



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

Email: dpmugan2015@gmail.com



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



Tender No 13739 Date: 20-8-25

TENDER CALL NOTICE

Sealed Tenders are invited from registered agencies/Individuals having experience in Hotel Business/restaurant business for empanelment to provide Accommodation & Food to the office of under signed, last date for closing of bid is **10.09.2025 at 4.00PM**. Detail term and conditions are available in the district website <https://Ganjam.odisha.gov.in> The bidding documents complete in all respect should reach at office of the CDM&PHO, Ganjam, in front of City Hospital, Gate Bazar road, Berhampur-760001, on or before **10.09.2025 at 4.00PM** through Speed post/Registered Post / Courier and super scribed as "BID DOCUMENTS FOR TENDER CALL NOTICE NO. 13739". The bids will be opened on **10.09.2025** at 4.30PM. 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



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

Email: dpmugan2015@gmail.com



TERM AND CONDITIONS FOR PROVIDING ACCOMODATION DURING TRAINING/
WORKSHOP/MEETING FOR OFFICE OF THE CDM& PHO-CUM-DMD, GANJAM

The bidding documents complete in all respect should reach the O/O- CDM&PHO, GANJAM (District Programme Management Unit.) on or before 10.09.2025 at 4PM and super scribed as "BID DOCUMENTS FOR TENDER CALL NOTICE NO. 13739."

1. Those tenderers who have not submitted required documents with the bid they are automatically disqualified and cannot claim in future.
2. 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.
3. 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.
4. 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.
5. The CDM & PHO-cum-District Mission Director, Ganjam reserves all the right to consider/reject any such proposal without assigning any reason thereof.
6. The Hotels / guest houses must be within the municipality Corporation, Berhampur area and the accommodation places neared to the City Hospital Berhampur/training venue O/O CDM&PHO, Ganjam will be given priority.
7. In case any hotel will be providing the transportation facility to the accommodate persons from hotel to City Hospital Berhampur/training venue O/O CDM&PHO, Ganjam within the room rent then above condition will be treated at par with sl.no 6.
8. The contract would be initially for 1 year which will be extended further on satisfactory performance.
9. No price escalation will be entertained
10. The bidders and their staffs must be well behaved to the participant and during stay.
11. Proper hygiene should be maintained and basic facilities like 24*7 water, uninterrupted power supply, TV with cable connection must be ensured.
12. **Instruction for submission of Tender:**

The tender will be in two parts i.e. **Technical Bid (Cover-A)** and **Price Bid (Cover-B)**. The bidders should submit their **technical** and **price bid** separately in **two envelopes** and these two envelopes should be put into **another cover envelop** superscripted as "**Tender for providing Accommodation for the training participants/Trainers/Officials from different level for training/workshops/meetings/Monitoring purpose in reference to adv. no**

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- 13739 ". The Technical & Price Bid envelopes should be clearly marked as Technical Bid & Price Bid on the top of the relevant envelopes.
13. The tenders should be addressed to: **The Chief District Medical & Public Health Officer, Ganjam, City Hospital Road, Gate Bazar, Berhampur-760001, Odisha.** Proposals should be submitted through Speed post / Registered post/Courier only
 14. The last date & time of submission of tender is as mentioned in the Advertisement and the tender shall be opened in the same day (Last Date of Submission of Proposal) at 4.30PM at O/O CDM&PHO, Ganjam in presence of the bidders or their authorized representative.
 15. Those Bidders who will qualify in the technical bid, their Financial Bid (Cover B) shall only be opened on separate day. The date will be communicated to the successful bidders.
 16. That the organization agrees to abide by all terms & conditions of tender.
 17. If any information or documents furnished by the bidder is found to be incorrect or misleading at any stage, the tender will be rejected.
 18. 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.
 19. 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.
 20. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm.
 21. 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.
 22. The bidders has to submit a demand draft of Rs.1, 000/- as tender cost (Non Refundable), Rs.20,000/- as EMD (Refundable) in shape of Banker's Cheque/DD in favor of "ZSS NON NRHM FUND A/C" payable at Berhampur from any scheduled bank along with the technical bid only.
 23. 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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**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 Food License if having restaurant facility Certificates (Attach photocopy of registration certificate)	(Photo copy to be attached)
7	GST Certificate and latest GST return copy(Last 3 Qrts)	(Photo copy to be attached)
8	Valid Trade license issued from BeMC, Berhampur	(Photo copy to be attached)
9	EMD Cost of Rs 20,000/-(Refundable) in shape of Banker's Cheque / DD (refer point no -22)	Original DD
10	Tender paper fees of Rs 1,000/- (Non refundable) in shape of Banker's Cheque / DD (refer point no -22).	Original DD
11	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.

(Signature and seal of the authorized signatory)

**OFFICE OF CDM & PHO CUM DMD, GANJAM
FINANCIAL BID**

HOTEL ACCOMODATION FOR SINGLE OCCUPANCY

SL. No	TYPE OF ROOM	Total Number of rooms available in your Hotel	Room costing (In Rs)			Additional Bed Charges if required or bed is added			Complementary Tea/Breakfirst if any please mention
			Rate	GST	Total	Rate	GST	Total	
1	NON AC - Dormitory								
2	NON AC - Sinbgle occupancy								
3	NON AC - Executive								
4	AC Dormitory								
5	Dulex								
6	Premium								
7	Suit								

NOTE:-

- 1 The standard checkout time should be mentioned with adjustable time relaxation for checkout.
- 2 You can add any number of rows or columns if required.
- 3 flexible check out time, i.e on 24 hours basis will be given priroty.
- 4 Hand written copy will not be acceted



Signatur of the Bidder

OFFICE OF CDM & PHO CUM DMD,GANJAM

FINANCIAL BID

HOTEL ACCOMODATION FOR DOUBLE OCCUPANCY

SL. No	TYPE OF ROOM	Total Number of rooms available in your Hotel	Double bed room costing (In Rs)			Additional Bed Charges if required or bed is added			Complementary Tea/Breakfirst if any please mention
			Rate	GST	Total	Rate	GST	Total	
1	NON AC - Dormitory								
2	NON AC - Sinbgle occupancy								
3	NON AC - Executive								
4	AC Dormitory								
5	Dulex								
6	Premium								
7	Suit								
8	Any other you may add.								

NOTE:-

- 1 The standard checkout time should be mentioned with adjustable time relaxation for checkout.
- 2 You can add any number of rows or columns if required.
- 3 flexible check out time, i.e on 24 hours basis will be given prioty.
- 4 Hand written copy will not be acceted



Signatur of the Bidder

OFFICE OF CDM & PHO CUM DMD, GANJAM
FINANCIAL BID
BANQUET HALL ALONG WITH LOGISTICS

SL. No	HALL	Rate Per Day	GST	Total	Complimentary If any	Remark if Any
1	Hall Charges upto 100 seating capacity (Hall, Toilets for Male&Female, parking area, Dinning area as applicable)					
2	Hall Charges upto 100-200 seating capacity (Hall, Toilets for Male&Female, parking area, Dinning area as applicable)					
3	Hall Charges More than 200 seating capacity (Hall, Toilets for Male&Female, parking area, Dinning area as applicable)					
4	Sitting arrangement as per applicable					
5	Audio System must be with cardless phone					
6	LCD With Projector					
7	Internet/wifi service					

NOTE:-

- 1 The standard checkout time should be mentioned with adjustable time relaxation for checkout in remarks column
- 2 You can add any number of rows or columns if required.
- 4 Hand written copy will not be acceted



Signatur of the Bidder



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, GANJAM
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**TERM AND CONDITIONS FOR SUPPLY OF WORKING LUNCH, TIFFIN, TEA & SNACKS
DURING TRAINING/ WORKSHOP/MEETING FOR OFFICE OF THE CDM& PHO-CUM-
DMD, GANJAM**

The bidding documents complete in all respect should reach the O/O- CDM&PHO, DHH, GANJAM (District Programme Management Unit.) on or before 10.09.2025 AT 4PM and super scribed as "BID DOCUMENTS FOR TENDER CALL NOTICE NO. 13739".

- 1) The interested Bidders shall have to comply the following criteria to participate in the tendering process
 - i. Valid registration under Food License,
 - ii. GST Registration and other relevant Act/ Rules.
 - iii. Minimum 2 Years Experience in similar field.
- 2) Those tenderers who have not submitted required documents with the bid they are automatically disqualified and cannot claim in future.
- 3) 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.
- 4) The committee has full rights to accept or reject any tender without assigning any reason thereof.
- 5) The firm should have adequate man power to supply the food in time as per requirement.
4. The agency will supply food as per requirement & the payment will be made after completion of the relevant Programme and within 15-30 days of receipt of proper bill.
5. The firm shall supply and serve the food at the designated venue with crockery, serving dishes and with manpower for serving of food as per intimation from CDM & PHO-cum-District Mission Director, Ganjam as and when required.
6. 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.
7. The bidder must have at least two year of experience for catering service for any Govt. Organization.
8. The bidders must be Local supplier within the jurisdiction of Ganjam District only. Outside Ganjam District supplier will not be accepted.
9. No price escalation will be entertained
10. The bidders' staff must be well behaved to the participant during supply of food.
11. Proper hygiene should be maintained, cleaning and waste disposal will be the responsibility of the supplier.
12. The Performance security will be forfeited if the bidder will not supply the food in time as per the supply order / requirement.



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13. **Instruction for submission of Tender:**
- The tender will be in two parts i.e. **Technical Bid (Cover-A)** and **Price Bid (Cover-B)**.
 - The bidders should submit their **technical** and **price bid separately** in two envelopes and these two envelopes should be put into another cover envelop superscripted as **“Tender for Supply of Lunch for training/workshops/meetings in reference to adv. no 13739”**.
 - The Technical & Price Bid envelopes should be clearly marked as Technical Bid & Price Bid on the top of the relevant envelopes.
 - The tenders should be addressed to: **The Office of the Chief District Medical & Public Health Officer, Ganjam, City Hospital Road, Gate Bazar, Berhampur-760001, Odisha.** Proposals should be submitted through Speed post / Registered post/Courier only
 - The last date & time of submission of tender is as mentioned in the Advertisement and the tender shall be opened on the same day (Last Date of Submission of application) at **4.30PM** in presence of the bidders or their authorized representative at O/O the CDM&PHO, Ganjam.
14. Those Bidders who will qualify in the technical bid, their Financial Bid (Cover B) shall only be opened on separate day. The date will be communicated to the successful bidders.
15. The organization has to agree to abide by all terms & conditions of tender.
16. If any information or documents furnished by the bidder is found to be incorrect or misleading at any stage, the tender will be rejected.
17. 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.
18. If the selected agency will not provide quality food, the contract will be cancelled and the bidder in the panel will be assigned for the same. The food quality will be randomly checked by a team consisting of CDM&PHO, Ganjam, DPHO, Ganjam and Food Inspector of Ganjam district.
19. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm. In such case, CDM & PHO, Ganjam shall have the liberty to purchase those items from other sources and the excess amount which CDM & PHO, Ganjam may have to incur on account of purchase of the items from other sources shall be recovered from the successful bidder by forfeiting the Performance Security deposited by the successful bidder.
20. 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 &



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conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.

21. The bidders has to submit a demand draft of **Rs.1,000/-(Non-refundable)** as tender cost, Rs.10,000/- as EMD (Refundable) in shape of Banker's Cheque/DD in favor of "ZSS NON NRHM FUND A/C" payable at Berhampur from any scheduled bank along with the technical bid only.
22. The selected bidder will have to supply meals i.e.-starting from single meal (in certain cases) to any number of meals as required from time to time throughout the year.

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**TECHNICAL BID FOR WORKING LUNCH, TIFFIN, TEA & SNACKS DURING
TRAINING/ WORKSHOP/MEETING FOR 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	(Photo copy to be attached)
6	At least work experience in supplying food to Government department / Private Organization is a must for eligibility.	(Copy of work order and performance certificate)
7	Valid Food License Certificates (Attach photocopy of registration certificate)	(Photo copy to be attached)
8	GST Certificate and latest GST return copy(last 3 qrt)	(Photo copy to be attached)
9	EMD Cost of Rs 10,000/-(Refundable) in shape of Banker's Cheque / DD (refer point no -21)	Original DD
10	Tender paper fees of Rs 1,000/- (Non refundable) in shape of Banker's Cheque / DD (refer point no -21).	Original DD
11	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.

(Signature and seal of the authorized signatory)

OFFICE OF CDM & PHO CUM DMD, GANJAM

FINANCIAL BID DOCUMENT

VEG MEAL

SL. No	Particular	Quantity to be provided	Meals @ Rs.150	Meals @ Rs.170	Meals @ Rs.190	Meals @ Rs.200	Meals @ Rs.220	Meals @ Rs.250
1	Plain Rice	120g-140g						
2	Plain Dal	40g						
3	Mix Vegetable Curry(Seasonal)	100g						
4	Butter Paneer/Mushrum Curry/Mixed Chilli	120g						
5	Tamato/Mango/Dahi Bagan/Dahi	30g						
6	salad/Mix Fry/Geen leaf/	70g						
7	Papad	1Pc						
8	Sweets(Rasgolla-120g per pc/Kheeri-120MI)	120G/MI						
9	Mineral Water	500MI						

ADDITIONAL ITEMS (refer note below)

10	Roti							
11	Veg Pollau							
12	Jeera Rice/Lemon Rice							
13	Dahi Bad							
14	Any other							

NOTE:-

- 1 The bidder has to quote YES/NO mentioned in the items for different category of meals as applicable along with the above items. Alternative choice can be given as mentioned in case for similar priced items.
- 2 Bidders can add any number of rows or column if required
- 3 Bidders has to adjust at laest **two meals for every ten meals** ordered.
- 4 Besides The additional items to be given per meal the number of free meals along with quantity will be taken into considaration for selection of elligible bidders for
- 5 Hand written copy will not be acceted



Signatur of the Bidder

FINANCIAL BID DOCUMENT

NON-VEG MEAL

SL. No	Particular	Quantity to be provided	Meals @ Rs.150	Meals @ Rs.170	Meals @ Rs.190	Meals @ Rs.200	Meals @ Rs.220	Meals @ Rs.250
1	Plain Rice/Jeera Rice/Lemon rice	120g-140g						
2	Plain Dal	40g						
3	Mix Vegetable Curry(Seasional)/Fish Chinchada	100g						
4	Chicken Curry/Chicken Chilli/Fish Curry	150g						
5	Tamato/Mango/Dahi Bagan/Dahi Nadia/Dahi Bundi Khata(any One)	30g						
6	salad/Mix Fry/Geen leaf/	70g						
7	Papad	1Pc						
8	Sweets(Rasgolla-120g per pc/Kheeri-120MI)	120G/MI						
9	Mineral Water	500MI						
ADDITIONAL ITEMS (refer note below)								
10	Roti							
11								
12								
13								
14								

NOTE:-

- 1 The bidder has to quote **YES/NO** mentioned in the items for different category of meals as applicable along with the above items. Alternative choice can be given as mentioned in case for simillar priced items.
- 2 Bidders can add any number of rows or couolumn if required
- 3 Bidders has to adjust at laest **two meals for every ten meals** ordered.
- 4 Besides The additional items to be given per meal the number of free meals along with quantity will be taken into considaration for selection of elligible bidders for empanelment.
- 5 Hand written copy will not be acceted



Signatur of the Bidder

OFFICE OF CDM & PHO CUM DMD, GANJAM

FINANCIAL BID DOCUMENT

SPECIAL VEG/NON VEG MEAL

SL. No	Particular	Quantity	ingradients to be used and no. of pices of chicken/mutton/egg etc to be mentioned and quantity in gms non veg items if applicable	Rate to be mentained in Rs.	Remarks for any extra item if any
1	VEG BIRIYANI	450g			
	Paneer/Mushrum Curry	120g			
	cucumber /raita & Jiuce	50g			
2	Chicken Dum BIRIYANI	450g			
	Chicken Masala	120g			
	cucumber /raita & Jiuce	50g			
3	Mutton Dum BIRIYANI	450g			
	Mutton Kasha	120g			
	cucumber /raita & Jiuce	50g			

NOTE:-

- 1 The price quoted must be inclusive of all applicable taxes and incidental charges if any.
- 2 Bidders can add any number of rows or coulumn if required
- 3 Bidders has to adjust at laest two meals for every ten meals ordered without any extra cost.
Besides The additional items to be given per meal the number of free meals along with quantity will be taken into considaration for selection of
- 4 eligible bidders for empanelment.
- 5 Hand written copy will not be acceted



Signatur of the Bidder

OFFICE OF CDM & PHO CUM DMD, GANJAM
FINANCIAL BID DOCUMENT
TIFFIN

Rate of tiffin /breakfast will be priced from Rs.40/- to Rs.60/- as per available budget in any combination as desired by the office of undersigned					
SL. No	PARTICULARS OF PACKED ITEMS (Size should be at par with market)	Quantity	Market Operating Price(MOP) per pc/plate as applicable	Quated rate in Rs.	Remarks
1	BADA	(20g/per pc)			
2	ALU CHOP	(20g/per pc)			
3	VEGETABLE CHOP	(20g/per pc)			
4	SAMOSA	(20g/per pc)			
5	PURI-5PCS,	30g			
6	SUJI UPAMA	150g			
7	IDLI-5PCS	200g			
8	Mutter Curry	120Gm			
9	Dalma	150g			
10	Alu Kasha/Alu curry	120Gm			
11	Packing cost if any (No Polythene or plastic)				

NOTE:-

- 1 Bidders can add any number of rows or coulumn if required.
- 2 Orders will be placed as and when required out of the above items in any combination.
- 3 Hand written copy will not be acceted



signature of the bidder

OFFICE OF CDM & PHO CUM DMD, GANJAM
FINANCIAL BID DOCUMENT
DRY TIFFIN & TEA

Rate of dry tiffin /breakfast will be priced from Rs.40/- to Rs.60/- as per available budget in any combination as desired by the office of undersigned. Water bottle will be billed separately.

SL. No	PARTICULARS OF PACKED ITEMS	Discount in % on MRP/MOP items	Rate in Rs.	Remarks
1	VEG/NON VEG CAKE			
2	BISCUIT			
3	PASTRY			
4	BHUJIA/MIXTURE			
5	ICE CREAM			
6	Water bottle 20 litter			
7	Water bottle 1000 ml			
8	Water bottle 500 ml			
9	Water bottle 200 ml			
10	SWEETS (120g pc)			
11	Packing cost if any (No Polythene or plastic)			
12	TEA			
13	COFFEE			

NOTE:-

- 1 Bidders can add any number of rows or coulumn if required
- 2 Orders will be placed as and when required out of the above items in any combination.
- 3 The same discount will be applicable if the goods of different brands are required and ordered.
- 4 Hand written copy will not be acceted



signature of the bidder

OFFICE OF CDM & PHO CUM DMD, GANJAM

FINANCIAL BID DOCUMENT

VEG DINNER

SL. No	Particular	Meals @ Rs.40	Meals @ Rs.45	Meals @ Rs.50	Meals @ Rs.60
1	Plain Rice/Roti				
2	Plain Dal/Dalma				
3	Mix veg curry/Soya Curry/Tadka etc				
ADDITIONAL ITEMS (refer note below)					
4					
5					
6					
7					
8					

NOTE:-

- The bidder has to mention the quantity in grams or pcs or sufficient, as applicable along with the above items
- 1 keeping in view the availability of vegetables/Seasonal vegetables. Alternative choice can be given as mentioned in case of Sl.No-3 for similar priced items.
 - 2 Bidders can add any number of rows or column if required
 - 3 Bidders has to adjust at least two meals for every ten meals ordered.
 - 4 Besides The additional items to be given per meal the number of free meals will be taken into consideration for selection of eligible bidders
 - 5 Hand written copy will not be accepted



signature of the bidder

OFFICE OF CDM & PHO CUM DMD,GANJAM

FINANCIAL BID DOCUMENT

NON-VEG DINNER

SL. No	Particular	Quantity	Meals @ Rs.40	Meals @ Rs.45	Meals @ Rs.50	Meals @ Rs.60
1	Plain Rice/Roti					
2	Plain Dal/Dalma					
3	Chicken/Fisha Curry/Egg					
ADDITIONAL ITEMS (refer note below)						
4						
5						
6						
7						
8						

NOTE:-

- 1 The bidder has to mention the quantity in grams or pcs or sufficient, as applicable along with the above items keeping in view the availability of vegetables/Seasonal vegetables.
- 2 Bidders can add any number of rows or coulumn if required
- 3 Bidders has to adjust at laest two meals for every ten meals ordered.
Besides The additional items to be given per meal the number of free meals will be taken into considaration for selection of elligible
- 4 bidders
- 5 Hand written copy will not be acceted



signature of the bidder