

Directorate of Mission Shakti  
Department of Women & Child Development and Mission Shakti  
Government of Odisha

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Letter No: WCD-MS-0080-2018-19848 /WCDMS

Date: 24.11.2018

**TENDER CALL NOTICE**

Sealed Tenders are invited from interested reputed financially sound Catering Agency having valid registration certificate for supply of food for Trainings and Meetings at the Directorate of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar.

The Tender completed in all respect shall be deposited in the office of the Commissioner cum Director, Directorate of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar - 751030 on or before 04.12.2018 by 3.30 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](http://www.wcdodisha.gov.in)** from 25.11.18 to 04.12.18. A Tender Fee of Rs.500/- and EMD of Rs. 5,000/- in shape of Demand Draft in favour of "Commissioner cum Director, Directorate of Mission Shakti "payable at Bhubaneswar is to be submitted along with 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, same will be placed in the website.

By Order of the Commissioner cum Director



Joint Secretary

Directorate of Mission Shakti



SELECTION OF CATERING AGENCY FOR SUPPLY OF FOOD FOR ORIENTATION PROGRAMME FOR WSHGs ON PREPARATION AND PACKAGING OF CHHATUA (THR), CAPACITY BUILDING TRAINING OF BLOCK LEVEL FEDERATION (BLF) MEMBERS, TRAININGS AND MEETINGS ARRANGED BY DIRECTORATE OF MISSION SHAKTI AT MISSION SHAKTI BHAWAN

Directorate of Mission Shakti  
Department of W & CD and Mission Shakti  
Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030  
Ph. No. 0674 2974093

**SELECTION OF CATERING AGENCY FOR SUPPLY OF FOOD FOR ORIENTATION PROGRAMME FOR WSHGs ON PREPARATION AND PACKAGING OF CHHATUA (THR), CAPACITY BUILDING TRAINING OF BLOCK LEVEL FEDERATION (BLF) MEMBERS, TRAININGS AND MEETINGS ARRANGED BY DIRECTORATE OF MISSION SHAKTI AT MISSION SHAKTI BHAWAN**

**TENDER SCHEDULE**

Period of issue of tender Documents	From <b>Dt. 25.11.2018</b> to <b>Dt. 04.12.2018</b>
Last date & time for submission of tender Documents	<b>Dt. 04.12.2018 by 4.00 P.M.</b>
Place of submission of completed quotation Documents	Directorate of Mission Shakti Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030 Ph. No. 0674 2974093
Mode of submission	In Sealed cover through Speed Post or Registered Post only
Place, Date & Time for opening of Technical Bid	Directorate of Mission Shakti Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030 Ph. No. 0674 2974093 <b>Date 4.12.2018 Time 4.30 P.M.</b>
Place, Date & Time for opening of Financial Bid	Directorate of Mission Shakti Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030 Ph. No. 0674 2974093 <b>Date 5.12.2018 Time 3 P.M.</b>
Tender Fee	Rs.500/- in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar.
EMD	Rs. 5,000/- in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar.
Performance Security Deposit	10% of the Contract Value to be awarded in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar.

**Signature of Tenderer/Authorized person**

## **I. Introduction:**

Directorate of Mission Shakti, Department of W&CD and Mission Shakti is organizing 55 batches of residential “Orientation programme for WSHGs on preparation and packaging of chhatua (THR)” and 29 batches of “Capacity building training of block level federation (BLF) members” at Mission Shakti Bhawan, Pokhariput, Bhubaneswar from the 2nd week of December’18 (the exact date will be communicated later). Around 60 participants will participate in one batch. Besides, Directorate of Mission Shakti will be organizing other trainings and meetings. For this purpose, food arrangement is to be made which includes breakfast, Lunch, Tea & snacks and & dinner at Mission Shakti Bhawan.

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 Meetings, trainings and orientation programmes for WSHGs at Mission Shakti Bhawan, Pokhariput, Bhubaneswar”. The last date of the submission of the Bid is on/before 04.12.18 by 4.00 P.M. in the office of the Directorate of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar-751030. 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](http://www.wcdodisha.gov.in). The Sealed Tender should reach the office of Directorate of Mission Shakti on before 04.12.18 by 4.00 PM. The Technical Bid will be opened on 04.12.18 at 4.30 PM and the Financial Bid will be opened on 05.12.2018 at 3.00 PM in the office of the Directorate of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030 in presence of Tender Committee and Tenderers/ representatives. The details of the Tender documents are enclosed separately.

## **II. General Terms and Conditions:**

### **A.**

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 rate contract will be valid for one year from the date of signing of contract.
3. The agency will also provide catering services to the Directorate of Mission Shakti as per the rate contract on requirement basis within the contract period.
4. Upon good performance, the contract may be extended further as mutually agreed upon.
5. The personnel deployed shall be well disciplined and shall be well dressed.
6. They shall also do their duties assigned to them sincerely and without causing any problem to any participants.
7. The selected agency will issue food coupon to regulate that only trainees, officials and support staffs can take food.
8. The agency will clean the premises after every event and operate adequate counters to avoid rush.
9. On receipt of complaint of any relevant nature, the agency will immediately address the issue in consultation with officials deployed there.
10. Upon unsatisfactory performance, the Directorate can instruct to improve the service quality or terminate the contract with prior notice to the agency.

11. The Catering Agency shall be an experienced one having minimum three years' experience in the relevant field by October 2018 and must have an average turnover of Rs.5 Lakh during last three years ending on March 2018.
12. The Catering Agency shall have an office/ branch in Bhubaneswar locality.
13. The Catering Agency must not be blacklisted by any organization.
14. The check list of documents shall be duly filed in, photo copy of relevant documents are also to be attached to Tender Application.
15. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
16. 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 initialled by the person authorized to sign the tender bids.

**Signature of Tenderer/Authorized person**

**B.**

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

The bid will be available from 25.11.18 to 4.00 PM on 04.12.18 in the web site [www.wcdodisha.gov.in](http://www.wcdodisha.gov.in). In case of any change in the Bid document, that shall be placed in the web site, which shall be considered as communication to all.

**2. Submission of the Bid**

The Bid to be submitted on/before 04.12.18 by 4.00 PM in the office of the Directorate of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030, Ph. No. 0674-2974093, through **Register Post, Speed Post only**.

**3. Tender Fee**

At the time of submission of the tender, Tender Fee of Rs.500/- is to be deposited in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti, payable at Bhubaneswar.

**4. Earnest Money Deposit**

At the time of submission of the tender, an EMD of Rs. 5,000/- to be deposited in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti, payable at Bhubaneswar. The EMD of the unsuccessful Bidders will be returned to them within 30 days of issue of work order. 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 is to be deposited in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti 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 of DD in favour of Commissioner cum Director, Directorate of Mission Shakti 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 Directorate of Mission Shakti, 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 arise.

8. The work order will be issued to L1 in the Financial Bid. In case of change of taxes, that will be considered by the Directorate of Mission Shakti.

9. Directorate of Mission Shakti, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons. Directorate of Mission Shakti, 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 Commissioner cum Director, Directorate of Mission Shakti, 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 Directorate of Mission Shakti, Bhubaneswar at any time without assigning any reason whatsoever.
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 labor and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed for the work at Directorate of Mission Shakti, Bhubaneswar or for any accident caused to them and the Directorate of Mission Shakti, Bhubaneswar shall not be liable to bear any expense in this regard.
6. In case of any loss that might be caused to Directorate of Mission Shakti, Bhubaneswar due to lapse on the part of the personnel discharging duties, that will be borne by the Catering Agency.
7. Directorate of Mission Shakti 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 Directorate of Mission Shakti deployed at Mission Shakti Bhawan for relevant training, Meeting etc.
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:**

**Signature of the Tenderer/Authorized person**

**Place:**

**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:**

**Signature of Tenderer/Authorized person**

**Place:**

**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.)	Remark	
	Average Turnover of last 3 Years	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 (if the space provided is insufficient a separate sheet may be attached).				
	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
15	Additional information				

**Date:**

**Signature of Tenderer/Authorized person**

**Place:**

**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	Break fast	Upama/Idile, Puri & Curry	1			
2	Tea	Tea	1			
3	Water Bottle (500 ml)	Water Bottle (500 ml)	1			
4	Lunch	Rice, Dal, Mix Veg Curry, Veg Curry (Panner/Musroom), one Veg Bhaji, Non-Veg (Fish/ Chicken), Pampad, Salad, Sweet (1)	1			
5	Tea & Snacks	Samosa (1), Veg. Chup (1)	1			
6	Dinner	Rice, Roti, Dal, Veg Curry and Veg Bhaji, Pampad, Salad	1			
			<b>Total:</b>			

Note: Price quoted in the Total Price Column of the Financial Bid including GST will be considered as price quoted. Total price will be considered for selection of catering agency.

**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:

- I. No other charges would be payable by Directorate of Mission Shakti, Bhubaneswar.
- II. There would be no increase in rates during the Contract Period except provision under the terms and conditions.

**Date:**

**Signature of Tenderer/Authorized person**

**Place:**

**Name:**

**Seal**