telephone & Fax No	Type of Service Provided	Amt of Service Contract (Rs. In Lakh)	Duration of Contract	
						From	To
15	Additional information						

Date:
Place:

Signature of Tenderer/Authorized person
Name:
Seal

FINANCIAL BID

(Formats for quoting Rates for selection of Catering Agency for Supply of Food)

Sl.No.	Item	Menu	Quantity	Rate per head/per day(in Rs.)		
				Basic Price	GST	Total Price
1	Mineral Water	500 ml Bottle	1			
2	Break fast	Upama/Idile, Puri & Curry	1			
3	Tea	2 times tea	1			
4	Lunch	Rice, Dal Veg Curry(Panner/Musroom), one Veg Bhaji and Non-Veg either Fish or Chiken	1			
5	Dinner	(Rice, Roti, Dal ,Veg Curry and Veg Bhaji)	1			
			Total:			

- Price quoted in the Total Price Column of the Financial Bid will be considered as price quoted. No separate orders for Breakfast, Lunch & Dinner will be given.

Declaration by the Catering Agency:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- No other charges would be payable by MVSN, Bhubaneswar.
- There would be no increase in rates during the Contract Period except provision under the terms and conditions.

Date:
Place:

Signature of Tenderer/Authorized person
Name:
Seal