



**EMPANELMENT OF CATERING AGENCY FOR SUPPLY OF FOOD
FOR DIFFERENT MEETINGS, TRAININGS AND OTHER
PROGRAMMES ORGANISED BY DEPARTMENT OF MISSION
SHAKTI**

**Department of Mission Shakti
Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030
Ph. No. 0674 2974093**

EMPANELMENT OF CATERING AGENCY FOR SUPPLY OF FOOD FOR DIFFERENT MEETINGS, TRAININGS AND OTHER PROGRAMMES ORGANISED BY DEPARTMENT OF MISSION SHAKTI

TENDER SCHEDULE

Period of issue of tender Documents	Dt. 15.03.2024 to Dt. 04.04.2024
Last date & time for submission of tender Documents	Dt. 04.04.2024 by 4.00 P.M.
Place of submission of completed quotation Documents	Department 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	Department of Mission Shakti Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030 Ph. No. 0674 2974093 Date 08.04.2024 Time 11.00 A.M.
Place, Date & Time for Presentation and Tasting of the Sample Food to be served by the eligible tenderers	Department of Mission Shakti Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030 Ph. No. 0674 2974093 Date 10.04.2024 Time 1.00 P.M.
Tender Fee	Rs.500/- in shape of DD in favour of DDO cum Deputy Secretary to Government, Department of Mission Shakti payable at Bhubaneswar.
EMD	Rs.5,000/- in shape of DD in favour of DDO cum Deputy Secretary to Government, Department of Mission Shakti payable at Bhubaneswar.
Performance Security Deposit	Rs.20,000/- in shape of DD in favour of DDO cum Deputy Secretary to Government, Department of Mission Shakti payable at Bhubaneswar.


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 Department of Mission Shakti

I. Introduction:

Sealed Tenders are invited for empanelment of Catering Service provider to provide cooked food along with water bottle for participants of different meetings, trainings and other programmes organized by the Department of Mission Shakti at different times for the period **of one year from the date of engagement**. Contract may be extended for further period of 2 years i.e. FY 2025-26 & 2026-27 on satisfactory performance of the empaneled caterer.

Department of Mission Shakti organizes different training programmes/ workshops at Mission Shakti Bhawan on requirement basis. For this purpose, food arrangement is to be made which includes Breakfast, Lunch, Tea & Snacks and Dinner at Mission Shakti Bhawan or outside Mission Shakti Bhawan. The approved rates for Breakfast, Working Lunch, Tea & Snacks, Dinner and packaged drinking water are given below.

1) Working Lunch	-	Rs.210/-
2) Dinner	-	Rs.140/-
3) Breakfast	-	Rs.80/-
4) Tea & Snacks Noon	-	Rs.30/-
5) Tea & Snacks Evening	-	Rs.30/-
6) 500 ml bottled drinking water	-	Rs. 9/-

The above rates for Sl.No.1 to 6 are inclusive of all charges except Goods & Service Tax (GST) which is to be charged separately. The items required to be served in Breakfast, Working Lunch, Tea & Snacks and Dinner i.e. Sl.No.1 to 5 have been noted in separate sheet in Bid Document. The empaneled Catering Service provider is required to supply the items noted in the Menu of Bid Document at the above-mentioned rates, for the participants of different meetings, trainings and other programmes organized by the Department of Mission Shakti at different times.

The empaneled caterer required to supply Item at Sl.No.6 (500 ml bottled drinking water) as per the requirement.

Interested Catering Service providers, having valid PAN & GST registration number, are requested to submit their tenders/bids in a sealed cover superscribing "Empanelment of catering agency for supply of food for different meetings, trainings and other programmes organized by Department of Mission Shakti". The last date of submission of the Bid is on/before **04.04.2024** by **4.00 P.M.** in the office of the **Department of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar-751030**. The Tender document can be downloaded from the website: www.missionshakti.odisha.gov.in . The details of the Tender documents are enclosed herewith. The sealed tenders will be opened by the tender committee on **Date 08.04.2024 Time 11.00 A.M.** in the office of the Department of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030 in presence of Tender Committee and Tenderers/ representatives of the tenderers.


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After scrutiny of the Technical Bid documents, the technically qualified Bidders will have to present the sample food based on the items before the Tender Committee on **10.04.2024 at 1.00 P.M.** for tasting and evaluation

A. Evaluation Criteria

Empanelment of tenderers will be made based on the marks secured in the 'Sample Food Presentation & Tasting' taking into consideration quality of food, neatness, food presentation skill and etiquette and the award of marks are as follows. All cost relating to Presentation and tasting of sample food will be borne by the tenderers.

Marks for presentation & tasting of sample food

Evaluation Criteria	Total Marks
Quality of Foods	40
Taste	20
Neatness	20
Food Presentation Skill & Etiquette	20
Total Marks	100

II. Terms and Conditions of the Tender Documents:

A. General: -

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 effective date mentioned.
3. The agency will also provide catering services to the Department of Mission Shakti as per the rate contract on requirement basis within the contract period.
4. Upon satisfactory performance, the contract may be extended further for two years i.e. FY 2025-26 & 2026-27 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, so 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. The Catering Agency must comply the guideline issued by the Municipality/ Municipal Corporation for the Waste Management. The segregation of Dry and Wet waste and its early disposal is the sole responsibility of the agency. The agency must maintain the premises clean, hygienic and odourless.


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10. On receipt of complaint of any relevant nature, the agency will immediately address the issue in consultation with officials deployed there.
11. Upon unsatisfactory performance, the Department can instruct to improve the service quality or terminate the contract with prior notice to the agency.
12. The Agency should have the food license i.e. FSSAI.
13. The Catering Agency shall be an experienced one, having minimum three years' experience in the relevant field by February, 2024 and must have an average turnover of Rs. 5 Lakh during last three years ending March 2023.
14. The Catering Agency shall have an office/ branch in Bhubaneswar locality.
15. The Catering Agency must not be blacklisted by any organization.
16. The check list of documents shall be duly filled in, photo copy of relevant documents are also to be attached to Tender Application.
17. The conditional bids shall not be considered and will be outrightly rejected in very first instance.
18. 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. Overwriting/cutting, if any, in the bid application must be initiated by the person authorized to sign the tender bids.
19. The Agency should have the up to dated GST Clearance Certificate i.e. in GSTR- 3B.

B. Information and condition relating to submission of Bids

1. Information and condition relating to Bids

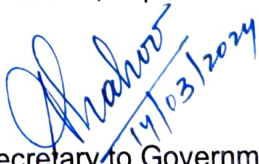
The bid will be available from **15.03.2024** to 4.00 PM on **04.04.2024** in the web site **www.missionshakti.odisha.gov.in** . In case of any change in the Bid document, that shall be placed in the web site, which shall be considered as communication to all.

2. Submission of the Bid

The Bid to be submitted on/before **04.04.2024 by 4.00 PM** in the office of the Department 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 DDO cum Deputy Secretary to Government, Department of Mission Shakti, payable at Bhubaneswar.


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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 DDO cum Deputy Secretary to Government, Department 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 document.

5. Performance Security Deposit

After receipt of the work order a Performance Security Deposit of Rs. 20,000/- is to be deposited in shape of DD in favour of DDO cum Deputy Secretary to Government, Department 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 DDO cum Deputy Secretary to Government, Department of Mission Shakti, payable at Bhubaneswar.

6. All the pages of the tender shall be signed by the owner of the firm or his/her 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 the 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 Department 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 selected Bidder may also provide catering services (if needed) for different meetings, trainings and other programmes organized by the Department of Mission Shakti/any other offices functioning under the administrative control of the Department of Mission Shakti.
9. Department of Mission Shakti reserves the right to accept or reject any or all bids without assigning any reasons. Department of Mission Shakti also reserves the right to reject any Bid which 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 Secretary, Mission Shakti 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.


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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 Department 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 labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed for the work at Department of Mission Shakti, Bhubaneswar or for any accident caused to them, Department 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 Department of Mission Shakti due to lapse on the part of the personnel discharging duties that will be borne by the Catering Agency.
7. Department 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 Department of Mission Shakti/ any Department official deployed at the training venue 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.


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CHECKLIST

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	Bank Details	YES/NO
10	Up-to-date GST Clearance Certificate (in GSTR – 3B)	YES/NO
11. 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
2020-21		
2021-22		
2022-23		
12. 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/Tele phone & 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/Secretary/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 DOCUMENT
(Photocopy of documents to be attached)

Sl. No	Particulars	Details	
1	Name of Catering Agency		
2	Name of Proprietor/Partner/Secretary		
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	E.P.F. Registration No.		
9	E.S.I. Registration No.		
10	PAN		
11	GST No.		
12	FSSAI License No.		
13	Bank Details: - Bank Account Number Name of the Account Holder Name of Bank/Branch IFS Code		
14	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	2020-21	
		2021-22	
		2022-23	
		Average Turnover	

Date:

Place:

Signature of Tenderer/Authorized person

Name:

Seal

15	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	To	
16	Additional information						

Date:

Place:

Signature of Tenderer/Authorized person

Name:

Seal

Prescribed items required to be served as per the scheduled time			
A	Tea/Coffee (7.00 am) & Breakfast (8.00 am)	Quantity	Rate
	1. Morning Tea/Coffee (both with and without sugar)	1 Package	Rs.80.00/-
	2. Puri & Vegetable Upama (Suji+ Semiya mix) – Monday & Thursday		
	3. Idli & Vegetable Upama ((Suji+ Semiya mix) – Wednesday & Sunday		
	4. Idli & Bada – Tuesday & Friday		
	5. Chakuli & Bada- Saturday		
	6. White peas/Chana/Kabuli curry or Sambar and groundnut Chutney every day		
	7. Cut Fruits (watermelon, banana, apple, pineapple, grapes, etc.)		
	8. Boiled Egg/ Egg Omelet (One) to be served on alternative days		
	9. Sweets one each		
	10. Water bottle (500 ml)		
B	Buffet Lunch (1.30 pm)	1 Package	Rs.210.00/-
	1. One type of Starter (Paneer Pakoda/Crispy corn/Veg Kabab/ etc.)		
	2. Ushna Rice & Arua Rice		
	3. Hot Roti		
	4. Dal		
	5. Veg Curry (seasonal Veg)/Chili Gobi/ Chana Masala		
	6. (i) Special items like Paneer/Mushroom alternatively (ii) Both Paneer & Mushroom on Monday & Thursday		
	7. Veg Fry (Lady finger, bean, Bitter gourd & Potato chips) etc.		
	8. Nonveg- Fish (2 standard pieces minimum)/Chicken @ 120 grams per head alternatively except on Monday and Thursday		
	9. Salad/Raita/Khata		
	10. Papad		
	11. Curd Cup (Sweet and sour) of reputed brand		
	12. Desserts (Sweets/Custards/ Cup Ice-cream of reputed brand/Fruit salad)		
	13. Lemon ½ slice & green chilly		
	14. Water bottle (500 ml)		

Date:

Signature of Tenderer/Authorized person

Place:

Name:

Seal

C	Tea & Snacks (11.30 am)	1 Package	Rs.30.00/-
	1. Tea/ Coffee (Sugar and Sugar Free) (Branded tea bag)		
	2. Millet Cookies		
	3. Millet based Namkeens		
	4. Water bottle (250 ml)		
D	Tea & Snacks (5.00 pm)		
	1. Tea/ Coffee (Sugar and Sugar Free) (Branded tea bag)	1 Package	Rs.30.00/-
	2. Veg Pakoda/ Patato/onion Pakudi @ 100 grams per head		
	3. Water bottle (250 ml)		
E	Dinner	1 Package	Rs.140.00/-
	1. Hot Roti		
	2. Rice (Plain)		
	3. Dal Fry/Tadka/Rajma/Chole/Dalema		
	4. Veg Curry/Mushroom/Paneer alternatively		
	5. Seasonal vegetable bhaja		
	6. Sweet (one each)		
	7. Lemon ½ slice & green chilly		
	8. Milk 200ml		
	9. Water bottle (250 ml)		
	Total (A+B+C+D)		Rs.490.00/-
(The price is exclusive of GST and the GST applicable will be charged at the time of issue of tax invoice.)			

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 Department of Mission Shakti, Bhubaneswar.
- (ii) 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