

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA



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***** Notice

No- SIHFW-OE-MISC-0017-2021 // 2368 date 16/05/23

EXPRESSION OF INTEREST (EOI) TO SUPPLY FOOD ITEMS.

The Directorate of State Institute of Health and Family Welfare, Odisha invites Expression of Interest (EOI) for empanelment of credible firms/Agency/Supplier to supply food items for different training programme /workshops/meetings to be conducted at the S.I.H & F.W, Odisha during the F.Y 2023-24. The EOI document along with terms and conditions shall be made available in this Directorate official website "www.sihfwodisha.nic.in" from 18.05.2023 to 07.06.2023. The intending firms/Agency/Supplier can download the EoI document from the above website and submit their quotations along with all requisite document in a sealed envelope superscribed with " EoI for Empanelment of Agency to supply food items" and send to "Director, State Institute of Health & Family Welfare, Odisha, Unit-8, Nayapalli, Bhubaneswar-12" by Registered/Speed post on or before 3.00 P.M on 07.06.2023,

Director

State Institute of Health & Family Welfare Odisha

Memo No 2369 //Bhubaneswar Date 16/05/23

Copy along with soft copy of EoI Notice forwarded to the Joint Director Cum Deputy Secretary to Govt., Information & Public Relation Deptt., Govt of Odisha, Bhubaneswar for information & necessary action.

The above Notice may please be published in two leading dailies (One English & One Odia news Paper) for widely publication before 18.05.2023.

Director

State Institute of Health & Family Welfare Odisha

Memo No 2370 //

Date 16/05/23

Copy forwarded to the Head of Portal Group, Science & Technology Deptt, Govt of Odisha, Bhubaneswar / Technical Officer, Directorate of SIH&FW, Odisha for information & necessary action.

The above EoI Notice & Document may please be uploaded in the Govt Portal/ official website of Directorate of SIH&FW(O) for information of prospective bidders.

Director

State Institute of Health & Family Welfare, Odisha

Memo No 2371 //

Date 16/05/23

Copy forwarded to all Directors of Combined Health Directorate for information & necessary action.

The above EOI Notice may please be displayed in the notice Board for information of all concerned.

Director

State Institute of Health & Family Welfare, Odisha

Copy to Notice Board (Office /Hostel / Press of SIH&FW (O))



**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF AGENCY/SUPPLIER TO
SUPPLY FOOD ITEMS FOR THE TRAINING PROGRAMME/WORKSHOP CONDUCTED
UNDER THE DIRECTORATE OF S.I.H & F.W, ODISHA**

I. INTRODUCTION:

The Directorate of State Institute of Health and Family Welfare, Odisha is conducting various kinds of training programmes/workshops/meetings etc. for the medics and para-medics at the S.I.H & F.W, Odisha. In order to empanel credible Firm/Agency/Supplier to supply food items during various training programmes / workshop conducted under this Directorate, invitation for EoI is being floated by the Director, S.I.H & F.W, Odisha.

II. SCOPE OF WORK

1. The empanelled agency/firm/supplier have to provide and serve required breakfast, Tea/Coffee, Snacks & working lunch etc. to the participants/ Resource persons of the training programme/workshop /meetings etc., to be conducted under the Directorate of S.I.H & F.W, Odisha on the basis of work order issued to them as per requirement.

2. The price should not in any case exceed to Rs. 250/- (Rupees Two hundred Fifty only) including all taxes/charges i.e per person/participants included with breakfast, two water bottles (½ litres each) Tea/Coffee, Snacks & working lunch.

3. The selected bidder will serve the food items to the participants in the dining area, where the training programmes etc. will be conducted.

4. The batch size may increase or decrease subject to reporting of the participants & resource persons (average 30 & maximum 50 participants per batch) & the payments shall be made as per actuals.

5. Payment shall be made only after completion of work & submission of bills/vouchers to the concerned authority. The Bills and vouchers shall be verified and certified by the wing officer i.e Joint Director Training, SIH&FW(O) to process payment.

III. ELIGIBILITY AND QUALIFICATION CRITERIA

1. The Agency/Firm/Supplier intending to participate in the EoI should be a registered Firm/Agency/Supplier.

2. The Agency/Firm/Supplier should have valid GST registration.

3. The Agency/Firm/Supplier should have minimum 3 years of experience in supply of food for the training programme of Govt. Deptt./PSU

4. Valid food license issued by the competent authority up to March, 2024.

5. The Agency/Firm/Supplier should have own office in Bhubaneswar.

6. The Agency/Firm/Supplier should have Average Annual turnover not less than 10,00,000/- for last three financial years, ending 31st March'2023.

7. The Agency/Firm/Supplier should not have been debarred/blacklisted by any Govt. Deptt. /PSU/ Cooperative Society for corrupt and fraudulent practices and shall have to submit a declaration to this effect. Agency who have history (if any) of unsatisfactory transaction with SIHFW in past are also not eligible to participate

IV. TERMS & CONDITIONS:

1. The EoI should be submitted as per scope and terms & conditions of the work as mentioned in EoI document.

2. The bidder should fulfil the eligibility criteria as mentioned in clause 1 to 7 of the eligibility criteria condition as above.

3. Each bidder shall submit only one proposal for the job, in response to this EoI. Any bidder who submits more than one EoI will be disqualified.

4. Bidders are required to deposit Rs. 1000/- (Rupees One Thousand) only (non-refundable) towards EoI application cost along with EoI in shape of DD favouring "Director SIH & FW, Odisha" payable at Bhubaneswar.

5. EoI must be accompanied by empaneled security amount of Rs. 30,000/- (Rupees Thirty Thousand) only in the form of FD/TDR pledged to the Director, SIH & FW, Odisha and shall be valid for 1 year beyond the EoI submission last date. Empanelment security of non-qualified bidder will be returned within 1 month from the date of finalization of empaneled bidder.

6. EoI should valid for a period of 1 year w.e.f the date of agreement.

7. The Agency/Firm/Supplier would be empaneled in accordance with their eligibility criteria and Technical capabilities criteria of EoI document. Thereafter, as per need of the training/workshop/meeting of Directorate of SIH & FW, Odisha work order shall be issued.

8. The empaneled agency/firm/supplier will have to supply food items as per scope of work mentioned in the EoI document.

9. The selected agency/firm/supplier is required to provide and serve quality & tasty food. If the bidder failed to supply quality food & beverage at stipulated time then the Director is empowered to deduct the bill of that particular training date of the firm. The authorized Officers/officials of SIHFW(O) may verify the quality, quantity and hygiene of the food items at any time.

10. The preparation and cooking of food items are not allowed inside the premises. The same shall be arranged by the service provider at their own, only cooked food are allowed by the service provider to serve participants.

11. No bidder shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rate.

12. If the successful bidder failed to execute the work within the stipulated period, then the security money amount will be forfeited.

13. The Director, SIH & FW, Odisha reserves the rights to accept or reject any bids, and to annul the bidding process and reject all the bids at any time prior to contract award without thereby incurring any liabilities to the affected bidder/bidders.

14. Before the deadline for submission of EoI, the Director, SIH & FW, Odisha may modify the EoI document by issuing in the Directorate official website "www.sihfwodisha.nic.in". The bidder are requested to visit this website to see the latest update on this EoI if any.

V. SUBMISSION & OPENING OF QUOTATION:

1. The EoI documents along with relevant documents shall be signed by the bidder in all pages with official seal.

2. The EoI document along with relevant documents should be submitted in a sealed envelope super scribed with “ EoI for Empanelment of Agency to supply food items” and sent to “Director, State Institute of Health & Family Welfare, Odisha, Unit-8, Nayapalli, Bhubaneswar12” by Registered/Speed post on or before **07.06.2023**.

3. Any EoI received after date line or any other mode except Registered/Speed post shall be summarily rejected.

4. Bid will be opened (date will be announced in the official website of this Directorate) in presence of the bidders or their authorized representatives who wish to be present at time of opening of bids.

VI. EVALUATION OF BID DOCUMENTS:

1. EoI documents received will be evaluated by the committee on the basis of eligibility criteria and technical capabilities of the bidder.

2. The bids shall be ranked keeping in view the marks obtained on a scale of 100 marks during evaluation of bids. The financial bids of only those successful bidders who obtain minimum 70% points i.e. 70/100 in Technical evaluation will be opened for further evaluation.

3. The work will be awarded to the bidder whose bid has been determined to be technically qualified in terms of Point '2' above and who shall offer the best menu (Quality & quantity and number of items) in the Annexure-III

4. The technical criteria of EoI will be as follows:

Sl.No	Technical scoring criteria	Evaluation
01	Financial strength (Annual Average turnover not less than 10,00,000/- for last three financial years, ending 31st March'2023.	15 Marks
02	Experience in supply of food items in training programme of Govt. Deptt./PSU	
	i) Similar works contract (last three years) of total value Rs.5,00,000/- or more	15 marks
	ii) Performance certificate from existing client's similar job of Rs.5,00,000/- or more with quality-based assessment/report marked as Good/Very Good/Excellent	30 marks (10 marks for each contract up to maximum of 3 contract
03	Food Menu included with quality, quantity of different items	
	i. Lunch Veg	10 marks
	ii. Lunch Non-Veg	10 marks
	iii. Morning Breakfast	10 marks
	iv. Tea//Coffee with snacks	10 marks

VII. DOCUMENTS TO BE SUBMITTED WITH THE BID

1. Self attested and stamped copy of EoI document as a token of acceptance of terms and conditions.
2. Duly filled in application as per Annexure-I.
3. Covering letter as per Annexure-II.
4. Copy of PAN & GST registration certificate.
5. Copy of Company/Firm catering service registration certificate.
6. Average Annual turnover certificate from CA for last three financial years , ending March'2023.
7. IT return of 2021-22 or 2022-23.
8. Bank Account details of the applicant agency (Copy of Cancelled Cheque/ Passbook 1st page)
9. EoI application fees of 1000/- (One Thousand) in shape of DD from a nationalized bank.
10. Empanelment security amount of Rs. 30,000/- (Thirty Thousand) in the form of F.D/TDR pledged to Director, SIH & FW, Odisha.
11. Experience documents in supply of food items in training programme of Govt. Deptt./ PSU.
12. Performance certificate from existing client's similar job of Rs.5,00,000/- or more with quality based assessment/report marked as Good/Very Good/Excellent
- 13 Self declaration on letter head of the applicant agency that it has not been debarred/ black listed by any Govt. Deptt/ PSU for corrupt & fraudulent practices as per Annexure-IV
14. Description of Food items (Diet) Menu as per Annexure-III

Director

State Institute of Health & Family Welfare, Odisha

Annexure-I

**APPLICATION FOR EMPANELMENT OF CREDIBLE FIRM/AGENCY/SUPPLIER TO
SUPPLY FOOD ITEMS FOR TRAINING PROGRAMMES/ WORKSHOP CONDUCTED
UNDER SIH & FW, ODISHA.**

Sl. No.	Particulars	To be filled up by the applicants	Documents to be enclosed
1	Name of the Bidder		Covering letter with general particulars of the applicants as per Annexure-II
2	Status of the bidder (Company/Firm etc.)		
3	Registered Address		
4	GST registration No.		Copy of GST registration certificate
5	PAN		Copy of PAN
6	Average Annual turnover year ending March 2023	Rs. _____	Certificate from CA for the year ending March, 2023
7	ITR for 2021-22/2022-23		ITR copy
8	Experience on supply of food in training programme of Govt. Deptt/PSU	Yes/No If yes no. of years of experience:	Experience and performance certificates from the client
9	Description of Food items (Diet) Menu as per Annexure-III	Yes/No	Attach Annexure-III
10	Self declaration on letter head of the applicant agency that it has not been debarred/black listed by any Govt. Deptt/ PSU	Yes/No	Attach Annexure-IV

All the information and statement furnished in/with this application are true and accept that any misinterpretation contained in it may lead to our disqualification. I/we understand that decision of according approval or rejection of our application shall be binding on me/us.

Date:

Signature with Seal

Place:

Annexure-II

**FORMAT FOR COVERING LETTER EMPANELMENT OF FIRM/AGENCY/SUPPLIER TO
SUPPLY FOOD ITEMS FOR THE TRAINING PROGRAMME/WORKSHOP CONDUCTED**

UNDER DIRECTORATE, SIH & FW, ODISHA (COVER LETTER SHOULD BE ON THE LETTER HEAD OF THE ORGANISATION)

Ref No.:

Date:

From:

To

The Director,
State Institute of Health & Family Welfare, Odisha.

Sub: Application for selection of Firm/Agency/Supplier for supply of food items to the Directorate of SIH & FW, Odisha

Ref: EoI Notice No. _____ Dt. _____//

Sir,

I Sri/Smt. _____ being an authorized signatory, on behalf of _____ hereby submit our application for engagement of as per notice issued by you vide no. referred above, we confirm that neither we nor any of our affiliate has submitted any application other than this application directly or indirectly in response to the aforesaid notice.

We give our unconditional acceptance to the terms and conditions for empanelment of credible firm/agency/supplier to supply food items for training programme/workshop conducted under Directorate of SIH & FW, Odisha and as a token of our acceptance, I put my signature at all pages of our application along with other related documents for selection submitted herewith. We ensure that we will be abide by the guideline, modalities, provisions etc, made by your Directorate for the said empanelment.

We are pleased to submit herewith our application and EoI application fees and empanelment security deposit for the EoI mentioned above. The details of security deposit is furnished herewith for your kind information.

- i. EoI Application Fees Amount: Rs. 1000/- in shape of DD No. _____
Dt. _____ issued by _____ (Name of the Bank)
- ii. Empanelment Security Amount Rs. 30000/- in shape of FD/TDR pledged to Director, SIH & FW, Odisha.

Yours faithfully

Date:

Signature with Seal

Place:

Annexure-III

DESCRIPTION OF DIET MENU (DETAILS MENU TO BE FILLED BY THE BIDDER)

Sl. No.	Menu	Detailed specification of menu including quantity
1	Morning Breakfast items per head	
2	Tea/Coffee & Snacks items per head	
3	Working Lunch menu	
	i. Veg items per head	
	ii. Non-veg items per head	

Date:

Place:

Signature with Seal

Annexure-IV

**FORMAT OF UNDERTAKING, TO BE FURNISHED IN THE LETTER HEAD WITH
REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION**

UNDERTAKING REGARDING BLACKLISTING/ NON-DEBRMENT

To,

The Director
State institute of health and Family Welfare, Odisha

We here by confirm and declare that we, M/s----- is not
blacklisted/Deregistered/debarred by any Government department/ Public Sector Undertaking/ Private
Sector/ or any other agency for which we have executed/undertaken the works/services during the last
05 years.

Signature with Seal

Date: