



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER: KENDRAPARA

At- Town Balarampur, (near Kendrapara Block), Po- Kendrapara, Email- ddaken.dag@od.gov.in

Expression of Interest Supply for supply of Food & Catering Services.

EOI No: 5946

Date: 17.12.2025

Sealed EOI from reputed firms/ supplier/ agency/ Organizations/ service providers/ catering agency/Hotels/Restaurants having valid GST registration are invited for supply & Catering of Food items Tea/ Tiffin / Lunch for **5days** during **DISTRICT LEVEL KRUSHI JANTRAPATI MELA & MATSYA O PRANI SAMPAD MELA-2025-26** to be organized shortly at Kendrapara Autonomous College Ground, Kendrapara. The food need to be distributed by the agency to the Farmers / Officials / Dealers etc during the Mela. The firm/organization/agency need to quote the price inclusive of all taxes as per the format mentioned in **Annexure-II** The sealed EOI are to reach in the office of the undersigned by speed post/Registered post or by hand with sealed cover on or before 23.12.2025 by 5.00 P.M and it will be opened on 24.12.2025 at 11.00 A.M. in the Conference Hall of the Chief District Agriculture Officer, Kendrapara. The CDAO, Kendrapara will not be liable for any delay or not offering the EOI within the stipulated date & time mentioned above. The Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. The client shall be the sole and final authority with respect to selection of an Agency through this EOI.


(Sri Suresh Chandra Mallick)
Chief District Agriculture Officer
Kendrapara

ELIGIBILITY CRITERIA:

1. The Firm / Agency / Organization should have valid food license Certificate.
2. The Firm / Agency / Organization should have valid GIST.
3. The Firm / Agency / Organization should have valid PAN.
4. The Firm / Agency / Organization should submit a Processing Fee of Rs.1000/- (Rupees One thousand) only (Non Refundable) in shape of DD.
5. The Firm / Agency / Organization should submit a EMD of Rs. 50,000/- (Rupees fifty thousand) only (Refundable) in shape of DD.
6. The Firm / Agency / Organization should have Pass book in the name of Hotel having GST Registration Number.
7. The Firm / Agency / Organization should have minimum of 3 Years experience in Catering Service for any Govt./ Pvt. Organization. (Self Declaration).
8. Preference will be given to Kendrapara district agency / Hotel.
9. The bidder should have adequate man power to supply the Tea / Tiffin/ Meal.(Self Declaration)

TERMS & CONDITIONS:

1. The Bidder must submit the Technical Bid (Cover-A) & Financial Bid (Cover-B) and the two bids must be closed in a outer envelope with all documents and super scribed on the top EOI for Food & Catering during DISTRICT LEVEL KRUSHI JANTRAPATI MELA & MATSYA O PRANI SAMPAD MELA-2025-26.
2. The drinking water will be served by the bidder during the Tiffin & lunch.
3. The agency must be agreed to provide sufficient Tiffin & Lunch to the farmers /Officials as desired him / her.
4. Proper hygiene should be maintained by the bidder.
5. No Chemical Spice should be used in food preparation.
6. After lunch the bidder must clean the food served area.
7. The rates quoted per plate & other, it is inclusive of all taxes / transportation & Other charges (both for Veg. & Non-Veg and other items).
8. The Paper plate / tea cup/ drinking glasses must be provided by bidder during serving of Tiffin packet , Tea & Lunch. No extra amount will be paid for that.
9. After completion of the programme the bidder should submit the Bill (in duplicate) for release of payment.
10. The Food prepared by the agency will be randomly checked by Safety Officer/Health Officer & Programme Organizers.
11. The Firm/ Agency / Hotel must supply the foods as per the numbers & time scheduled by the Organizer on daily basis.
12. After selection of the agency an undertaking will be submitted by the Bidder to obey all the Terms & Conditions.


(Sri Suresh Chandra Mallick)
Chief District Agriculture Officer
Kendrapara

Annexure -I

TECHNICAL BID FOR FOODING / CATERING SERVICE

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

1	Name of the Firm/ Agency / Organization / Hotel	
2	Address of the Firm/ Agency / Organization / Hotel	
3	Name of authorities Signature (in block Letter)	
4	Telephone No / Mobile No of the bidder	
5	Bank Pass Book details	
6	Valid Food Licensed Certificate (copy attached)	
	GST Registration Certificate	
7	PAN Card	
8	Experience (Copy enclosed)	
9	EOI Processing Fees of Rs.1000/- in shape of DD (Non Refundable)	
10	EMD of Rs50,000/- (Refundable)	
11	Self declaration his organization has not been black listed by Govt.	
12	The bidder agree to supply 2100 Nos of Meals & Tiffins along with Tea & Water bottle during 5days event and the date wise supply details will be intimated in the Work Order.	

DECLARATION

I /We hereby Certify that, the terms and conditions given with EOI have been read carefully and acceptable to me / us and that information furnished above is full and correct to the best of my / our knowledge. I / we understand that, in case of any false information or deviation in the above statement at any stage, my firm / agency / Organization/ Proprietor / company will be black listed and will not have any dealing with the organization in future.

Date:-

Place:-

(Signature and seal of the authorized signatory)

Annexure-II

Financial Bid

Sl No	Date of supply	Food Items	Rate offered per (mill / Tiffin/ Tea & Water bottle) inclusive of all taxes (Figs. In Rs.)
1	For Five (05) days.	Rice, Dal, Mix veg, Chips, Khata, Chilly gobi & Paneer Masal , Papad, Payas.	
2		Rice, Dal, Mix veg, Chilly gobi, fried prawn, Fish curry (2piece/each), Khata	
3		Rice, Dal, Mix veg, Chilly gobi Chicken currey, Khata, Salad, Papad.	
4		Tiffin -(Bara - 2 Nos, Singada- 2 Nos, Vegetable Chop- 1 No, Rasogula-1 No, Gulab Jamun - 1 No)	
5		Tiffin- (idli - 4pc, Upama, Ghuguni, chatni, Rasogula-1 No, Gulab Jamun - 1 No)	
6		High Tea & Water Bottle (two medium size Bisleri bottles)	

Date:-

Place:-

(Signature and seal of the authorized signatory)