

Health & Family Welfare Department, Govt. of Odisha

Lok Seva Bhawan, Bhubaneswar-751001
Phone: 0674-2393050



Advt. No. 02/2023

**REQUEST FOR PROPOSAL FOR CATERING SERVICES AT
STATE LEVEL EVENT**

Proposals are invited from agencies for **catering services (Only Dinner)** for Orientation of Medical Officers (Allopathy) and Dental Surgeons around 3000 participants and VIP delegates at **Kalinga Stadium, Bhubaneswar on Dt. 28.12.2023**. The document with details of eligibility criteria and other terms & conditions can be downloaded from the website: www.health.odisha.gov.in. Interested agencies may submit their proposals in sealed envelope with all details as per the prescribed formats mentioned in the tender document. The sealed envelope should be superscribed as **"Proposal for catering services for Orientation of Medical Officers (Allopathy) and Dental Surgeons of Health & Family Welfare Dept., Govt. of Odisha."** A pre-bid meeting shall be held on **Dt. 13.12.2023 at 03.30 PM**. Any change in tender document due to pre-bid meeting including extensions if any shall only be notified in the website mentioned above. The bid for the tender addressed to the **Commissioner-cum-Secretary to Government, Health & Family Welfare Department, Bhubaneswar** must reach the office of the **Director of Health Services, (DHS) Odisha, Bhubaneswar** on or before **18.12.2023, 3.00 PM**. The bids shall be opened on **18.12.2023, 3.30 PM**. The undersigned reserves the right to reject any or all the bids or cancel the tender notice without assigning any reason thereof.

Sd/-

Commissioner-cum-Secretary

**REQUEST FOR PROPOSALS FOR CATERING SERVICES FOR
ORIENTATION OF MEDICAL OFFICERS (ALLOPATHY) AND DENTAL
SURGEONS OF HEALTH & FAMILY WELFARE DEPARTMENT**

INSTRUCTION TO BIDDERS

1. Sealed TENDERS are invited from agencies having **GSTN, PAN** for State level large scale catering services for Health & Family Welfare Department, Govt. of Odisha.
2. Key Information

Sl.	Particulars	Information
1	Start Date for availability of tender documentation in the official website	11.12.2023
2	Cost of tender document	Rs. 1,120/-
3	EMD	Rs. 10,000/-
4	Date & Time for Pre-Bid Meeting	13.12.2023, 03.30 PM
5	Venue of Pre-Bid Meeting	Conference Hall, Director of Health Services, Odisha, Bhubaneswar-751001
6	Last date and time for receipt of Bids	18.12.2023, 03.00 PM
7	Date and time for opening of Bids	18.12.2023, 03.30 PM
8	Venue of Bid Opening Meeting	Same as mentioned above
9	Address for submission of Bids	Commissioner-cum-Secretary to Government, Health & Family Welfare Department, Lok Seva Bhawan, Bhubaneswar-751001
10	Proposals in sealed envelope with all details to be submitted at	Office of the Director of Health Services,(DHS) Odisha, Bhubaneswar

Note: In case the closing date for Pre-Bid Meeting or/ and last date for receipt of Bids happens to be a holiday for the Office of Commissioner-cum-Secretary to Government, Health & Family Welfare Department for any reason, the activity will be held on the immediate next working day at the same time & place.

Sd/-
Commissioner-cum-Secretary

3. Eligibility Criteria :

The Agency

- i) Should have **annual average turnover** of minimum **Rs. 1 Crore** in the last three financial years [Turnover statement as per the **required format** certified by the chartered accountant supported with the annual **audited financial statement** (P&L account) certified by the chartered accountant has to be furnished for the financial years: **2020-21, 2021-22 & 2022-23**; no provisional financial statement shall be considered.
 - ii) Should have a registered / branch office in **Bhubaneswar***
- *The registered / branch office at **Bhubaneswar** must be **properly equipped** with staff and equipment for the various activities like catering services, catering services as part of Event Management and providing catering services at large scale events (subject to verification if required by the Health & Family Welfare Department)
- iii) Should have a GSTN & PAN
 - iv) Bidder should have done catering services at similar events or as part of event management programme in minimum **3 Govt. Organizations /PSUs /Banks/ Pvt. Ornaizations** during the last three years for (Copies of such work orders to be furnished).
 - v) Should have submitted **Rs. 1,120/-** towards EOI document cost (non-refundable) in shape of Demand Draft/pay order from any Nationalised / Scheduled bank in favour of DDO-cum-Under Secretary to Government, Health & Family Welfare Department payable at Bhubaneswar. No exemption is allowed related to submission of EOI document cost.
 - vii) Should have submitted **Rs. 10,000/-**(Ten Thousand) towards **EMD** in shape of Demand Draft from any Nationalised / Scheduled bank in favour of DDO-cum-Under Secretary to Government, Health & Family Welfare Department payable at Bhubaneswar. As per the Govt. of Odisha - Finance Department Circular no. 21926 dated 12.8.2015, the local registered MSEs of Odisha shall only be exempted from payment of EMD. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) will be returned after submission of **Performance Security**.
 - viii) The successful bidder (s) shall have to submit a **performance security** of **Rs. 1,00,000/-** (Rupees One Lakh only) in shape of Demand Draft drawn on any Nationalized / Scheduled Bank or Bank Guarantee (BG) from any Nationalized / Scheduled Bank in favour of DDO-cum-Under Secretary to Government, Health & Family Welfare Department payable at Bhubaneswar before issuance of work order. As per the Govt. of Odisha - Finance Department Circular no. 21926 dated 12.8.2015, the local MSEs of Odisha if selected for catering services at state level event shall have to submit the 5% of the stipulated performance security for the purpose.

The performance security shall be refunded after successful completion of the

activity/program, subject to satisfactory completion of the job as per the deliverables mentioned in the financial bid. If the successful bidder violates any of the terms & conditions of the bid, the performance security shall be liable for forfeiture.

4. The RFPs addressed to the Commissioner-cum-Secretary, Health & Family Welfare Department should reach the office of DHS, Odisha on or before **18.12.2023, 3.00 PM**.

5. **Scope of Work**

Agencies shall be selected to perform following activities:

A) Catering Services at State level Event

- All arrangements for establishing cafeteria for 3000 participants and VIP delegates. Arrangements of Tiffin / Snacks/Lunch/Dinner packs & Mineral water etc. for the participants and delegates, any other activity of the catering services as per the requirement of the bid inviting authority. The menu list is attached herewith for ready reference at **Annexure – F**.
- **Contact person (for clarifications): Sri. Subhananda Mohapatra, Additional Secretary to Government, Mob. No. 9861056660.**

▪ **Schedule of Payment:**

The payments will be made within 30 working days after submission of the error free bills along with all required supporting documents.

Applicable Tax Deducted at Source (TDS) as per Income Tax Act at the prevailing rate will be deducted from the payment.

Procedure for Scrutiny/Evaluation

Agencies shall be evaluated as per the parameters mentioned below;

- **Step I:** Initial screening shall be made based on the agency's compliance to documents submitted as per eligibility criteria and acceptance of scope of work.
- **Step II :**

Technical Scoring (TS):

The bids of the agencies meeting the **eligibility criteria** only shall be evaluated with technical scores as per following parameters/criteria:

Sl. No.	Evaluation Parameter	Total Mark	Criteria for award of Mark
A	Turnover (last 3 financial years): Average annual turnover of the last three financial years along with audited balance sheet & P/L statement of last three years) (Details to be furnished in Format-B)	20	>1 cr ≤ 1.5 cr : 10 marks >1.5 cr ≤ 2.0 cr : 15 marks >2.0 cr : 20 marks

B	Experience: No. of Govt. / PSUs / Banks / Pvt. Organizations for which catering services or catering services as a part of event management done during the last three years (Work order / Contract copies of the empanelment must be furnished on the basis of which marking shall be awarded) *Note: Renewal shall be taken as one work order / contract only. (Details to be furnished in Format – C)	20	≥ 3 nos. ≤ 5 : 10 marks ≥ 5 nos ≤ 7 : 15 marks > 7 : 20 Marks
C	Experience in <i>organizing</i> catering services in single event with minimum 2000 participants during last three years	10	For each such event : 5 marks subject to maximum 10 marks
	Total Score	50	

Proposal of agencies who scores at least 30 marks shall be eligible for their price bid opening.

Negotiation

- Contract negotiations will then be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical proposal, the proposed concept, staffing.
- After the contract has been successfully negotiated, selected agency will be issued Letter of Intent.

Submission of the Bids

The bids has to be submitted in the **prescribed formats (Formats A, B, C, D)** along with the relevant documents as asked to be furnished in the relevant formats. The formats duly filled in along with the documents signed by the authorized signatory shall be put in a envelope and the sealed envelope should be superscribed as “**Bid for selection of an agency for providing Catering Services at State level event of H&FW Dept., Govt. of Odisha**” The bids addressed to the Commissioner-cum-Secretary, Health & Family Welfare Department should reach the office of DHS, Odisha on or before **18.12.2023, 3.00 PM.**

Bidder has to submit hard bound document duly numbered. Loose documents shall be rejected. The Tender should be submitted in the following manner:-

The First Envelope (duly sealed) should contain the Tender Document Fee of Rs. 1,120/- (Rupees One Thousand One hundred twenty only) - Non Refundable & EMD of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of “DDO-cum-Under Secretary to Government, Health & Family Welfare Department” and clearly marked as “EMD and Tender Fee” for selection of catering services agency with Tender No. 02/2023.

The Second Envelope (duly sealed) should contain the Technical Proposal complete with all relevant documents mentioned in eligibility criteria section” and clearly marked as “Technical Proposal” for selection of catering services agency with Tender No. There should be no mention of the prices in the Technical Bid Document. Filling up prices in this document will disqualify the Bidder. Original printed document with signature & seal of the submitting company shall be considered as authentic.

The Third Envelope (duly sealed) should contain the Financial Proposal only and clearly marked as “Financial Proposal” for selection of catering services agency at state level event of H&FW Dept., Govt. of Odisha with Tender No. The first, second & third envelopes (duly sealed) should be enclosed in a large envelope duly sealed and clearly marked as for selection of catering services agency for state level event of H&FW Dept., Govt. of Odisha with tender no. 02/2023.

All pages of the offer must be signed, sealed & numbered. The bids complete in all respect addressed to the Commissioner-cum-Secretary, Health & Family Welfare Department must be submitted in person (tender box) at office of DHS, Odisha, Bhubaneswar.

BID FORMATS
FORMAT – A
(in Technical Bid envelope)

(The ***relevant documents*** has to be arranged **serially** as per the order mentioned below for the ease of scrutiny)

1	Name of the Organization	
2	Address of the Registered Office of the organization with telephone Nos.	
3	Address of Branch Office in Bhubaneswar (In case the registered office is not at Bhubaneswar)	
4	Legal status/entity of the agency (Whether the agency is a Proprietorship / partnership or Private Ltd. company)	(Attach photocopy of the registration certificate of the firm / company)
5	Year of Establishment	
6	Telephone Nos. :(of Registered/ Branch office at Bhubaneswar) Landline : Mobile :	
7	Fax No.	
8	Email Ids	
9	Name of authorized signatory (in capital letters)	
10	Specimen signature of the authorized signatory	
11	Telephone number of authorized signatory / Organization	
12	GST no.	(Attach photocopy of GST registration certificate issued)
13	PAN	(Attach Photocopy of PAN)

14	Latest Income Tax Filing Certificate	(Attach photocopy of the latest income tax filing certificate)
17	Tender document Cost of Rs. 1,120/- (Non-refundable)	DD No.Date.....
18	EMD of Rs.10,000/- in shape of DD	DD No.Date.....
19	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions 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 my /our knowledge. I / we hereby declare that our organization has not been blacklisted / debarred by any Organization till date. I / we understand that in case any information submitted by us in this bid are found to be false at any stage, our Firm/Agency will be blacklisted/debarred by you and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place

Date

(Seal)

FORMAT B
(in Technical Bid envelope)

*(To be furnished in the **letter head** of the Auditor/ Chartered Accountant)*

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____ are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2020 - 2021	-
2.	2021 - 2022	-
3.	2022- 2023	-

Average Annual Turnover (for the above three years) in **(Rs.)** _____

Date: _____ Signature of Auditor/ Chartered Accountant

Place: _____
(Name in Capital)

Seal

Membership No.:

UDIN :

Note:

*To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the **Membership no.***

* Note: **Provisional statement of account** shall not be considered.

(Please enclose **audited P/L Statement** of each financial year in support of the turnover figure furnished above).

FORMAT-C

(To be furnished in the **letter head** of the Agency)

(in Technical Bid envelope)

Experience: Name of the Clients for which Catering Services is provided for State level Events

Sl.	Name of the Organization	Type of Organization (PSU/Govt./ Bank/Private)	Date of Work order	Location of Event	Description of Work	No. of Participants	Value of Work/Contract in Rs.
1.							
2.							
3.							
4.							
5.							
6.							
7.							

(Attach **additional sheets** if the space provided is insufficient)

(Photocopies of the **work order/empanelment letter / agreement** etc. from the organizations **in support of** the above-mentioned organizations are to be submitted **serially** in the order as mentioned above for *ease of scrutiny*).

(Signature and seal of the authorized signatory)

Place

Date

(Seal)

FORMAT – D
(in Financial Bid envelope)

(Financial Bid format to be filled in and hard copy signed by the authorized signatory to be kept in a **separate** envelope superscribed with “Financial Bid for catering services at State level event for Orientation of Medical Officers (Allopathy) and Dental Surgeons for H&FW Dept., Govt. of Odisha” and the envelope must be sealed properly)

Sl. No.	PARTICULARS	DESCRIPTION	SIZE	QUANTIYY	No. OF DAYS	RATE in Rs. (Unit Cost)	AMOUNT in Rs.(Unit Cost X Quantity)
1	HANGER	DINING AREA	80*100	3	1		
2	HANGER	NET CARPETING	24000 sq.ft		1		
3	BRANDING AND SIGNAGES	FLEX WITH IRON FRAME	3600 sq.ft		1		
4	GENSET	DINING AREA (125 KVA) WITH FUEL		3	1		
		FOOD WARMER AND KITCHEN (82.5 KVA) WITH FUEL		1	1		
5	HANGER LIGHTING			300 HALOGENS LIGHT	1		
6	CEILING FANS IN 3 HANGERS			90	1		
7	PEDSTAL FANS			45	1		
8	CHEMICAL TOILETS			15	1		
9	VIP TOILETS			2	1		
10	HANDWASH ARRANGEMENTS			6	1		
11	WATER TANKER			10	1		
12	PAGODA	DISTRIBUTION OF FOOD COUPONS	16ft*16ft	4	1		
13	PLY TABLE		6*2	100	1		
14	CLOTH MASKING	APPROXIMATELY	2000 SQ.FT.				
15	ROUND TABLE	FOR DINING AREA		50	1		
16	SECURITY GUARDS			15	1		
17	BANQUET CHAIR FOR DINING AREA			1200	1		
18	DINNER	AS PER MENU		3000	1		
TOTAL (Rs.) exclusive of GST							
GST(in % & figures)							
TOTAL (Rs.) inclusive of GST							
N.B. Above arrangements to be done keeping in view for 3000 number of Participants							

(Signature and seal of the authorized signatory)

Place
Date

(Seal)

ANNEXURE – F

TENTATIVE MENU LIST

WELCOME DRINKS AND SOFT DRINKS

1	Mocktail Counter
2	Masala Cold drinks
3	Virgin Mojito
4	Kala Khata Khus Khus
5	Soft drinks Variety

CHAT

1	Gupchup
2	Mini Crispy Bara with Aloo Dum

SOUP

1	Veg Live Soup
2	Chicken Live Soup

VEG STARTERS

1	Paneer Tikka Variety (Small Piece)
2	American Sweetcorn Fry

NON VEG STARTER

1	Chicken Tangdi Kabab
2	Fish Fry

MAIN COURSE

A	
1	Bread Basket (Tandoori Roti, Baby Naan)
2	Green Peas Pulao
3	Yellow Dal Makhani with Makhana
4	Paneer Pasinda
5	Mix Veg Desi
B	
1	Mutton Rogan Josh in supari pata
2	Chicken Do-pyaza

SALAD & ACCOMPANIMENTS

1	Salad Variety
2	Papad Variety
3	Mixed Pickle
4	Masala Roasted Papad
5	Dahi Vada
6	Pinapple Raita

DESSERTS

1	Kulfi Shake Narula Variety Sugar free
2	Baked Rasgola (Continue)
3	Fruit Truffle & Other Pudding Variety
4	Mineral Water