

TENDER-A
TENDER DOCUMENT
EMPANELMENT FOR PROVIDING
HOTEL
ACCOMODATION SERVICES

**EMPANELMENT FOR PROVIDING SERVICES FOR LODGING &
BOARDING
FOR DIFFERENT MEETINGS/WORKSHOP**

- Sealed tenders/bids are hereby invited for registered Hotels/Agencies regarding empanelment for providing services on Hotel Accommodation for different Trainings/Workshops/Meetings/ Events of ZSS, Kendrapara on annual rate contract basis to CDM & PHO, Kendrapara for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website <https://kendrapara.odisha.gov.in>
- The tender documents can be downloaded from the district website from 10.10.24 to 04.11.24 till 5.00 PM.
- The last date of submission of the bidder is 04.11.24 till 5.00 PM through Speed Post/Registered Post or courier only.
- Interested eligible bidder may submit the bid to **CDM & PHO, AT/PO/Dist-Kendrapara.**
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL PROPOSAL FOR PROVIDING OF HOTEL ACCOMMODATION SERVICE/FINANCIAL PROPOSAL FOR PROVIDING OF HOTEL ACCOMMODATION SERVICE" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "PROPOSAL FOR PROVIDING OF HOTEL ACCOMODATION SERVICE"
- Those applicants who shall qualify in the technical evaluation shall be eligible for opening of Financial Proposal.
- The tender will be opened on 05.11.24 at 4.00 PM in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents if they wish.
- Any legal dispute arising out of this subject to jurisdiction of Kendrapara Only.
- The CDM & PHO, Kendrapara reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.



TERMS & CONDITIONS

Clause1: General Terms and Conditions

- The period of empanelment of Hotel Accommodation Services would initially be for one year from the date of signing of contract which can be renewed for further one year or lesser period depending on the satisfactory service delivery on same terms and conditions.
- The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted w.r.t. hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- The bidders shall have to furnish a bid document cost of **Rs.2000/-**(non-refundable) in the shape of a **Banker's cheques/Demand Draft** in favour of **ZSS (MISCELLANEOUS) A/C, Kendrapara** payable at Kendrapara.
- In the absence of the bid document cost, the technical proposal of the bidder shall be rejected. **The bid document cost should be put in the Technical Proposal(Cover A) envelop.**
- The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 5000/-** (refundable) in the shape of Banker's cheques / Demand Draft in favour of **ZSS (MISCELLANEOUS) A/C, Kendrapara** payable at Kendrapara. The EMD will return to the unsuccessful bidder after completion of tender procedure.
- No seasonal revision in rate shall be allowed during the period of empanelment.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- After opening the financial offer, if committee wants may visit the hotels to check/inspect the facilities provided by each one.
- The empanelled hotel shall be responsible to make hotel booking on the request of the authorized officer/Programme organizers and payment will be made as per actual number of occupancies of room by the training participant.
- The Hotels should have the capacity to provide minimum 5-10 nos. of rooms at a time.
- All the rooms should be well ventilated and furnished with single bed/double bed, attached toilet with modern fittings, cupboard, geyser, complementary toiletries, mobile/ laptop charging points, TV with cable channels, study table chair etc.
- Lenin and towels in the rooms should be absolutely clean or hygienic.
- The Hotel should have 24hrs.room service and power back-up system.
- The Hotel should have 24 hrs. check out facility.
- The hotel shall also provide the local transit facility to the guests from hotel to the training/workshop venue.
- The hotel will provide the required service as per the highest quality standards and in case of any lapse found, Hotel Management shall be held responsible in case of breach.
- If more than one hotel quotes the same rate, the empanelment shall be made based on the decision of the committee.
- CDM & PHO, Kendrapara shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.



Clause2: Terms of Payments

- The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes and levies etc.).
- The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of CDM & PHO/ Nodal Officer at the time of payment.
- No advance payment will be released.
- The Hotel will raise the bill as per the number of rooms actually occupied. The payment will be made as per related laws/rules.
- The bill should be signed by occupant and the bill should be accompanied by occupant register or check-in forms.

Clause3: Eligibility Criteria for Bidders

In order to become eligible, the Hotels/Hotelier should fulfill following qualifications:

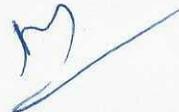
- Registration of ownership
- Registration for GST with latest return
- Registration for PAN
- Proof of documents regarding license to operation of lodging and boarding services in the district.
- NOC from Municipality.

Clause4: Documents to be attached in Technical Proposal:

- Paper Cost of Rs.2000/- (Non refundable) in the shape of Demand Draft
- EMD of Rs.5,000/- through Demand Draft.
- Photo Copy of the ownership certificate.
- Photo Copy of GST Registration certificate in the name of registered owner with latest return
- Photo Copy of PAN certificate in the name of registered owner
- NOC from Municipality.
- Valid Food License
- Affidavit (Form-B) of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law & The Firm/agency agrees to abide by all terms & conditions of tender.

Clause5: Documents to be attached in Financial Proposal:

Financial BID with amount quote.



TENDERFORM-A
Technical Bid

1	Name of the Hotel	
2	Address of the Hotel	
3	Name of Owner of the Hotel(in capital letters)	
4	Specimen signature of the Owner/authorized signatory.	
5	Telephone number of Owner/ authorized signatory/Firm/agency	
6	Registration for Ownership (Photo Copy to be attached)	
7	GST registration (Photocopy to be attached)	
8	TIN/PAN (Photo Copy to be Attached)	
9	NOC from Municipality	
10	Valid Food License	
911	Draft number and date of the Processing Fee of Rs.2,000/-	
1012	Draft number and date of the EMD of Rs.5,000/-	
13	Affidavit of declaration that the Firm/ agency does not have any legal suit / criminal case pending against it for violation of Act or any other law & The Firm/ agency agrees to abide by all terms & conditions of tender (form-B)	
14	Whether all documents submitted signed by the authorized signatory of the Firm/ agency (Yes/No)	

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DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be black listed and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

A handwritten mark in blue ink, possibly a signature or initials, consisting of a small loop followed by a long, sweeping diagonal stroke.

Form-B

(To be submitted in *Cover A-Technical Bid*)

DECLARATION FORM

I / We..... having
My/our..... office
at.....do declare that I/We have
carefully read all the terms & conditions of tender of the _____, Odisha
for the supply of lodging services. The approved rate will remain valid for a period of one
year from the date of approval. I will abide with **all the terms & conditions** set forth in
the **Tender Reference no.** _____

I/We do hereby declare I/We have not been de-recognized / black listed by any
State Govt./Union Territory/ Govt. of India/ Govt. Organization /Govt. Health Institutions
for supply of food/ non-supply.

I/We agree that the Tender Inviting authority can forfeit the Earnest Money
Deposit and or Performance Security Deposit and black list me/ us for a period of 3 years
if, any information furnished by us proved to be false at the time of inspection
/verification and not complying with the Tender terms & conditions.

I/We..... do
Hereby declare that I/we will provide lodging services as per term & condition mentioned
in the **Tender Reference no.** _____

Signature of the bidder :

Seal

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate/ Notary Public. To
be submitted in Rs.20/- Non Judicial Stamp paper.



Financial Bid

Sl.No	Requirement	Rate (inclusive of Taxes)
1	Single bedded Non AC room	
2	Single bedded AC room	
3	Double Bedded Non AC room	
4	Double Bedded AC room	
5	Triple bedded Non AC room	
6	Triple bedded AC room	
7	Dormitory NON AC-Per Bed/Day	
8	Dormitory AC- Per Bed/Day	
9	Meeting Hall Charges-Including all logistics	

Place:

Date:

(Signature and seal of the authorized signatory)

Seal



TENDER-B
TENDER DOCUMENT
EMPANELMENT FOR SUPPLY OF
OFFICE STATIONARY

TENDER DOCUMENT
EMPANELMENT FOR PROVIDING COMPUTER CONSUMABLES
& OFFICE STATIONERY

- Sealed tenders/ bids are hereby invited for authorized Supplier regarding empanelment for providing computer consumables & office stationery for different Trainings/ Workshops/ Meetings/ Events/ Office work of DPMU, NHM, Kendrapara on annual rate Contract basis for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website <https://kendrapara.odisha.gov.in>
- The tender documents can be downloaded from the district website from **10.10.24 to 04.11.24 till 5.00 PM.**
- The last date of submission of the bidder is **04.11.24 till 5.00 PM** through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to CDM & PHO cum DMD Kendrapara, AT/PO/Dist-Kendrapara.
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL PROPOSAL FOR SUPPLY OF OFFICE STATIONARY /FINANCIAL PROPOSAL FOR SUPPLY OF OFFICE STATIONARY" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "SUPPLY OF OFFICE STATIONARY"
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on **05.11.24 at 4.00 PM** in the office chamber of the CDM & PHO. Bidder/ authorized representative may present during opening of bid documents if they wish.
- Any legal dispute arising out of this subject to jurisdiction of Kendrapara Only.
- The CDM & PHO, Kendrapara reserves its right to accept or reject any or all quotations or any part thereof without any liability/ notice at its own discretion without assigning any reason thereof.

3

TERMS & CONDITIONS

Clause1: General Terms and Conditions

- The period of empanelment would initially be for one year from the date of finalization of the tender which can be renewed for further one year or lesser period depending on the satisfactory service delivery on same terms and conditions.
- The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted shall be most competitive in terms of rates and prices prevalent in the market.
- The bidders shall have to furnish a bid document cost of **Rs.2000/-** (non-refundable) in the shape of a **Banker's cheques/ Demand Draft** in favour of **ZSS (MISCELLANEOUS) A/C, Kendrapara** payable at Kendrapara. In the absence of the bid document cost, the technical proposal of the bidder shall be rejected. **The bid document cost should be put in the Technical Proposal (Cover A) envelop.**
- No seasonal revision in rate shall be allowed during the period of empanelment.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs.5,000/-**(refundable) in the shape of Banker's cheques / Demand Draft in favour of **ZSS Non. NRHM, Kendrapara** payable at Kendrapara. The EMD will return to the unsuccessful bidder after completion of tender procedure.
- The items should be delivered as and when required as per requirement of the department subject to maximum 10 days from the date of receipt of the purchase order.
- This consignment has to be delivered at office of the CDM & PHO cum DMD /Any other CHCs/ PHCs as decided by the CDM & PHO cum DMD and the same will be communicated in purchase order. No extra charges for transportation will be paid in case of delivery at CHCs/ PHCs.
- The organization will have to submit an **Affidavit (On original Stamp Paper of Rs.20 value)** with the following clauses:-
 - ◆ It has not been black listed by any Government Organization
 - ◆ The organization does not have any legal suit / criminal case pending against it for violation of PF/ESI/MW Act or any other law.
 - ◆ The CDM & PHO, Kendrapara will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by the Organization.
 - ◆ That the organization agrees to abide by all terms & conditions of tender
 - ◆ Items will be supplied as per tender specification if there is any deviation found, necessary legal action will be taken against me and my firm will be black listed for 3 years for participating in any tender.
 - ◆ The organization will quote prices inclusive of all taxes.

Clause2: Terms of Payments

- The bills shall be accompanied with a copy of the supply order at the time of payment.
 - No advance payment will be released.
 - Bill should be raised in the name of the approved shop name only.
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Clause3: Eligibility Criteria for Bidders

In order to become eligible, the bidders should fulfill following qualifications:

- Registration for GST with latest return.
- Registration for PAN

Clause4: Documents to be attached

The financial offer should be accompanied with the following documents duly self attested:

- Anon-refundable fee of Rs.2000/-in the shape of Demand Draft
- EMD of Rs.5,000/-through Demand Draft
- Photo Copy of GST Registration certificate in the name of registered owner with latest return (1st quarter 2024-25).
- Photo Copy of PAN certificate in the name of registered owner
- Affidavit (as mentioned in clause 1 General Term & Condition).Any deviation in wording may liable to be rejection of BID.



TENDERFORM-A
TechnicalBid

1	Name of the Supplier	
2	Address of the Supplier	
3	Name of authorized Signatory(in capital letters)	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory/ Firm/agencies	
6	GST registration & up to date return till last quarter (Photocopy to be attached)	
7	PAN (Photo Copy to be Attached)	
8	Draft number and date of the Processing Fee Of Rs.2000/-	
9	Draft number and date of the EMD of Rs.5,000/-	
10	Affidavit of declaration(as mentioned in clause 1 General Term & Condition)	
11	Whether all documents submitted signed by the authorized signatory of the Firm/ agency (Yes/No)	

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DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be black listed and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

My

TENDERFORM-B
Financialbid- ForComputer Consumable

Sl. No.	Item	Amount(Rs.)(Inclusive of Tax,Transportation)
1	Canon Laser Jet cartridge 328(Compatible)	
2	HP Laser Jet Cartridge 1370A (Compatible)	
3	HP Laser Jet cartridge 88A (Compatible)	
4	HP Laser Jet cartridge 12A (Compatible)	
5	HP Laser Jet cartridge 78A (Compatible)	
6	Refilling of HP Laser Jet cartridge 88A	
7	Refilling of HP Laser Jet cartridge 78A	
8	Refilling of HP Laser Jet cartridge 12A	
9	Refilling of Canon Laser Jet cartridge 328	
10	Refilling of HP Laser Jet Cartridge 1370A	
11	Cartridge for Photocopier (Canon ImageRunner2004 N-Original)	
12	Epson ink003 (all color) (Rate to be quoted for Individual color)	
13	HP Ink for HP 115 Ink Tank Printer (all color))(Rate to be quoted for individual color)	
14	HP Ink for HP 316InkTankPrinter(all color))(Rate to be quoted for individual color)	
15	HP Ink for HP 520InkTankPrinter(all color))(Rate to be quoted for individual color)	
16	UPS Battery(Luminous/Microteck/Equivalent).	
17	Brother B-021 original toner cartridge	
18	Pen Drive 32 GB (HP/Sandisk/Transcent)	
19	Pen Drive 64 GB (HP/Sandisk/Transcent)	
20	Mouse (HP/Dell)	

Place:

Date:

(Signatureandsealoftheauthorizedsignatory)Seal



TENDERFORM-B
Financial bid-For Stationeries and contingencies

Sl. No.	Item	Unit	Specification	Amount(Rs.)(Inclusive of Tax,Transportation)
1	Plain Paper(A4)	Pkt.	JK brand(Red)- 75 GSM or equivalent	
2	Lever Arch file	No	Best Quality	
3	A4Size Cobra File	No	Best Quality	
4	FileTag(8-inchsize)	One Bundle	Best quality (Rate to be quoted for 100 pcs. in a bundle)	
5	Page Marker (Four Colour)	Per packet	Reputed Brand	
6	Stapler10	No	Kangaroo	
7	Stapler45D	No	Kangaroo	
8	Stapler pin-10	Pkt.	Kangaroo	
9	Stapler Pin45D	Pkt.	Kangaroo	
10	GumTube(20MI)	No	Mention company name	
11	Stamp Pad(11cmX7cm)	No	Ashoka/ Supreme/ Camel/ Equivalent	
12	Marker for whiteboard	No	Mention Brand	
13	Highlighter	No	Mention Brand	
14	Correction Pen	No	Best quality brand	
15	Conference Pad(15x21 cm)(20pgs)	No	N.G/ Shipra/ Equivalent	
16	Plastic Folder-Normal	No	N.G/ Solo/ WordOne	
17	Calculator(12digit)	No	Casio/ Citizen	
18	Pencil Eraser(Non-Dust)	No	Natraj/ Apsara/ Equivalent	
19	Pencil Sharpener	No	Natraj/ Apsara /Equivalent	
20	Permanent Marker	No	Luxor/ Reynolds/ Pik/ Equivalent	
21	Paper Double PunchNo.280	No	Kangaroo	
22	Paper Punch (Single Hole)	No	Kangaroo	
23	Pencil	No	Natraj/ Apsara	
24	Photo copy training materials, color-B&W	Per page	A4 size70 GSM,Single side minimum order 30 pages (rate should be quoted per page)	
25	Photocopy training materials, color-B&W	Per page	A4 size 70 GSM, both side minimum order 30 pages(rate should be quoted Per page)	
26	Photo copy training materials color-multicolor	Per page	A4 size 70 GSM, Single side minimum order 30 pages (rate should be quoted Per page)	
27	Photocopy training materials, color-multicolor	Per page	A4 size 70 GSM, both side minimum order 30 pages (rate should be quoted per page)	
28	Training MaterialK I T within Rs.50/-budget	Per Unit	One Unit contains one Spiral Note book,singleline,80 pages bothside,size14X22 cm and one Pen of MRP Rs.10.00	
29	TrainingMaterialK I T withinRs.100/-budget	Per Unit	One Unit contains one executive type spiral Note Book singleline,160pages bothSide,size14X21.6cm and one Pen of MRP Rs.20.00	
30	Spiral Note Book 80pages	Per Pc	Spiral Notebook, singleline,80 pages bothside,size14X22cm	

12

Sl. No.	Item	Unit	Specification	Amount(Rs.)(Inclusive of Tax,Transportation)
31	Spiral Note Book 160 pages executive type	Per Pc	Executive type spiral Note Book single line,160 pages both Side, size 14X21.6cm	
32	Writing Pen of MRP Rs.10.00	Per Pc	Reputed Brand	
33	Writing Pen of MRP Rs.20.00	Per Pc	Reputed Brand	
34	Quick Heal Antivirus (10user)	Per Box	Validity of OneYear	
35	Quick Heal Antivirus (3user)	Per Box	Validity of OneYear	
36	Room Freshener (200 M.LorMore)	Per Unit	Reputed Brand	
37	TableCloth4X3feet	Per Unit	Reputed Brand	
38	Tablecloth6X4 ft.	Per Unit	Reputed Brand	

- The bidder is required to mention Specification & brand of Product Quoted clearly in the specification Column.If quoting multiple brand please add separate row for quoting multiple brand.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

MS

Tender-C
Empanelment for Supply of
Catering service

**EMPANELMENT FOR SUPPLY OF LUNCH, TEA AND SNACKS
ON ANNUAL RATE CONTRACT BASIS**

1. Sealed tenders/bids are hereby invited for registered Caterers / Hotels / Agencies regarding empanelment for supplying of Lunch, Tea & Snacks for different Trainings/Workshops/Meetings/ Events of ZSS, Kendrapara on annual rate Contract basis to CDM & PHO, Kendrapara for a period of one year.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website <https://kendrapara.odisha.gov.in>
3. The tender documents can be downloaded from the district website from 10.10.24 to 04.11.24 till 5.00 PM .
4. The last date of submission of the bidder is 04.11.24 till 5.00 P.M through Speed Post/ Registered Post or courier only.
5. Interested eligible bidder may submit the bid to CDM & PHO cum DMD, Kendrapara, AT/PO/Dist- Kendrapara.
6. The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
7. Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL PROPOSAL FOR SUPPLY OF CATERING SERVICE/ FINANCIAL PROPOSAL FOR SUPPLY OF CATERING SERVICE " on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "SUPPLY OF LUNCH, TEA AND SNACKS ON ANNUAL RATE CONTRACT BASIS"
8. Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
9. The tender will be opened on 05.11.24 at 4.00 P.M in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents if they wish.
10. Any legal dispute arising out of this subject to jurisdiction of Kendrapara Only.
11. The CDM & PHO, Kendrapara reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

AS

TERMS & CONDITIONS

- The Firm should have up to date valid Food licence.
- The firm should have registered under GST and have valid GST certificate.
- The firm should have valid PAN card.
- Tender must be accompanied by Processing fee of Rs. 2000/- (Non-refundable) & Earnest Money of Rs.5,000/- (Refundable) by way of demand draft, drawn on any Bank in favour of **ZSS (MISCELLANEOUS) A/C, Kendrapara** payable at Kendrapara. Tenders not accompanied by Processing Fee & Earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded after expiry of the contract.
- The firm should have adequate manpower to supply the food in time.
- The firm will supply the food as per the order and payment will be made after completion of the programme within 7-15 days of receipt of bill.
- After completion of the programme the firm should submit the bill along with a copy of the supply order.
- The firm shall supply the food at the designated venue at his own cost. No extra charges will be made for transportation.
- The quality of the food should be very good, delicious, tasty and hygienic and if found any type of food poisoning the payment will be stopped and legal proceedings will be initiated.
- The food should not contain maggots/insects/stones etc. If found, no payment will be made for that supply. All the food items should be served in fresh condition and should not be stale. Lunch, breakfast and tea will be served in buffet system.
- Ice cream, mineral Water, Soft drinks and Snacks etc should be provided by the bidder at the market price and should not more than MRP.
- Oil, Spices & Condiments of branded company should be used.
- The rates quoted per plate (highest rate quoted in each Sl. No.) should not exceed Rs.190/- only (exclusive of GST).
- Order may be placed meal wise or item wise.
- The selected firm have to execute an agreement with CDM & PHO, Kendrapara for a period of One year. The Contract may be extended for further period of one year with existing terms and conditions subject to satisfactory performance and mutual consent.

Place
Date

Muly
29.10.24

(Signature and seal of the authorized signatory)

[Handwritten signature]

DOCUMENTS TO BE SUBMITTED WITH THE BID

The firm/supplier have to submit the following documents along with Technical Bid (Tender Form A.)

1. Photo copy of PAN.
2. GST registration certificate.
3. Valid Food License.
4. Tender must be accompanied by Rs 2000/- (Rupees Two Thousand) Only (Nonrefundable as processing fees and Rs 5000/- (Rupees Five Thousand) Only (refundable) as EMD by way of Demand Draft (Must be submitted), drawn on any Bank in favor of **ZSS (MISCELLANEOUS) A/C, Kendrapara .**
5. Affidavit (Form-B) of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & The Firm/agency agrees to abide by all terms& conditions of tender.

Place
Date

Signature and seal of the authorized signatory

[Handwritten signature]
10/10/24

[Handwritten mark]

FORM - A
Technical Bid

1	Name of the Firm/agency	
2	Address of the Firm/agency	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory / Firm/agency	
6	GST registration (Photo copy to be attached)	
7	PAN (Photo Copy to be Attached)	
8	Valid Food License (Photo Copy to be attached)	
9	Draft number and date of the Processing Fee of Rs.2000/-	
10	Draft number and date of the EMD of Rs.5,000/-	
11	Affidavit of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & The Firm/agency agrees to abide by all terms& conditions of tender.(form-B)	
12	Whether all documents submitted signed by the authorized signatory of the Firm/agency (Yes/ No)	

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DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)
Seal



Form-B

(To be submitted in *Cover A -Technical Bid*)

DECLARATION FORM

I / Wehaving
My / ouroffice
at.....do declare that I / We have
carefully read all the terms & conditions of tender of the _____, Odisha
for the supply of Food. The approved rate will remain valid for a period of one year
from the date of approval. I will abide with **all the terms & conditions** set
forth in the **Tender Reference no.** _____

I/We do hereby declare I/We have not been de-recognized / black listed by any
State Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health
Institutions for supply of food / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money
Deposit and or Performance Security Deposit and blacklist me/us for a period of 3
years if, any information furnished by us proved to be false at the time of inspection /
verification and not complying with the Tender terms & conditions.

I / Wedo
hereby declare that I / we will supply the food items as per the term & condition in
the **Tender Reference no.** _____



Seal

Signature of the bidder :

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public.

To be submitted in Rs.20/- Non Judicial Stamp paper.

PRICE BID FOR CATERING SERVICES

Sl. No	Name Of the Item	Price (Rs.) (Exclusive of all taxes & inclusive of transportation) per Person/Plate
VEGETARIAN CATEGORY - NUMBER 1		
1	Plain Rice (Arua/Usna)	Rs. (In word)
2	Dalma/Dal Plain	
3	One veg. curry (Mix veg/Cabbage/Allo pakudi Rasa/cauliflower Allo Potai rasa/Allo potal pakudi Rasa/Allo potal chhena rasa0	
4	One item:- (tamato -khajuri khatta/Mango khata/Ambula rai/Ouu baser khatta/Karamanga khatta/Dahi Pachedi/salad	
5	One item -(Mix Bhaja /Kalara Allo Chips/finger Chips/bhendi gota Bhaja)	
6	one item (dahoi baigan/pota;l kurma/allo baigan varta shaga/poi chechada)	
7	one plain papad (Compulsory)	
VEGETARIAN CATEGORY - NUMBER 2		
1	plain Rice (Arua/Usna)	Rs. (In word)
2	Dalma/Dal Plain	
3	One veg. curry (Mix veg/Cabbage/Allo pakudi Rasa/cauliflower Allo Potai rasa/Allo potal pakudi Rasa/Allo potal chhena rasa0	
4	One item:- (tamato -khajuri khatta/Mango khata/Ambula rai/Ouu baser khatta/Karamanga khatta/Dahi Pachedi/salad	
5	One item -(Mix Bhaja /Kalara Allo Chips/finger Chips/bhendi gota Bhaja)	
6	one item (dahoi baigan/potal kurma/allo baigan varta shaga/poi chechada)	
7	One special Veg.curry (Butter Paneer / Mushroom /Chill Gobl)	
8	one plain papad (Compulsory)	

NON VEGETARIAN CATEGORY - NUMBER 1

1	plain Rice (Arua/Usna)	Rs. (In word)
2	Dal fry	
3	fish curry (One Gote pohala in each plate)	
4	One curry (Mix veg/Cabbage/Allo pakudi Rasa/cauliflower Allo Potai rasa/Allo potal pakudi Rasa/Allo potal chhena rasa)	
5	One item:- (tamato -khajuri khatta/Mango khata/Ambula rai/Ouu baser khatta/Karamanga khatta/Dahi Pachedi/salad)	
6	One item -(kalara Allo Chips /Finger chips/potala kurma /dahi baigan /Mix bhaja/bhendi Gote Bhaja/kalara Gote Bhaja/Allo baigan bhata/Shaga /Poi chhechada)	
7	one plain papad (Compulsory)	

NON VEGETARIAN CATEGORY - NUMBER 2

1	plain Rice (Arua/Usna)	Rs. (In word)
2	Dal fry	
3	fish curry (One Gote pohala in each plate)	
4	One curry (Mix veg/Cabbage/Allo pakudi Rasa/cauliflower Allo Potai rasa/Allo potal pakudi Rasa/Allo potal chhena rasa0)	
5	One item:- (tamato -khajuri khatta/Mango khata/Ambula rai/Ouu baser khatta/Karamanga khatta/Dahi Pachedi/salad)	
6	One item -(kalara Allo Chips /Finger chips/potala kurma /dahi baigan /Mix bhaja/bhendi Gote Bhaja/kalara Gote Bhaja/Allo baigan bhata/Shaga /Poi chhechada)	
7	one plain papad (Compulsory)	

NON VEGETARIAN CATEGORY - NUMBER 3

1	plain Rice (Arua/Usna)	Rs. (In word)
2	Dal fry	
3	Chiken curry	
4	One curry (Mix veg/Cabbage/Allo pakudi Rasa/cauliflower Allo Potai rasa/Allo potal pakudi Rasa/Allo potal chhena rasa0)	
5	One item:- (tamato -khajuri khatta/Mango khata/Ambula rai/Ouu baser khatta/Karamanga khatta/Dahi Pachedi/salad)	
6	One item -(kalara Allo Chips /Finger chips/potala kurma /dahi baigan /Mix bhaja/bhendi Gote Bhaja/kalara Gote Bhaja/Allo baigan bhata/Shaga /Poi chhechada)	
7	one plain papad (Compulsory)	



NON VEGETARIAN CATEGORY - NUMBER 4

1	plain Rice (Arua/Usna)	Rs. (In word)
2	Dal fry	
3	Mutton curry	
4	One curry (Mix veg/Cabbage/Allo pakudi Rasa/cauliflower Allo Potai rasa/Allo potal pakudi Rasa/Allo potal chhena rasa0	
5	One item:- (tamato -khajuri khatta/Mango khata/Ambula rai/Ouu baser khatta/Karamanga khatta/Dahi Pachedi/salad	
6	One item -(kalara Allo Chips /Finger chips/potala kurma /dahi baigan /Mix bhaja/bhendi Gote Bhaja/kalara Gote Bhaja/Allo baigan bhata/Shaga /Poi chhechada)	
7	one plain papad (Compulsory)	

SPECIAL CATEGORY

1	One plate veagerable Biritani with Raita,one Vef curry , Veg gravy ,achara,one palne papad	Rs. (In word)
2	one plate NON-veg (Chicken) Biriyan with raita chicken gravy / sauce ,one plain papad	
3	one plate Non-veg (mutton) Biriyan with raita ,Mutton Gravy/Sauce , One plain papad	
4	one gota pohala fish fry	
5	Egg curry (Two Egg)	
6	Half plate Mutton curry	
7	Half plate Chicken curry	
8	Half plate chingudi curry	
9	Half plate Crap curry	
10	Half plate paneer masala	
11	Half plate Butter masala	
12	Half plate mashroom	
13	Half plate chilli nGobi	
14	One Veg.Soup	
15	One Non-Veg Soup (Chicken)	
16	One Non-Veg Soup (Mutton)	

BEVERAGES/SNACKS

1	One samosa , one bada ,one Aluchoop/One Vegitable Chop with one sweet (per packet)	Rs. (In word)
2	One veg.patties with tamato ketchup (with paper plate)	
3	HALF PLATE Finger chips (Vegetable) with tamato ketchup (with paper plate)	
4	family pack Ice Cream 1 kg. with cup	
5	family pack Ice Cream 500gm.. with cup	
6	One cup tea (with paper cup)	
7	One cup Coffee (with paper cup)	
8	drinking water jar (20liter) with empty water dispenser jar .	
9	Drinking water Bottel (1 Liter)	
10	Drinking water Bottel (500 MI)	

(Signature and seal of the authorized signatory)



Tender- D
Empanelment for Hiring of
Vehicles

TENDER DOCUMENT

EMPANELMENT FOR PROVIDING VEHICLES ON MONTHLY / DAILY BASIS FOR MONITORING AND SUPERVISION UNDER NHM (DPMU & NTEP) PROGRAMME

- Sealed quotations are invited from Travel Agencies / Private Organizations / NGOs / Individuals for hiring of four wheeler vehicle on monthly basis & daily basis if required (TATA HEXA, SAFARI / MAHINDRA TUV, BOLERO, SCORPIO & MARUTI ERTIGA) for Monitoring & Supervision under NHM (DPMU & NTEP) programme at DHH Kendrapara on contract basis for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website <https://kendrapara.odisha.gov.in>
- The tender documents can be downloaded from the district website from **10.10.24 to 04.11.24 till 5.00 PM.**
- The last date of submission of the bidder is **04.11.24 till 5.00 PM** through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to CDM & PHO cum DMD Kendrapara, AT/PO/Dist-Kendrapara.
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "**TECHNICAL PROPOSAL FOR HIRING OF VEHICLE / FINANCIAL PROPOSAL FOR HIRING OF VEHICLE**" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "**PROPOSAL FOR HIRING OF VEHICLE**".
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on **05.11.24 at 4.00 PM** in the office chamber of the CDM & PHO. Bidder/ authorized representative may present during opening of bid documents if they wish.
- Any legal dispute arising out of this subject to jurisdiction of Kendrapara Only.
- The CDM & PHO, Kendrapara reserves its right to accept or reject any or all quotations or any part thereof without any liability/ notice at its own discretion without assigning any reason thereof.

183

TERMS & CONDITIONS FOR HIRING OF VEHICLE

1. The bidder should know that the vehicle to be selected for Monitoring & Supervision under **NHM (DPMU & NTEP)** programme.
2. The bidder should submit paper cost of Rs 2000/- only (Non Refundable) & EMD of Rs. 5000/- only through DD of any nationalised bank in favour of ZSS (Miscellaneous), Kendrapara. The EMD of unsuccessful bidder will be refunded without any interest within 30 days of finalisation of tender.
3. All the vehicles must not be more than 3 years old as on 30.09.2024 and have valid – Registration Certificate, Commercial permit, Insurance certificate, Fitness certificate and Road tax clearance.
4. The vehicle must be a multi utility vehicle, showing a mileage of at least 10 km per litre in all term and condition for AC and 12 km per litre for non AC.
5. The person other than owner can apply with due power of attorney from the owner.
6. The vehicle to be engaged should not belong to any employee of NHM and any employee of health department.
7. Maintenance and all the taxes of the vehicle will be borne by the owner (except toll tax, entry tax, parking e etc.)
8. The vehicles of latest model (TATA HEXA, SAFARI / MAHINDRA TUV, BOLERO, SCORPIO & MARUTI ERTIGA) will be preferred.
9. Bidders must be present with their vehicle at the time of tender opening for verification.
10. The preference will be given to local bidder or bidder having office in the concerned area.
11. The driver should be sound minded having valid DL & salary of the driver will be paid by the owner. The owner of the vehicle have to submit the NOC against the driver that he has no police case or any other legal issues in a judicial stamp paper of Rs. 10/-.
12. The vehicle will remain with concerned office on all working days & on holidays for meeting any emergency. The working hour of the vehicle will be 8 A.M. to 8 P.M.
13. Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
14. The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the vehicle but excludes the cost of fuel only which will borne by the office. **In case of hiring on daily basis the hire charge should include the cost of fuel.**
15. No advance payment will be made by the authority to the party. The billing will be done on a monthly basis and it should be submitted by the party by the first week of the following month along with Bill and Log book duly filled up and signed. After submission of the bill, the account section will require 7 working days to process in bill through PFMS. The payment will be made only to those who have log books and duty slips which have been duly signed by the authority or any authorized officer. It will be the responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day to day basis.
16. The vehicle will stay in the concerned office premises and will move only on instruction of appropriate authority.
17. No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour of driver/ owner of vehicle.
18. The vehicle should be well cleaned and the seats should be wrapped with towels.
19. If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
20. There will be an agreement between authority and party for availing the services either party can discontinue the service with 1 month prior intimation to other party.
21. In case of the service executed is not to the satisfaction then the authority shall issue show cause notice to the party to comply the conditions as mentioned in the agreement. In case of non-compliance, the authority may terminate the agreement and also can forfeit any amount due to party.
22. The authority will not hold responsible for any postal delay or missing. The incomplete application in any form is liable for rejection.

Handwritten signature
9.10.24
CDM & PHO, KENDRAPARA

(Annexure-A)

TECHNICAL BID FOR PROVISION TO HIRING OF VEHICLE

(FIRM/AGENCY/INDIVIDUAL)

(The documents are to be arranged serially as per the order mentioned below)

Sl.No	Particulars	Documents
1.	Name of the bidder (Firm/Agency/Individual)	
2.	Address of the bidder firm	
3.	Telephone number of authorized signatory	1. 2.
4.	Name of authorized signatory (in block letters)	
5.	Bank Pass book A/C number	(Photo copy to be attached)
6.	PAN Card	(Photo copy to be attached)
7.	Registration certificate in case of (Travel Agent /Private Organisation/NGO)	(Photo copy to be attached)
8.	Name of the vehicle with make and model	
9.	Bearing vehicle No.	
10.	Bearing vehicle Chassis No.	
11.	Date of purchasing the vehicle	
12.	Pollution check-up certificate	(Photo copy to be attached)
13.	Vehicle Insurance	(Photo copy to be attached)
14.	Commercial License	(Photo copy to be attached)
15.	Road permit certificate	(Photo copy to be attached)
16.	Vehicle fitness certificate	(Photo copy to be attached)
17.	RTO registration certificate	(Photo copy to be attached)
18.	Driving License of the driver	(Photo copy to be attached)
19.	EMD Rs. 3000/- in shape of Demand Draft in favour of ZSS (Miscellaneous), Kendrapara.	(Original D.D attached)
20.	Paper cost Rs. 500/- (Non-refundable) in shape of Demand Draft in favour of ZSS (Miscellaneous), Kendrapara.	(Original D.D attached)
21.	Whether all documents submitted signed by the authorized signatory of the firm (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions given with the Expression of Interest (E.O.I) have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any false information /deviation in the above statement at any stage, my Firm/Agency/Individual will be blacklisted and will not have any dealing with the organization in future.

Signature of the Bidder

(Annexure-B)

PRICE BID FOR PROVISION TO HIRING OF VEHICLE
(FIRM/AGENCY/INDIVIDUAL)
(For Monthly Basis Bidders)

Sl.No	Name of the Item	Price (Rs.) (Inclusive of all taxes & other charges)
1.	Name of the vehicle	
2.	Vehicle Make and model	
3.	Monthly Hiring charges (including Driver Incentive, all incidental charges & GST)	
4.	DOL consumption per liter in Km with A.C vehicle(minimum 10KM/Ltr)	
5.	DOL consumption per liter in Km with non A.C vehicle(minimum 12KM/Ltr)	
6.	Lubricant consumption per liter in Km (minimum 1000KM/Ltr)	

Signature of the Bidder



PRICE BID FOR PROVISION TO HIRING OF VEHICLE

(FIRM/AGENCY/INDIVIDUAL)

(For Days wise Bidders)

Sl.No	Name of the Item	Price (Rs.) (Inclusive of all taxes & other charges)
1.	Name of the vehicle	
2.	Vehicle Make and model	
3.	Full Day Hiring Charge in Rs.	
4.	Half Day Hiring Charge in Rs.	
5.	DOL consumption per liter in Km with A.C vehicle	
6.	DOL consumption per liter in Km with non A.C vehicle	

(Signature and seal of the authorized signatory)

NB: Here payment will be made to the bidder, which includes Hiring Charge (Full Day/ Half Day) and DOL consumption.

My

DECLARATION

I Mr./Mrs. _____ on behalf of

(Firm/agency/individual Name) declared that I/we are not blacklisted by any central Govt./state Govt./Public sector undertaking in India. I have given consent that the supply of above vehicle will be done in the stipulated time as per given specification. I confirm that the information that I have provided above is true & correct.

Date :

Signature :

Place :

Name :

Designation:

Address:

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a horizontal line.

BID DOCUMENT FOR HIRING OF VEHICLE AT DPMU, NHM, O/o: CDM& PHO, KENDRAPARA

Sl. No.	Particulars		Descriptions	
1	Name of the Bidder			
2	Status of the Bidder (Travel Agent / Private Organisation/NGO/Individual)			
3	Detail Address with Phone no. of bidder			
4	Registration Certificate in case of (Travel Agent / Private Organisation/NGO) (Proof to be attached)			
5	Service Tax Registration (Proof to be attached)			
6	PAN Detail (Proof to be attached)			
7	No. of Vehicle available other than bid vehicle			
8	No. of drivers employed by the organisation. (Proof of Driving License to be attached)			
09	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner		
		Year of Manufacturing		
		Registration No.		
		Commercial License		
		Fitness Certificate		
		Road tax Clearance up to		
		Validity of Insurance up to		
10	Submission of EMD Rs.3000/-	Bank Name, DD No. with Date		
11	Submission of Paper Cost Rs.500/-	Bank Name, DD No. with Date		
12	Price Details	Monthly Hiring charges (Including Driver Incentive, all incidental charges& GST)		
		Lubricant in KMs per litre (Minimum 1000KM/Ltr)		
		Minimum Average Mileage in KMs per litre (minimum 10 KM/Ltr.)	A.C	Non A.C

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority.I/We am/are also declare that, I/We am/are not involved in any major litigation that may have an impact affect or compromise the delivery of services as required under this tender and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.



Signature of the Bidder