



No. 8363 / DRDA, Dated: 05-08-2021
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Tender Notice

Sealed tenders in two bid system are invited from reputed and experienced agencies for providing catering service for the upcoming exposure visit of Hon'ble MLAs to Ganjam Districts during the period 17.08.2021 to 25.08.2021. the interest parties may download the tender document from website: - ganjam.nic.in and participate in tender as per the terms and condition laid down along with the tender notice.

The complete tender papers in all aspect shall reach Project Director, DRDA, Ganjam, Chatrapur Pin-761020 by 14-08-2021, 2 P.M through Registered Post/ Speed Post or can be dropped in the dropbox placed in the office of Project Director, DRDA, Ganjam, Chatrapur by the dateline.

1. Introduction: -

DRDA, Ganjam is organising 5 days exposure visit for 100 Hon'ble MLAs on 5 different dates i.e., 17.08.2021, 19.08.2021, 21.08.2021, 23.08.2021 and 25.08.2021. for the purpose DRDA, Ganjam is inviting reputed and experience agencies to provide catering services on the above dates during the exposure visit.

2. Bid Criteria and Terms and Conditions: -

The bidders who are interested to participate in the tender must read and comply the instruction and terms and condition containing in the tender.

The tenders are invited in two bid systems i.e 1. Technical Bid and 2. Financial Bid. the technical bid and the financial bid must be sealed in separate envelopes superscribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a Third envelope superscribing "Catering Service during exposure visit of Hon'ble MLAs". The sealed tender shall be delivered to reach Project Director, DRDA, Ganjam, Chatrapur Pin-761020 by 14-08-2021, 02.00 P.M through Registrate Post/ Speed Post or can be dropped in the drop box placed in the office of Project Director, DRDA, Ganjam, Chatrapur by the dateline. The bid papers submitted through any other mode will not be accepted.

The technical bid papers will be opened and evaluated first. The agencies successfully qualifying the technical bid will be considered for opening of financial bid. The agency who has offered the lowest price in financial bid will be selected for assignment of the catering service. The financial bid will be evaluated taking into

consideration the bundled price for all the items for a given day. As per government norms financial bid will be evaluated on L1 basis (first Lowest price offered). The technical bid will be opened on 14-08-21 at 3.00 PM and financial bid will be opened thereafter. The technical bid shall be submitted by the bidder as per the format contained along with tender notice at Annexure -A. Similarly, the financial bid shall be submitted by the bidder as per the format contained along with tender notice at Annexure -B.

The tender papers will be opened in presence of the bidders / authorised representatives and committee members present on the opening date.

3. Scope of work: -

- I. The agency is required to supply breakfast, lunch, Dinner for 150 members on each day i.e 17.08.2021, 19.08.2021,21.08.2021,23.08.2021 and 25.08.2021 as per the menu, venue and time mentioned below.

SI No.	Menu	Venue	Time	Quantity
1	<p><u>Breakfast:</u> Two Juice/ Cut Fruits/ Whole Fruits Cereals (Corn flakes, Choco Flakes, Muesli Hot Milk, Cold Milk Breakfast rolls (Fruit cake, Muffins, Crescents) Vegetable Sandwich, White bread, brawn bread, butter, jam, boiled egg, egg to orders, tea, coffee with cookies <u>SOUTH INDIAN</u> Idli, Mini Vada, Dosa Live (Mung Dal Chila) Sambar, Chutney, Carrot & Cucumber Counter, Sprout Counter (Beans Sprout, Black Channa) INDIAN- Puri with bhaji, veg semiya upma DESSERTS- Sweets, Pastry</p>	At: - Gopalpur/ Berhampur	7.00 AM	150 Members
2	<p><u>Lunch:</u> Soup- Lemon Coriander veg soup Salad Bar, Corn peas salad, mixed raitha, pickle, Papad. Kadai Chicken, Macha Besar Rohu, Paneer Punjabi Masala, Dingiri Motor Masala, Veg Diwani Handi, Mixed Bhaja, Yellow Dal Fry, Green peas Pulau, Steam Rice Asst Indian Breads(Naan, Roti, Kulcha) Chenna Poda, Fruit Custard</p>	Hinjilicut IB and Sheragada IB	1.30 PM	75 Members at Hinjilicut IB and 75 members at Sheragada IB

3	Dinner: Mocktail counter (Asst. Drink, Juice, Mocktail) Soup Special Veg, Chicken Soup Salad Tossed Salad, Russian Salad, Papad, Bondi Raitha, Pickle Starter Assorted Chicken Kebab(Tandori Chicken, Chicken Malai Tikka, Lemon Chilly Kebab, Chicken Pahadi Kebab, Corn cheese croquettes Mai Course Mati Handi Mansho(Mutton), Tawa Jugla fish live, Murg biryani, Paneer Lababdar, Veg Mazedar, Tawa Tamancha, Stir fried veg with mushroom dal panchratna, triple fried rice, steam rice, Asst Indian breads(Naan, Roti, Kulcha, Lacha) Baked gur Rasgulla, Chhapan Bhog Ice Cream	Ramlingeswar Park, Berhampur	7.00 PM	150 Members
	Parcel: Vegetable Sandwich 01 pcs, Muffins 01 Pcs, Cheese straw, Juice, Water Bottle	To be provided at Gopalpur/ Berhampur venue in the vehicle of Hon'ble MLAs	8.00 AM	50 packets

- II. The quantity of requirement per day may vary as per the members visiting on that day.
- III. Similarly, the Breakfast/ lunch/ dinner may be excluded from the requirement, if required. The unit price of the menu shall be deducted accordingly from bundled price offered/ approved by the committee.
- IV. The agency shall visit the above venues well before the event dates to identify the convenient location and other requirements at venue site for uninterrupted and guest friendly catering services.
- V. It is the responsibility of the agency to provide adequate approved good quality crockery and cutlery of superior quality in the dining halls at each venue. Utensils for serving warm food shall also be provided by the agency.
- VI. The agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service at each venue. The agency shall provide trained manpower services the dining hall and VIP lounge.
- VII. The waiters/ serving staff shall be well dressed, presentable, well manner and trained. Adequate sets of uniform shall be provided by the agency so that they can present themselves neat and clean.
- VIII. Personal hygiene of deployed staffs in catering service shall be ensured by the agency.

4. Eligible Criteria for qualifying the technical bid:

The bidder shall satisfy the following criteria to qualify the technical bid.

- I. The bidder shall submit DD of Rs 1,000/- (Rupees One Thousand) Only in favour of Project Director, DRDA, Ganjam payable at Chatrapur towards application fee which is non- refundable.
- II. The bidder must have three years' experience in providing catering service.
- III. The agency shall be legally constituted engaged in catering services, who should have required licences issued by FSSAI.
- IV. The Income tax return of last three years.
- V. GST registration of the agency.
- VI. PAN no of organisation/ firm.
- VII. Turn over of the agency shall be minimum Rs. 1,00,00,000/- (Rupees One Crore) per year for last three years.
- VIII. The agency should be registered with shops and establishments act.
- IX. The agency shall be located in Ganjam District or neighbouring district.

The bidders shall submit documents in support of the above eligible criteria to qualify the technical bid.

The above documents required for technical bid shall be submitted in the technical bid envelope.

5. Financial Bid: -

The work will be awarded to the bidder whose bid has been determined to be technical qualified and who has offered the lowest total cost. The total cost will be calculated on per day and per member basis.

6. Work order: -

The work order will be issued to the agency for each day separately mentioning the arrangement required for number of participants.

7. Payment: -

The payment will be released to the selected agency only after completion of the entire 5 days events on submission of bills. There shall be no provision for advance payment to agency.


**Project Director,
DRDA, Ganjam.**

Technical Bid

Sl. No.	Description	To be filled by the bidder
1.	Name and address of the Bidder	
2.	Name and Designation of the person signing the bid	
3.	Phone No. / Mobile No.	
4.	Detail of application Fee	
5.	PAN no. of the agency	
6.	GST No. of the agency	
7.	Details of Experience of the agency	
8.	Annual Turn Over of last Three Years the agency	
9.	License from FSSAI of the agency	
10.	Registration with shops and Establishment Act of the agency	

Signature of Bidder

Name: -

Designation: -

Seal/Rubber Stamp: -

Financial Bid

Sl No.	Description	Unit Rate (Including all taxes, duties, and services)
1.	Breakfast as detailed in the scope of work	
2.	Lunch as detailed in the scope of work	
3.	Dinner as detailed in the scope of work	
4.	Food Packet/ Parcel as detailed in the scope of work	
	Total	

(In Rupees: _____) only

Note: The bidder shall quote unit rate for per member per day, however evaluation will be done on total rate / bundled price offered for per member per day

Signature of Bidder

Name: -

Designation: -

Seal/Rubber Stamp: -