

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH

ଜିଲ୍ଲା ମୁଖ୍ୟ ଚିକିତ୍ସା ଓ ଜନସ୍ୱାସ୍ଥ୍ୟ ଅଧିକାରୀ କଂ କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼

Letter No: - 127 / PH

Date: 07/01/2022

To

Dy. Director (Advertisement) - cum- Secretary to Govt.
I & PR Deptt., Odisha
Bhubaneswar

Sub:- Advertisement of Tender call notice for Food Catering and Hotel Accommodation Services.

Sir,

Please publish the following advertisement using minimum space as per Govt. norms in one Odia & English newspaper widely for one day & single edition only. The bill will be submitted to the Chief District Medical & Public Health Officer, Sundargarh for payment.

Yours Faithfully

Chief District Medical & Public Health Officer
Sundargarh

OFFICE OF THE CDM & PHO, SUNDARGARH

Notice No- 127 / PH

Date- 07/01/2022

TENDER CALL NOTICE

Sealed Tenders are invited from intending Agencies/ Suppliers/ Hoteliers/ Caterers/ individuals for [**A. Supply of Food catering Services (Meals, Tiffin, Snacks, Teas, Coffee etc) & B. Hotel Accommodation Services**]. Details regarding supply as per need and the term & conditions of the tender may be download from the district website www.sundargarh.nic.in. **The bidders should apply with separate bid documents for Food Catering Services and Hotel Accommodation Services.** The tender should reach the office of the undersigned on or before 17.01.2022 through **Speed Post / Register Post / Courier** only. This office will not to entertain any tender after the due date/time fixed for at any circumstances. The undersigned reserves the right to reject any or whole tender without assigning any reason thereof.

-Sd-

Chief District Medical & Public Health Officer, Sundargarh

Memo No- 128 / PH

Date- 07/01/2022

Copy forwarded to the District Information Officer, NIC, Sundargarh for information and you are requested to upload the details information & publish the same in the aforesaid website.

Chief District Medical & Public Health Officer
Sundargarh

Memo No 129 / PH

Date- 07/01/2022

Copy to the Notice Board, Of the CDM& PHO/ DIPRO/ Collectorate Sundargarh for information

Chief District Medical & Public Health Officer
Sundargarh

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
OFFICER, SUNDARGARH

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Letter No: -...../

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Tender Call Notice

- A. Food Catering Services
- B. Hotel Accommodation Services

Tender Call Notice No: 127 / PH

Date: 07/01/2022

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**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
OFFICER, SUNDARGARH**

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Letter No: -..... /

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A. Food Catering Services



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
OFFICER, SUNDARGARH

ଓଡ଼ିଶା ମୁଖ୍ୟ ଚିକିତ୍ସା ଓ ଜନସ୍ୱାସ୍ଥ୍ୟ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼

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Tender for Food Catering Services

1	Period of Availability of RFP Document	From 07.01.2022 to 17.01.2022 (Downloadable from website: www.sundargarh.nic.in)
	Scope of the Work	Supply of Food catering Services (Meals, Tiffin, Snacks, Teas, Coffee etc. for COVID-19
	Quantity to be supplied	Approximately for 2,00,000 meals in a year. (The number may increase or decrease)
	Delivery Location	Anywhere in Sundargarh town (within 10 k.m radius from CDM & PHO Office)
	Cost / Fee of Tender Documents	<ul style="list-style-type: none">• Tender paper cost Rs. 1000/- (Non- Refundable) in form of Demand draft in favour of "ZSS Non NRHM" payable at Sundargarh drawn from any Nationalised bank.• Tender Documents can be downloaded by tenderers from district website i.e www.sundargarh.nic.in
	Earnest Money deposit	EMD Rs. 5000/- (Refundable) Shall be deposit in the form of Demand Draft payable in favour of "ZSS Non NRHM" payable at Sundargarh drawn from any Nationalised bank.
2	Pre-bid Meeting	Date : 12.01.2022, Time : 11:30 AM Address: CDM & PHO Office, Sundargarh.
3	Last date for submission of Proposal	Date: 17.01.2022, Time: 05.00 PM Address: O/O – CDM & PHO, Sundargarh - 770001 <i>NB : Proposals should be submitted through Speed post / Registered post / Courier only.</i>
4	Date, time and place of opening of Proposal	a) Technical Proposal (Part A) Opening: 18.01.22 at 11.30 AM in the Office chamber of the CDM & PHO, Sundargarh. b) Financial Proposal (Part B) Opening: 18.01.22 at 11.30 AM in the Office chamber of the CDM & PHO, Sundargarh. <i>(Bidders / authorized representative may remain present at the time of opening of proposal)</i>

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ELIGIBILITY CRITERIA & DOCUMENT SUBMISSION

The following are the minimum eligibility Criteria for the applicant to participate in the tender:-

1. Tender Fee Rs. 1000/- (Non Refundable) & EMD Rs. 5000/- (Refundable) in favo ur ZSS, Non NRHM A/C, Sundargarh payable at Sundargarh from any nationalised bank.
2. Should have a valid food license.
3. Must be register under GST Act & GST Clearance upto Nov-2021.
4. Must have a Annual Average turnover of more than 5 lakhs during the year 2018-19, 2019-20 & 2020-21. He must submit copy of acknowledgement from Income tax return as a proof in the technical bid or Turnover certificate from Chartered Accountant.
5. Should not have been blacklisted by any state government / Central Govt./ PSU in India. A self-declaration is required in Affidavit.
6. Should have a registered office / branch office in Sundargarh within 10 K.M from the office of the CDM & PHO, Sundargarh
7. Must have a valid PAN
8. SHGs may participate with minimum eligible criteria as per letter no:33348/H&fw, dtd.14.12.2021 of Govt. of Odisha Health & Family Welfare Deptt.and preference may be given to them with valid documents. The relaxation to be given to SHGs as per the guideline & the decision of committee will be final.



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TERMS & CONDITION FOR SUPPLY OF FOOD CATERING SERVICES

- Purchase of Tender Document: Tender document has to be obtained by downloading from the website www.sunderagarh.nic.in.
- The bidders downloading the tender document are required to submit the tender fee through Demand Draft along with their tender bid, failing which the tender bid shall not be considered for qualifying in technical bid
- The bidder(s) have to submit their tenders in separate sealed covered envelopes for Technical bid and Price bid by super scribing Cover "A" (Technical Bid) & Cover "B" (Price Bid) and both the sealed covers should be put into a third outer Cover, which should be superscribed as "Tender for the supply **OF FOOD CATERING SERVICES**".
- The tenderer or their duly authorized representatives are requested to be present during the opening of the tenders.

TENDER FEE

Tender document fee of Rs.1000/- (Non refundable) in shape of Demand Draft in favour of ZSS Non NRHM , Sundargarh from any Nationalised Bank payable at Sundargarh.

EMD MONEY:-

Earnest Money Deposit of Rs. i.e Rs.5000/- (Refundable) in shape of Demand Draft in favour of ZSS Non NRHM, Sundargarh from any Nationalised Bank payable at Sundargarh.

General Terms and Conditions of the Bid

Note: - Bidders must read there conditions carefully and comply strictly while submitting their bids.

1. Bidder shall prepare the bid and submit it in a sealed envelope addressed to CDM & PHO, At/ PO/ Dist- Sundargarh, Pin- 770001 and sent it through speed post / Registered post only (no other means will be entertained). Each envelope should bear the name of bidder, along with the tender number. However, the authorities shall not be responsible for postal and other delays in receipt of the bids.
2. Prospective bidders are requested to remain updated for any notices / amendments, clarifications etc. to the tender document through the website [www. sundargarh.nic.in](http://www.sundargarh.nic.in) / **Notice board** of the office address mentioned at Sl No.1. No separate notifications will be issued for such notices. Amendments/ clarifications etc., in the print media or individually.
3. The bidders should note that prices should not be indicated in the technical bid and should be quoted only in the price bid, in case the prices are indicted in the technical bid, the tender shall stand rejected.



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4. EMD amount will be returned to unsuccessful bidders (authorized representative) on the day of opening of price bid and EMD of the successful bidder will be returned after the submission of performance bank guarantee.
5. The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the tender Committee at the risk and responsibility of the bidder.
6. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
7. Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
8. A bid submitted cannot be withdrawn. The bidder or his authorized representative (One person only) will be allowed to be present at the time of opening of tenders.
9. The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons.
10. "Price bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Tender Committee will be final.
- 11. The Quantity of the items should be enough for a general man. However the vendor has to submit the description in Annexure-II the rate mentioned.**
12. The price should be quote inclusive of all taxes & catering charges on per plate basis.
13. The suppliers shall also ensure that the quality and quantity have to be as per the supply order and approved rate contract.
14. Required items to be order one day or 12 hours prior to the event and the agency / firm is responsible to provide required quantity in time. In case of non-compliance i.e delay in supply, poor quality of food etc. 10% amount of penalty to be deducted from the bill amount & the agency may be terminated & blacklisted for repeated mistake as per decision of the committee.
- 15. In case of Annex-II, the Rate of the meal is fixed i.e Rs 240/day/patient for Breakfast, Lunch & Dinner (including carries & other cost) .The committee will decide to select the bidder as per the past experience & other criteria).**
- 16. The food will be provided basically to the bedside of the patient in the Covid hospital by the bidder by their own staff without charging any extra cost.**
17. All the transit risks & cost shall be the responsibility of the supplier.
18. The successful bidder shall have to supply all necessary utensils along with the supplied food i.e. plates, spoons, tissue paper & water bottle(Min.3 Ltr/day.) etc.
19. Failure to render catering service as per the approved technical specification may lead to forfeiture of security money deposit and blacklisting of the suppliers at any time during the period of contract & the award may be given to L2/L3 bidder as per the decision of the committee.
20. All the disputes shall be subjected to the jurisdiction of Civil courts situated in Sundargarh.
21. Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
22. The CDM & PHO, Sundargarh reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason thereof.

-Sd-

Chief District Medical & Public
Health Officer, Sundargarh0



**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
OFFICER, SUNDARGARH**

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Formats-Annexure I
(To be furnished in Cover A-Technical Bid)

1	Name of the Organization/ Firm/ individual	
2	Address of the Organization/ Firm/ individual	
5	Telephone number & e-mail Id of authorized signatory / organization	
6	Copy of GSTIN Registration No.	(Photo copy to be attached)
7	Copy of GST clearance certificate (Nov-2021)	(Photo copy to be attached)
8	Copy of PAN No.	(Photo copy to be attached)
	Copy of Food License	
9	Draft number and date of the Tender Document Cost of Rs. 1,000/- (Non-Refundable)	(Draft to be submitted)
10	Draft No. & date of EMD of Rs 5000/- (Refundable)	(Draft to be submitted)
11	Copy of income tax return (last three financial years) i.e 2018-19, 2019-20 & 2020-21 or Turn over certificate from Charter Accountant	(Photo copy to be attached)
12	Self-declaration for not blacklisted by any organisation in Affidavit	(Affidavit in original stamp paper certified by Notary with clauses as mentioned in clause no. 4 of the terms & conditions)
16	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place:

Date:



Annexure-II

Financial Bid

	TIME 7.30 AM TO 7.45 AM	TIME 12.30P.M. TO 12.45 P.M. Items Fixed in Rs 240/-	TIME 08.00 P.M TO 08.30P.M.	REMARKS
DAY	BREAKFAST	LUNCH	DINNER	
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
EVERY DAYS PERPERSON 3 LTR MINERAL WATER				



Signature of the Bidder

**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
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B. Hotel Accommodation Services



**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
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ELIGIBILITY CRITERIA & DOCUMENT SUBMISSION

The following are the minimum eligibility Criteria for the applicant to participate in the tender:-

1. Tender Fee Rs. 1000/- (Non Refundable) & EMD Rs. 5000/- (Refundable) in favour ZSS, Non NRHM A/C, Sundargarh payable at Sundargarh from any nationalised bank.
2. Should have a NOC from Municipality of Sundargarh.
3. Must be register under GST Act & GST Clearance upto Nov-2021.
4. Must have a Annual Average turnover of more than 5 lakhs during the year 2018-19, 2019-20 & 2020-21. He must submit copy of acknowledgement from Income tax return as a proof in the technical bid or Turnover certificate from Chartered Accountant.
5. Should not have been blacklisted by any state government / Central Govt./ PSU in India. A self-declaration is required in Affidavit.
6. Should have a registered office / branch office in Sundargarh within 10 K.M from the office of the CDM & PHO, Sundargarh
7. Must have a valid PAN

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
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TERMS & CONDITION FOR SUPPLY OF ACCOMMODATION SERVICES

- Purchase of Tender Document: Tender document has to be obtained by downloading from the website www.sunderagarh.nic.in.
- The bidders downloading the tender document are required to submit the tender fee through Demand Draft along with their tender bid, failing which the tender bid shall be not be considered for qualifying in technical bid
- The bidder(s) have to submit their tenders in separate sealed covered envelopes for Technical bid and Price bid by superscribing Cover "A" (Technical Bid) & Cover "B" (Price Bid) and both the sealed covers should be put into a third outer Cover, which should be superscribed as "Tender for the supply OF ACCOMMODATION SERVICES".
- The tenderer or their duly authorized representatives are requested to be present during the opening of the tenders.

TENDER FEE

Tender document fee of Rs.1000/- (Non refundable) in shape of Demand Draft in favour of ZSS Non NRHM , Sundargarh from any Nationalised at Sundargarh.

EMD MONEY:-

Earnest Money Deposit of Rs. i.e Rs.5000/- (Refundable) in shape of Demand Draft in favour of ZSS Non NRHM, Sundargarh from any Nationalised payable at Sundargarh.



**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
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Note: - Bidders must read there conditions carefully and comply strictly while submitting their bids.

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2. Prospective bidders are requested to remain updated for any notices / amendments, clarifications etc. to the tender document through the website **www. sundargarh.nic.in / Notice board** of the office address mentioned at Sl No.1. No separate notifications will be issued for such notices. Amendments/ clarifications etc., in the print media or individually.
3. The bidders should note that prices should not be indicated in the technical bid and should be quoted only in the price bid, in case the prices are indicated in the technical bid, the tender shall stand rejected.
4. EMD amount will be returned to unsuccessful bidders (authorized representative) on the day of opening of price bid and EMD of the successful bidder will be returned after the submission of performance bank guarantee.
5. The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the tender Committee at the risk and responsibility of the bidder.
6. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
7. Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
8. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
9. The supplier selected shall have the responsibility to provide service as mentioned at annexure-1 & II as per supply order.
10. Accommodation:
 - Self-contained room with amenities e.g., bathroom, toilet, wardrobe, toiletries, drinking water, hot shower.
 - Cleanliness of the rooms beddings, carpets, furniture with proper aeration.
 - Safe and secure environment.
 - Safety of valuables- should have a lockable safe or in house arrangement.
 - Easily accessible
 - Extras- TV in room with DSTV connection, Air conditioning
 - Flexibility of hotel- check in and checkout times
11. "Price bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Tender Committee will be final.
12. The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons.
13. The price should be quote inclusive of all taxes & catering charges on per plate basis.

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14. The suppliers shall also ensure that the quality and quantity have to be as per the supply order and approved rate contact.
15. Required accommodation to be order one day or 12 hours prior to accommodation and the agency / firm is responsible to provide required quantity in time. In case of non-compliance i.e delay in supply, poor quality of Accommodation etc. 10% amount of penalty to be deducted from the bill amount.
16. Failure to render accommodation service as per the approved technical specification may lead to forfeiture of security money deposit and blacklisting of the suppliers
17. All the disputes shall be subjected to the jurisdiction of Civil courts situated in Sundargarh.
18. Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
19. The CDM & PHO, Sundargarh reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason thereof.



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Formats-Annexure I
(To be furnished in Cover A-Technical Bid)

1	Name of the Organization/ Firm/ individual	
2	Address of the Organization/ Firm/ individual	
5	Telephone number & e-mail Id of authorized signatory / organization	
6	Copy of GSTIN Registration No.	(Photo copy to be attached)
7	Copy of GST clearance certificate (Nov-2021)	(Photo copy to be attached)
8	Copy of PAN No.	(Photo copy to be attached)
	Copy of Food License	
9	Draft number and date of the Tender Document Cost of Rs. 1,000/- (Non-Refundable)	(Draft to be submitted)
10	Draft No. & date of EMD of Rs 5000/- (Refundable)	(Draft to be submitted)
11	Copy of income tax return (last three financial years) i.e 2018-19, 2019-20 & 2020-21 or Turn over certificate from Charter Accountant	(Photo copy to be attached)
12	Self-declaration for not blacklisted by any organisation in Affidavit	(Affidavit in original stamp paper certified by Notary with clauses as mentioned in clause no. 4 of the terms & conditions)
16	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place:

Date:



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
OFFICER, SUNDARGARH

ଜିଲ୍ଲା ମୁଖ୍ୟ ଚିକିତ୍ସା ଓ ଜନସ୍ୱାସ୍ଥ୍ୟ ଅଧିକାରୀ କ କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼

Letter No: -..... /

Date:/..... /2022

Formats-Annexure II
(To be furnished in Cover B-Financial Bid)

Sl No.	Particular	Unit Cost (Inclusive of Taxes & for 24 hours)
1	Single Room Non-AC	
2	Single Room with AC	
3	Double Room- Non- AC (Single Occupancy)	
4	Double Room- Non- AC (Double Occupancy)	
5	Double Room AC (Single Occupancy)	
6	Double Room AC (Double Occupancy)	
7	Conference Hall Charges per day (50 nos participants)	
8	Conference Hall Charges per day (100 nos participants)	

(Signature and seal of the authorized signatory)

Place:

Date:

