



Notice No. 7428 / ZP(DPRC), Dated: 15.07.25
TENDER NOTICE FOR SELECTION OF SERVICE PROVIDER FOR PROVIDING OF CATERING SERVICES

Sealed Tenders are invited by **Zilla Parishad, Ganjam, Chatrapur** from reputed Firms/Agencies as per tender specification for "**providing of Catering Services**" at **District Panchayat Resource Center (DPRC), Chatrapur**. The detailed tender document may be downloaded from the district website www.ganjam.odisha.Gov.in.

Interested bidders may submit their sealed tender documents in the prescribed format mentioning "**Providing of Catering Services at District Panchayat Resource Center (DPRC), Chatrapur**" on the cover of the envelope to the **Zilla Parishad, Ganjam, Chatrapur** by29/07/2025 up to **3 P.M through Speed Post/ Registered Post only**. Bidders are required to submit Technical Bid and Financial Bid in separate envelopes enclosed in a common envelope mentioning "**Providing of Catering Services at District Panchayat Resource Center (DPRC), Chatrapur**" on the cover of the envelope. The Technical Bid will be opened on the **same day at 4 P.M.** in presence of the bidders or their authorized representatives. The date and time of opening of the Financial Bids will be intimated to the shortlisted bidders later.

Tenders received after due date and time will not be accepted. **Zilla Parishad, Ganjam, Chatrapur** shall not be responsible for postal delay or similar reasons. No Tenders sent through an electronic mail or any other mode shall be accepted. Any corrigendum/addendum, if any, will be uploaded in the above-mentioned website only.

Zilla Parishad, Ganjam, Chatrapur reserves the right to accept or reject any or all tender without assigning any reason thereof. For any queries you may contact at or reach to

Cell: 9438243384

Address: Zilla Parishad, Ganjam District

E mail: drdaganjam@gmail.com

CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam

Memo No. 7429

Date: 15.07.25

Copy to DeGM Ganjam for information and requested to web host the above tender document in the ganjam.odisha.gov.in website.

CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam

TENDERER's PROFILE
PROVIDING OF CATERING SERVICES
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- Fax No :- e-mail Id :-
3.	Details of amount towards paper cost.	Rs. 1,000/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	Rs. 50,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	ITR should be furnished for last 3 year.	
7.	PAN / GIR No.	
8.	Turn Over- Average 50 Lakh in last 3 Year.	
8.	Documentary evidence in respect of Food License (Photo copy must be attached)	
9.	Details of credentials of similar nature of work at least for three years. (Photo copy to be attached). (Experience in supply of Food to Govt. Office will be preferred particularly for training and workshop).	

DECLARATION

- I Son/Daughter/Wife of Shri..... Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:
Date:

Signature of Authorized person
FullName:
Seal:

TERMS & CONDITIONS FOR PROVIDING OF CATERING SERVICES.

1. The firm should be registered under GST Act.
2. The tenderers are to deposit **Rs. 1,000/-** towards cost of tender documents (Non-Refundable) in shape of Bank Draft / Banker's Cheque favouring the CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam, Chatrapur. The tender documents submitted without paper cost shall be rejected.
3. The tenderers are to deposit **Rs. 50,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam, Chatrapur along with the tender documents. The tender documents submitted without EMD shall be rejected. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be inclusive of GST.
6. The Agencies / Tenderers should ensure regarding payment of the minimum wages with all statutory dues to the workers engaged for the purpose observing the guidelines / executive instructions of the Government.
7. The Service Provider should preferably procure the groceries, vegetables etc. from women SHGs / Socially Disabled Groups / Farmers Club.
8. The contract / rates of the successful bidder for the year 2025-26 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1st year of contract.
9. No conditional / incomplete tender will be accepted by the authority from the tenderers.
10. No advance payment will be made to the party after acceptance of tender or execution of order.
11. Original documents are to be produced for verification by the members of the committee.
12. If any information / document furnished by the tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
13. The tenders received beyond the scheduled date & time will not be entertained / considered at any cost.
14. The CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam is not bound to accept the lowest rates.
15. In case of any legal dispute, it will be adjudicated within the jurisdiction of Berhampur court only.
16. All pages of the bids are to be signed & stamped by the tenderer.
17. Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly superscribed.
18. The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "**PROVIDING OF CATERING SERVICES**" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay. The Tender received after due date and time shall not be taken into account for consideration.
19. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam in presence of the tenderers or their any authorized representative.
20. The tenderers qualified in the technical bids shall be eligible for the financial bid.
21. For any services / supply, the firm / organization should not be blacklisted by any Government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
22. The Interested tenderers may contact Sri Bani Sukanta Pattnaik, DPRC, Ganjam, (Phone No. 9438243384) for detailing of work & any clarification thereof.
23. The CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to provide the services within the time line according to the menu finalized in the terms and conditions. Supply of any sub-standard foods will lead to termination of Contract.

1. SCOPE OF WORK

The Agencies / Tenderers shall provide regular catering services to the Guests / Participants Numbering in between 30 to 200 attending training in various training programmes per day in the Dining Halls (Hostel) / Annex Room of Administrative building at DPRC, Ganjam, Chatrapur Premises as & when required even beyond DPRC, Ganjam, Chatrapur premises.

i.e. Zilla Parishad Conference Hall / Any other training venue within the city as given below.

- a) Morning Tea
- b) Breakfast.
- c) Class Room Tea (morning & afternoon).
- d) Lunch.
- e) Dinner.
- f) VIP Lunch / Dinner.
- g) High Tea.

2. TERMS & CONDITIONS.

- (a) The Agency shall supply varieties in Menu / Cuisine in basket format for breakfast / lunch / dinner in consultation with respective officers / course co- Ordinator & shall get the weekly menu approved from the authorized Officer of DPRC, GANJAM, CHATRAPUR.
- (b) The Agency shall have its own adequate crockery, cutlery, table cloth, mats etc. of superior quality in the kitchen & dining halls.
- (c) The Agency shall deploy chef & adequate catering staff, trained & well experienced to ensure timely & prompt service. The Agency shall provide trained manpower services both in the dining hall & Administrative building (class rooms, conference halls, VIP Lounge). However, sufficient manpower shall be deployed depending upon the number of programmes / events in progress on a day to day basis. The Agency may use the pantry rooms available in the Administrative building for the purpose.
- (d) Serving of potable drinking water from the source to the dispensers & water coolers placed at all locations in DPRC, Ganjam, Chatrapur shall be the responsibility of the Agency.
- (e) The waiters / serving staff shall be well dressed, presentable, well-mannered & trained. Adequate sets of uniform shall be provided by the Agency to their staff.
- (f) The Agency shall arrange for such of those special equipment & apparatus if any required for cooking etc. in the cafeteria and kitchen at his own cost.

3. PERSONAL HYGIENE:

The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases & arrange their regular health check-up. The staff should trim their nails regularly, wear caps & gloves at the work place. Smoking, eating or chewing tobacco / zarda / gutkha etc., spitting is strictly prohibited.

4. QUALITY MAINTENANCE:

- (a) The Agency shall be equipped to undertake hygiene audit on daily basis. DPRC, GANJAM, CHATRAPUR will also undertake independent hygiene and quality audits as & when deemed necessary.
- (b) The eatables served by the Agency to the Guests / DPRC, GANJAM, CHATRAPUR Trainee officers shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.

- (c) Non-vegetarian dishes shall be made from fresh & good quality mutton, 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 & marinated properly before cooking.
- (d) Vegetarian & non-vegetarian dishes shall be prepared & served separately.
- (e) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene & safety. Milk or milk products such as curd, yoghurt, cheese etc. shall be of good quality & should be prepared & served fresh. All the items being used shall be stored properly & 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.

5. OPERATION

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

Morning Tea in Room	–	06:00 A.M. Onwards
Breakfast	–	08:00 A.M. to 09:00 A.M.
Class Room Tea / Coffee	–	11:00 A.M. to 11:30 A.M.
Lunch	–	01:00 P.M. to 02:00 P.M.
Class Room Tea / Coffee	–	03:00 P.M. to 03:30 P.M.
Evening Tea	–	05:00 P.M. to 05:30 P.M.
Dinner	–	08:30 P.M. to 09:30 P.M.

- (b) The Agency however shall be required to adjust / change the above timings as and when required depending upon the progress of the training programme(s). 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 etc.

6. MAN POWER:

The bidder while quoting the rates, adequate manpower are to be taken note as there are 2 to 3 Nos. of training programmes conducted at DPRC, GANJAM, CHATRAPUR simultaneously & services like Morning tea, class room tea & snacks, lunch & dinner are attended within a given time frame work i.e. 30 – 60 minutes duration.

7. INSPECTION:

- (a) DPRC, GANJAM, CHATRAPUR will check the quality of grains (Superfine), edible oil (Double refined of reputed brand like Double Hiran / Engine / Nature fresh / Sun flower etc) , Atta (flour), fruits, vegetables & provisions used or stored in the store room for cooking. Any deficiency relating to quality / expiry pointed out during inspection will lead to imposing penalty / blacklisting of the agency taking the gravity of the inspection report.
- (b) The Agency shall allow the Training Coordinator & Faculty DPRC to inspect the food items and services for their quality, as per prevailing rules and regulations. The Agency shall abide by all laws applicable.
- (c) In case of dispute regarding the services, quality or the quantity of the food stuff, snacks, tea etc., the decision of the CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, GANJAM, CHATRAPUR will be final and binding.

8. MAINTENANCE OF DINING HALL:

- (a) The Agency shall prepare and serve the breakfast / lunch / dinner, as per Menu, in a pleasing and presentable manner. White clothes required for covering the serving table & dining tables shall be provided by the Agency.
- (b) The Agency shall provide table Mats on the dining table & maintain it neat & clean condition.

9. SERVICE DURING THE TRAINING:

- (a) Arrange for Tea and Coffee with snacks and cookies (2 types) at the assigned place during the mid-session breaks.
- (b) The Agency shall place Tea / Coffee Dispenser (to be provided by Agency) along with service boys to serve tea / coffee in front of all the Training Halls to the participants during the mid-session breaks.
- (c) The Agency shall arrange to serve tea & coffee and water in the training halls as & when required.
- (d) Any deficiency relating to quality / expiry pointed out through inspection will lead to blacklisting of the agency.

10. PROVISION OF CANTEEN SERVICES:

- (a) The Agency shall provide regular canteen service (Tea / Coffee / Lunch / snacks) on mutually agreed rates to the employees of the offices functioning in the premises of DPRC, GANJAM, CHATRAPUR at their work place as per requirement.
- (b) The Agency shall provide consumables like Biscuits / Snacks / Cold Drinks / Juice / Tea / Coffee etc. to guests on payment basis as approved by DPRC, GANJAM, CHATRAPUR whenever requested.
- (c) DPRC, GANJAM, CHATRAPUR shall not be responsible for any amount due of the agency arising out of supply of service or material by him to any guests / unauthorized persons / individuals.

11. EVALUATION & WORK ORDER:

- (a) Technical bid shall be opened first and shall be evaluated on the scheduled date & time in presence of representatives of the service provider, if any, who wish to be present on the spot at that time.
- (b) The Financial bids of successful qualified technical bidders shall be opened and evaluated. The rate quoted by the agency should not be abnormally low against the Maximum price, for which the quality of the food may be hamper. It is the discretionary power of the committee to empanel the eligible firms basing on their experience and reasonable price offered thereof.
- (c) In case of difference of price offered by L1 agency and L2 agency is very less and the no. of menu offered by L2 agency is higher then L1 agency, then the L2 agency may also be called for negotiation for supply the same menu in L1 price, if agreed Work Order shall be placed with the agency with quality, quantity and economically price offered.
- (d) In case, L1 bidder fails to provide proper service to the Institute, the authority reserves the right to cancel the contract within 7 days of notice to vacate the campus. The L2 & Subsequently L3 shall be invited to provide the service with the rate of L1.

12. TERMS & CONDITIONS OF COMMON CATERING:

- (a) The Agency shall be responsible for proper maintenance and safety of all furniture, fixture, materials, goods, electronic items, stocks lying in DPRC, GANJAM, CHATRAPUR dinning & kitchen premises etc.

- (b) The Agency shall maintain its gadgets and equipment etc. in good working conditions with all safety measures at its own costs and expenses.
 - (c) The Agency shall devote his full attention to the work of housekeeping and catering most diligently and honestly.
 - (d) The Agency shall clean and sweep all the wash basins, dining hall, kitchen and other floor areas pre and during the provision of any services within the hostel under their usages.
13. The firm shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Govt. as applicable to this contract from time to time and will be liable to any penal action including blacklisting in case of violation of these laws.
 14. The Bidders should submit photo copy of the work orders / contract agreement at least 4 Nos. of different Central / State Government offices as documentary evidence for the last 3Years.
 15. The average annual transaction / turnover of the tenderers having not less than 20 Lakhs per annum can participate in the tender in last 3 years.
 16. The Agencies / Tenderers must have its own infrastructure with sufficient nos. of manpower for arranging catering services for 30 to 200 participant's perday.
 17. The tenders are to submit **FOOD LICENSE** along with related documents.
 18. The tenderer is to furnish the financial bid in the prescribed format attached.
 19. Dining Hall of this organization cannot be used by the firm for any kind of Cooking / Supplies of Food beyond domain of DPRC, GANJAM, CHATRAPUR activities.

**CDO-cum VEO, Zilla Parishad-cum-
Principal, DPRC, Ganjam**

WEIGHT / QUANTITY OF MENU PER PERSON

BREAKFAST

1. Idli – 6 Pcs (300gms) with Sambar, Chatni / Mutter Curry
2. Upma- 200 Gms with Sambar, Chatni / Aloo Sabji
3. Puri (6 Pcs) – 250 Gms with Mutter/ Aloo Sabji
4. Parathas (4 Pcs) – 250 Gms with Potato/Seasonal vegetable
5. Bread – 200gm.
6. Sweets – 2Pcs
7. Tea / Coffee – 100ml.
8. Biscuits – 3Pcs
9. Bara / Samosa / Aloo chop / Vegetable Chop – 2Nos.
10. Egg – 1Piece.
11. Banana – 2Pcs.
12. Milk – 200 ml.

LUNCH / DINNER

1. Rice – 250 Gms / Roti – 6 Pcs. (200Gms)
2. Dal – 150ml.
3. Mixed Veg. Curry – 250 Gms
4. Khata – 50gms
5. Veg Fry - 100gms
6. Fish Curry – (2Pcs) 200 Gms + 2 Pcs Potato
7. Chicken Curry – (5 Pcs Chicken + 2 Pcs Potato) – 250gms
8. Mutton Curry – (4 Pcs Mutton + 2 Pcs Potato) – 250gms
9. Paneer Curry – (8 Pcs Paneer + 4 Pcs Potato) – 250gms
10. Egg Curry – (2 Eggs + 2 PcsPotato)
11. Mixed Salad – 50 Gms
12. Ice Cream – 1 Scoop (100gm)

FINANCIAL BIDPROVIDING OF CATERING SERVICES

Sl. No.	Approved budget. (inRs.)	Break-up	Menu (Mention item wise Quantity and Price)	Amount to be quoted. (Including GST)
1.	190	Breakfast		
		Lunch	Veg	
			Non-Veg	
		Dinner	Veg	
			Non-Veg	
Tea / Coffee (Min. 2 times)				
2.	200	Breakfast		
		Lunch	Veg	
			Non-Veg	
		Dinner	Veg	
			Non-Veg	
Tea / Coffee (Min. 2 times)				
3.	250	Breakfast		
		Lunch	Veg	
			Non-Veg	
		Dinner	Veg	
			Non-Veg	
Tea / Coffee (Min. 4 times)				
4.	300	Breakfast		
		Lunch	Veg	
			Non-Veg	
		Tea / Coffee (Min. 4 times)		
		Evening Snacks		
		Dinner	Veg	
Non-Veg				

5.	350	Breakfast		
		Lunch	Veg	
			Non-Veg	
		Evening Snacks		
		Dinner	Veg	
			Non-Veg	
Tea / Coffee (Min. 4 times)				
6.	400	Breakfast		
		Lunch	Veg	
			Non-Veg	
		Dinner	Veg	
			Non-Veg	
		Evening Snacks		
Tea / Coffee (Min. 4 times)				
7.	500	Breakfast		
		Lunch	Veg	
			Non-Veg	
		Evening Snacks		
		Dinner	Veg	
			Non-Veg	
Tea / Coffee (Min. 4 times)				

Sl. No.	Approved budget. (inRs.)	Break-up	Menu (Mention item wise Quantity and Price)	Amount to be quoted. (Including GST)
8	200	Working Lunch	Veg	
			Non-Veg	
9	300	Working Lunch	Veg	
			Non-Veg	
10	400	Working Lunch	Veg	
			Non-Veg	
11	500	Working Lunch	Veg	
			Non-Veg	
12	75	High Tea		
13	100	High Tea		

N.B.:

1. While stating the menu against the respective break-up for the above, the details of items to be served against the package are to be mentioned clearly.
2. Mineral Water of 500 ml. (2 times) is to be provided to the participants in classrooms for the budget starting from Rs. 300/- & above including working lunch & high tea.

Signature of the bidder with office seal