



**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER
GANJAM
DISTRICT PROGRAMME MANAGEMENT UNIT**



Tender No _____ Date: _____

SHORT TENDER CALL NOTICE

Sealed Tenders are invited from registered agencies/Firms/Organization having experience in of Diet services, for supply of Diet in different institutions for CPCH Training Programme. The detail term and conditions may be downloaded from the district Web site: <http://ganjam.nic.in>. the sealed quotation should reach at the Office of the undersigned at any working day through Speed post/ Registered post only by 01.07.2024 at 4.00 P. M. The Technical Bid will open on 01. 07.2024 at 5.00 P.M in the Office Chamber of the undersigned in presence of the Biders/Authorized Representatives of Biders.

The Undersigned reserves the right to cancel or accept any Tender fully or partially without assigning any reason there-of.

Chief District Medical & Public Health Officer, Ganjam



REQUEST FOR PROPOSAL

**For Outsourcing of
Diet Services for supply of Diet in Different Training
Venues under Certificate Programme in Community
Health (CPCH) Training/ other training programme
under CDM & PHO Ganjam 2024-25**

RFP Reference No: _____ / Ganjam / _____ Dated: _____

**Issued By:
Zilla Swasthya Samiti, Ganjam
Department of Health & Family Welfare Govt. of
Odisha
Ganjam**

TERMS AND CONDITIONS OF CATERING SERVICE FOR COVID HEALTH FACILITIES, GANJAM

1. Scope of Work

The Agency shall provide regular diet to the Participants/Officials of Training Units through food parcel/Bufferet in the Dining Hall of the training venue / Hotel/Hostel/ trainees accommodate area.

- (i) Parcel/Bufferet Breakfast & Drinking water
- (ii) Parcel/Bufferet Lunch & Drinking Water
- (iii) Mid-session Tea/Coffee & Snacks & Drinking Water
- (iv) Parcel/Bufferet Dinner & Drinking Water

Menu chart for category wise is attached at annexure-III

The working Lunch provided for the participants/staffs may be served at the dining hall of the concern training venue on working days and the dinner may be packed and parcel to them at respective hostel/hotel. On Holidays breakfast, Lunch, tea snacks and Dinner will be provided at the hotel/Hostel.

2. Eligible Criteria

The interested Bidders shall have to comply the following criteria to participate in the tendering process.

- **Valid registration under Food License,**
 - **Valid Labour license**
 - **GST Registration and other relevant Act/ Rules.**
 - **Experience in supply of Diet in any Govt. institutions/ trainings.**
- Bidders/Agency should have experience in supply of diet to the Govt. institutions & Govt. Training/ Programme/Seminar/ Workshop.

Non submission of above required documents is liable to be rejected without entertaining thereof.

Submission of Tender Cost & EMD including Performance Security:

b. **Tender Cost:** The bidder along with the technical proposal shall have to furnish Tender Cost amounting to **Rs. 1,000/-** (non-refundable) in the shape of Banker's cheques / Demand Draft from any Nationalized / Schedule Bank in favour of the **ZSS, (Misc) Ganjam (AC No-30249462288) payable at Berhampur.**

c. **EMD:** The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 10,000/-** (refundable) in the shape of Banker's cheques / Demand Draft from any Nationalized / Schedule Bank in favour of the **ZSS, (Misc) Ganjam (AC No-30249462288) payable at Berhampur.**

The EMD shall be returned to unsuccessful bidders immediately after announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

3. **Packing, Sealing and Marking of Proposal**

- (a) The Technical Proposal (Cover A) and Financial Proposal (Cover B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

SHORT TENDER CALL NOTICE INVITING PROPOSAL

RFP No: _____ / Ganjam / _____ Dated: _____

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE supply of Diet in Different Training Venues under Certificate Programme in Community Health (CPCH) Training/ other training programme under CDM & PHO Ganjam 2024-25

1	Period of Availability of RFP Document	From 25.06.2024 TO 01.07.2024 (Downloadable from website: www.ganjam.nic.in)
3	Last date for submission of Proposal	Date: 01.07.2024, Time: 4.00 PM Address: The CDM & PHO, Ganjam City Hospital Road, Gate Bazar, Berhampur-760001 <i>NB : Proposals should be submitted through Speed post / Registered post only</i>
4	Date, time and place of opening of Proposal and presentation	a) Technical Proposal (Part A) opening : 01.07.2024, at 4.30 PM at Office chamber of the CDM&PHO, Ganjam b) Financial Proposal (Part B): <i>The financial proposal will be opened on 2.07.2024 at 5.30 P.M after technical evaluation of the applied bidders.</i> <i>Only qualified bidders financial proposals will be opened.</i> <i>(Bidders / authorized representative may remain present at the time of opening of proposal)</i>

- c. Drinking of alcohol, smoking, eating or chewing tobacco/zarda/gutkha etc. Spitting is strictly prohibited.
- d. Any kind of situation if arises due to food consumed by the Staffs / Patients, the agency will be liable for such and the Institute reserves the right to initiate necessary action as per prevailing law and the agency will borne all expenses related to such incidence.

6. Quality Maintenance:

- a. The Agency shall be equipped to undertake hygiene audit on daily basis. District Authority will also undertake independent hygiene and quality audits as and when deemed necessary.
- b. The eatables served/Packing by the Agency for the trainees/Staffs/Officers shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes/Containers containing any foreign ingredient shall not be served.
- c. Non-vegetarian dishes shall be made from fresh and good quality chicken or fish; and shall be purchased from standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.
- d. Vegetarian and Non-vegetarian dishes shall be prepared and served separately.
- e. All vegetarian, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk or milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used before the expiry.
- f. Disposable paper napkins (of approved quality)/ Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner or dining purpose as well as small ones while serving soup, tea coffee etc.

7. Operation

- a. Normally, the timings of providing catering services as per Menu is given below-

Breakfast	: 07.30 A.M to 08.45 A.M
Lunch	: 12.30 P.M. to 01.30 P.M
Afternoon Tea & Snacks	: 04.30 P.M. to 05.00 P.M
Dinner	: 08.00 P.M. to 09.00 P.M

- b. The Agency however shall be required to adjust/ change the above timings as and when required depending upon the situation(s) of the facility. It shall be ensured that tea/ coffee are served steaming hot.
- c. The Agency should be prepared to serve for parties in the dining hall, lawn or other location for which he may be required to have other arrangements like fans, candle burners / gas burners, tableware and thermo etc.

8. Inspection:

- a. Dist. Authority will check the quality of grains, oils, atta (flour) fruits, vegetables and provisions used or stored in the store room for cooking. Any deficiency pointed out shall be promptly removed.
- b. In case of dispute regarding the services, quality or the quantity of the food stuff, snacks, tea etc, the decision of District Authority will be final and binding.



➤ **Cover-A** - Technical Proposal for “**supply of Diet in Different Training Venues under Certificate Programme in Community Health (CPCH) Training/ other training programme under CDM & PHO Ganjam 2024-25.**”

➤ **Cover-B** - Financial Proposal for “**supply of Diet in Different Training Venues under Certificate Programme in Community Health (CPCH) Training/ other training programme under CDM & PHO Ganjam 2024-25.**”

➤ The two envelopes, i.e. envelope for Part-A, Part-B must be packed in a separate sealed outer cover and clearly **super scribed** with the following:

➤ Proposal for “**supply of Diet in Different Training Venues under Certificate Programme in Community Health (CPCH) Training/ other training programme under CDM & PHO Ganjam 2024-25**”

(b) The bidder's Name & address shall be mentioned in the left hand corner of the outer envelope.

(c) The inner and outer envelopes shall be **addressed** to the **Chief District Medical & Public Health Officer**, Ganjam, Berhampur

4. Terms and Conditions

- a. The initial period of contract will be for 1 year and may be extended further depending on requirement and based on the performance of the agency
- b. The Agency shall provide varieties in Menu/Cuisine in consultation with training Nodal Officer/ Programme In-Charge of the concern training Institutions.
- c. The Agency shall provide food packet and disposable plates for the trainees/staff and served the food on buffet for the staffs at the dining hall.
- d. The Agency shall deploy adequate trained and well experienced chef to ensure timely efficient and prompt service. The Agency shall provide trained manpower for food delivery. However, sufficient manpower shall be deployed depending upon the number of programmes /events in progress on a day to day basis.
- e. The serving staff shall be, presentable, well-mannered and trained.
- f. The Agency shall arrange for such of the special equipment's and apparatus if any required for cooking etc. in the cafeteria and kitchen at his own cost.
- g. The agency provided additional one meal per ten ordered meals which is not counted for payment.
- h. The daily diet supply certificate will be obtained from Daily Diet Check committee of respective training institutions. The Committee consisting of Training Programme In-Charge, Training Coordinator & One Monitor from trainee side.
- i. If the agency fails to supply the quality and quantity of diet as per menu for consecutively three days, then the contract will be forfeited without any reason thereof.

5. Personal Hygiene:

- a. The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health checkups.
 - b. The staff should trim their nails regularly and wear caps and gloves at the work place.
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**TECHNICAL
TENDER SUBMISSION FORM
(On the letterhead of the agency)**

To

The Chief District Medical & Public Health Officer
Ganjam

Re. : RFP Reference no. _____ dated _____

Dear Sir,

We, the undersigned, offer to provide the diet services **supply of Diet in Different Training Venues under Certificate Programme in Community Health (CPCH) Training/ other training programme under CDM & PHO Ganjam 2024-25** . We are hereby submitting our Proposal, which includes this Technical Proposal and a financial Proposal sealed under a separate envelope

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

Our proposal shall be binding upon us for a period of 1 year from the date of bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our bid. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I hereby declare that my company has not been debarred / black listed by any Government/ Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Date:

Place:

Authorized Signatory



9. Payment & Price Validity

- a) The service provider shall be paid on **monthly basis** as per the contracted rate. The price shall be all-inclusive including the cost of Materials, Transportation, and Manpower etc.
- b) The price as quoted by the service provider shall remain unchanged during the contract period
- c) GST as applicable shall be paid at the applicable rate.
- d) TDS as applicable shall be deducted from the payment as per the Income Tax Act.

10. Penalty

In case the Agency fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, CDM & PHO Ganjam reserves the right to impose the penalty as detailed below:

a) **Commencement of the Work:**

- 1) 0.5% of total costs of Contract / Agreement value per day of delay, up to seven days of delay on providing Diet supply services.
- 2) After seven days delay, the tender Inviting Authority reserves the right to cancel the whole contract or part thereof and withhold the agreement and get this job carried out by other successful bidder (L2 & so on). The earnest money/security deposit shall also be forfeited.



. Note:

- i. Information to be furnished in separate sheet wherever necessary.
- ii. In case of documents, they shall be self attested photocopies.

DECLARATION:

It is certified that the above information including the information pertaining to profile, technical and financial bid submitted by me/my firm is true and best of my knowledge and if any information is found false at any point of time then the whole offer/tender may be cancelled. I have suppressed no facts in the tender which could debar me to participate in the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per law. Again I agree & will abide with the terms & conditions fixed by the authority.

Date:

Place:

Authorized Signatory



Profile of the Applicant & Application form for Technical Bid
(To be furnished along with the Technical Proposal Cover "A")

Profile of the Applicant:

Sl.No.	Particulars	Details
1.	Name and Address of the Agency	
2.	The following certificate of Incorporation to be enclosed)	
	i) Registration under Food License & valid Period	
	ii) Labour License & Valid Period	
	iii) GST Registration No & Date	
	iv) PAN No.	
	V) Previous experience for providing diet in Govt. Institution	
3.	Name, designation, contact no. and address of the Contact Person/Local Representative	
4.	Number of field level staff engaged at the client locations to render security service (Refer Eligibility Clause)	1. Cook: 2. Cook Attendant:
6.	Years of Experience if any	No of Years of Experience: Contact Status (Completed/Ongoing)
7	Registration/empanelment details with different authorities	(i) Authority (s): (ii) Date of Registration
8	Any other details the applicant would like to furnish (Example: Awards & Accreditations)	



Annexure-III

DAY WISE FOOD MENU FOR TRAINEES/ STAFFS

DAY	BREAKFAST (07.30 A.M to 08.30 A.M)	PRE LUNCH TEA (10.15 A.M to 10. 45 A.M)	LUNCH (12.30 P.M to 01.30 P.M)	TEA & SNACKS (04.30 P.M to 05.00 P.M)	DINNER (08.00 P.M to 09.00 P.M)
Monday	PURI, ALU CURRY & BANANA	TEA & Biscuits	RICE,DALMA, MIX BHAJA & DAHI BAIGANA	TEA & BISCUITS	RICE, DAL, MIX CURRY & CHIPES OR (ROTI,MIX CURRY, CHIPES)
Tuesday	CHUDA UPAMA & Aluchop, ALU MATAR, SWEETS	TEA & Biscuits	RICE,DAL & EGG CURRY (ALU POTALA FOR VEG), MIX BHAJA	TEA & BISCUITS	RICE,DAL, SANTULA/MIX BHAJA OR (ROTI,SANTULA , MIX BHAJA)
Wednesda y	SUJI UPAMA, Bora & ALU MATAR,	TEA & Biscuits	RICE,DAL & FISH CURRY & MIX BHAJA ((MUSHROOM CURRY FOR VEG)	TEA & BISCUITS	RICE,DALMA, Mixed Bhaja/ Omelet OR ROTI,DALMA, Mixed Bhaja/omelet
Thursday	CHUDA UPAMA & Aluchop, ALU MATAR, SWEETS	TEA & Biscuits	RICE,DALMA, AMBA KHATA/Tomato Khata, BHENDI BHAJA	TEA & BISCUITS	RICE,DAL,CHOLE MASALA OR ROTI,CHOLE MASALA & SWEETS
Friday	SEMIA UPAMA & ALU MATAR, Boiled EGG	TEA & Biscuits	RICE,DAL & EGG CURRY, MIX BHAJA (ALU POTALA FOR VEG)	TEA & BISCUITS	RICE,DALMA, Mixed Bhaja/ Egg Bhunjia OR ROTI,DALMA, Mixed Bhaja/Bhunjia
Saturday	CHUDA UPAMA & ALU MATAR, BANANA	TEA & Biscuits	RICE, SAMBAR & MIX BHAJA, GHANTA	TEA & BISCUITS	RICE,DALMA, Mixed Bhaja OR ROTI,DALMA,CHIPES
Sunday	MASALA UPAMA & Chakuli Pitha, CURRY	TEA & Biscuits	RICE,DAL &FISH/CHICKEN (PANNER/CHATU for VEG. SALAD, PAPAD	TEA & BISCUITS	RICE,DAL, SANTULA/MIX BHAJA OR (ROTI,SANTULA , MIX BHAJA)

FINANCIAL PROPOSAL

Name and Address of the Bidder:

Price Details:

SI. No.	Category wise Diet	Breakfast (Per in Rs)	Lunch (Per in Rs)	Dinner (Per in Rs)	Afternoon Tea & Snacks (Per in Rs)	Total Amount (Per person per day excluding GST in RS.)	GST (____%)	Total Amount per person per day including of all Taxes (In Rs.)
1	Per person							
In Words: _____ (Total cost per person per day including of all Taxes)								

NB: The price should be quoted including all costs i.e. fuel, manpower, Transportation, service charges & tax etc.

Note:

1. Please mention the % of GST (if applicable) and also the details of Other Taxes, if any, are to be mentioned.
2. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected.
3. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
4. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case, the amount in figures shall prevail.
5. If the agency that submitted the lowest evaluated proposal which does not accept the correction of errors, its Proposal shall be rejected.

Date:

Place:

**Authorized
Signatory**





OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER
GANJAM
DISTRICT PROGRAMME MANAGEMENT UNIT



Tender No _____ Date: _____

SHORT TENDER CALL NOTICE

Sealed Tenders are invited from registered agencies/Firms/Organization having experience of Accommodation services for different training /meeting/ seminars Programme. The detail term and conditions may be downloaded from the district Web site: <http://ganjam.nic.in>. the sealed quotation should reach at the Office of the undersigned at any working day through Speed post/ Registered post only by 01.07.2024 at 4.00 P. M . The Technical Bid will open on 01. 07.2024 at 5.00 P.M in the Office Chamber of the undersigned in presence of the Bidders/Authorized Representatives of Biders.

The Undersigned reserves the right to cancel or accept any Tender fully or partially without assigning any reason there-of.

Chief District Medical & Public Health Officer, Ganjam

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REQUEST FOR PROPOSAL

**For Outsourcing of
Accommodation/ Lodging/Hotel Room Services for
trainees under Certificate Programme in Community
Health (CPCH) Training/ other training
programme/Meetings/ Workshop/ Seminars under
CDM & PHO Ganjam 2024-25**

RFP No: _____ / Ganjam / _____ Dated: _____

**Issued By:
Zilla Swasthya Samiti, Ganjam
Department of Health & Family Welfare Govt. of
Odisha
Ganjam**



SHORT TENDER NOTICE INVITING PROPOSAL

RFP No: _____ / Ganjam / _____ Dated: _____

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE AGENCY/ORGANISATION/SUPPLIER FOR SELECTION OF THE MOST SUITABLE AGENCY/ORGANISATION TO PROVIDE LODGING/ACCOMMODATION/ HOTEL ROOM SERVICES FOR THE TRAINEES DURING DIFFERENT TRAINING PROGRAMME/WORKSHOP/ SEMINARS/ CPCH TRAINING PROGRAMME OF GANJAM UNDER CDMPHO GANJAM.

1	Period of Availability of RFP Document	From 25.06.2024 TO 01.07.2024 (Downloadable from website: www.ganjam.nic.in)
3	Last date for submission of Proposal	Date: 01.07.2024, Time: 4.00 PM Address: The CDM & PHO, Ganjam City Hospital Road, Gate Bazar, Berhampur-760001 <i>NB : Proposals should be submitted through Speed post / Registered post only</i>
4	Date, time and place of opening of Proposal and presentation	a) Technical Proposal (Part A) opening : 01.07.2024, at 4.30 PM at Office chamber of the CDM&PHO, Ganjam b) Financial Proposal (Part B): <i>The financial proposal will be opened on 2.07.2024 at 5.30 P.M after technical evaluation of the applied bidders.</i> <i>Only qualified bidders financial proposals will be opened.</i> (Bidders / authorized representative may remain present at the time of opening of proposal)

TERMS AND CONDITIONS OF CATERING SERVICE FOR COVID HEALTH FACILITIES, GANJAM

Tender Notice for Hotel Accommodation different training / workshop/ seminars/ meeting under the CDMPHO Office Berhampur Ganjam invite sealed tenders from reputed hotels to provide accommodation.

1. Scope of Work

- a) Full board accommodation (including breakfast, lunch, and dinner)
- b) Housekeeping services
- c) 24/7 security and front desk support
- d) Basic amenities such as laundry, and room service

2. Eligibility:

- a) The hotel must be licensed and compliant with local regulations.
- b) Proximity to the training institutions (within a 1-4 km radius).
- c) The Hotel/ Accommodation with Air Conditioned available accommodation services for 60 to 120 nos. of Nursing Officer.
- d) Rooms must be clean, well-maintained, and equipped with basic amenities.
- e) Daily housekeeping services.
- f) 24/7 front desk and security services.

3. Eligible Criteria

The interested Bidders shall have to comply the following criteria to participate in the tendering process.

- a) **Hotel** must have valid licensed and compliant with local regulations.
- b) **GST Certificate** and latest GST return copy
- c) Bidders/Agency should have experience in supply of Accommodation services to the Govt. institutions & Govt. Training/ Programme/Seminar/ Workshop.

Non submission of above required documents is liable to be rejected without entertaining thereof.

Submission of Tender Cost & EMD including Performance Security:

- a. **Tender Cost:** The bidder along with the technical proposal shall have to furnish Tender Cost amounting to **Rs. 1,000/-** (non-refundable) in the shape of Banker's cheques / Demand Draft from any Nationalized / Schedule Bank in favour of the **ZSS, (Misc) Ganjam (AC No-30249462288) payable at Berhampur.**
- b. **EMD:** The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 10,000/-** (refundable) in the shape of Banker's cheques / Demand Draft from any Nationalized / Schedule Bank in favour of the **ZSS, (Misc) Ganjam (AC No-30249462288) payable at Berhampur.**

The EMD shall be returned to unsuccessful bidders immediately after announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

4. Packing, Sealing and Marking of Proposal

- (a) The Technical Proposal (Cover A) and Financial Proposal (Cover B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.
- (b) **Cover-A - Technical Proposal for "For supply of Hotel Accommodation services for Nursing Officer under CPCH Training / training / workshops / seminars of Ganjam."**
- (c) **Cover-B - Financial Proposal for "For supply of Hotel Accommodation services for Nursing Officer under CPCH Training / training / workshops / seminars of Ganjam."**
- (d) The two envelopes, i.e. envelope for Part-A, Part-B must be packed in a separate sealed outer cover and clearly **super scribed** with the following:
- (e) Proposal for **"For supply of Hotel Accommodation services for Nursing Officer under CPCH Training / training / workshops / seminars of Ganjam."**
- (f) The bidder's Name & address shall be mentioned in the left hand corner of the outer envelope.
- (g) The inner and outer envelopes shall be **addressed** to the **Chief District Medical & Public Health Officer, Ganjam, Berhampur**

5. Payment Terms:

- a) Payment will be made in installments as per agreed terms.
- b) Final payment upon satisfactory completion of the contract.

6. Evaluation Criteria:

- a) Compliance with eligibility criteria.
- b) Quality of accommodation and services offered.
- c) Cost competitiveness.
- d) Previous experience in similar contracts.

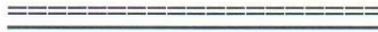
5. Terms and Conditions

- 1. The initial period of contract will be for 4 months and may be extended further depending on requirement and based on the performance of the agency
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2. The bidding documents complete in all respect should reach the O/O- CDM&PHO, Berhampur Ganjam (District Programme Management Unit.) on or before 01.07.2024 at 4.00P.M and super scribed as "BID DOCUMENTS FOR TENDER CALL NOTICE NO. _____".
3. Those tenderers who have not submitted required documents with the bid they are automatically disqualified and cannot claim in future
4. The TENDER will be valid up to one year from the date of approval and the rate will be valid as mentioned in the financial bid, which may be renewed upon satisfactory performance.
5. The committee has full rights to accept or reject any tenderer without assigning any reason thereof.
6. The rates quoted per room are exclusive of all taxes and applicable for 365 days in a year. The bidder has to provide accommodation to the u/s throughout the year including car Festival, New Year or any special occasion at the quoted pries only
7. After completion of the Programme the supplier/agency should submit the bill along with a copy of supply order within 7 days for release of payment
8. CDM & PHO-cum-District Mission Director, Ganjam reserves all the right to consider/reject any such proposal without assigning any reason thereof.
9. The Hotels with in 1-4 km radius or at a walk able distance from training venue will be given priority as the trainees and trainers cannot be provided with additional transport.
10. In case any hotel will be providing the transportation facility to the accommodate persons from hotel to training venue with in the room rent then above condition will be treated at par with sl No.
11. The contract would be initially for 1 year which will be extended further on satisfactory performance.
12. No price escalation will be entertained
13. The bidders and their staffs must be well behaved to the participant and during stay.
14. Proper hygiene should be maintained and basic facilities like 24*7 water, uninterrupted power supply, TV with cable connection must be ensured.
15. The Performance security will be forfeited if the bidder will not abide the above terms.
16. The last date & time of submission of tender is as mentioned in the Advertisement and the tender shall be opened as per schedule in presence of the bidders or their authorized representative.
17. Those Bidders who will qualify in the technical bid, their Financial Bid (Cover B) shall only be opened.
18. That the organization agrees to abide by all terms & conditions of tender.
19. If any information or documents furnished by the bidder is found to be incorrect or

misleading at any stage, the tender will be rejected.

20. The blacklisted agencies: either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting.
21. If the selected agency will not provide accommodation, the contract will be cancelled and the bidder in the panel will be assigned for the same.
22. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm.
23. The bidder shall submit the original tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
 - a. The bidders has to submit a demand draft of Rs.1000/- as tender cost, Rs.10000/- as EMD if participating in tender for providing Accommodation only in favor of **“ZSS, (Misc) Ganjam (AC No-30249462288) payable at Berhampur** from any scheduled bank.
24. For arranging meeting and conferences in case of need under signed may hire banquet Hall. The rate of hall must be mentioned in the financial bid with alternative options.



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ANNEXURE-I

**TECHNICAL BID FOR ACCOMODATION DURING TRAINING/
WORKSHOP/MEETING IN THE OFFICE OF THE CDM& PHO-CUM-DMD,
GANJAM**

(Non submission if any of the documents from Sl no-6 to 10 will lead to rejection of the bid.)
(The documents are to be arranged serially as per the order mentioned below)

1	Name of the Firm	
2	Address of the firm	
3	Name of authorized signatory (in block letters)	
4	Telephone number of authorized signatory / Firm	
5	Bank Pass book /bank details	(Photo copy to be attached)
6	Valid License Certificates (Attach photocopy of registration certificate)	(Photo copy to be attached)
7	GST Certificate and latest GST return copy	(Photo copy to be attached)
8	Performance security of Rs 10,000/- .	Original DD
9	Tender paper fees of Rs 1,000/- in shape of DD.	Original DD
10	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 short quotation call 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 false information /deviation in the above statement at any stage, my Firm/Agency will be blacklisted and will not have any dealing with the organization in future.

Date:

Place:

(Signature and seal of the authorized signatory)



FINANCIAL PROPOSAL

Name and Address of the Bidder:

Price Details:

Sl No	Accommodation Type	Cost per room/ bed including all taxes	In word
1	Accommodation Twin Sharing (AC) Room		
2	Accommodation with single occupation (AC) Room		
3	Accommodation Twin Sharing (Non AC) Room		
4	Accommodation with single occupation room (Non AC)		
5	Accommodation in dormitory basis (AC) Room (Per Bed cost)		

1. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case, the amount in figures shall prevail.
2. If the agency that submitted the lowest evaluated proposal which does not accept the correction of errors, its Proposal shall be rejected.

Date:
Place:

**Authorized
Signatory**

