



**TENDER DOCUMENT - B**  
**EMPANELMENT OF HOTEL FOR PROVIDING OF ACCOMODATION, TRAINING VENUE & FOOD FOR  
DIFFERENT MEETINGS/WORKSHOP ON ANNUAL RATE CONTRACT BASIS**

**Bid Reference No.: 1771(B)/TRAINING/DPMU/NHM/2026**

**Date: 15/05/2026**

**Zilla Swasthya Samiti**  
District Programme Management Unit  
National Health Mission, Sundargarh

## SECTION 1 - NOTICE INVITING PROPOSAL

Bid Reference No.: 1771(B)/Training/DPMU/NHM/2026 Dated: 15/06/2026

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE HOTEL FOR EMPANELLED FOR PROVIDING ACCOMODATION, TRAINING VENUE & FOOD FOR DIFFERENT MEETINGS/ WORKSHOP.

1	Period of Availability of Tender Document	From 15/05/2026 to 08/06/2026 (Downloadable from website: <a href="http://www.Sundargarh.odisha.gov.in">www.Sundargarh.odisha.gov.in</a> ) In case of any bid amendment and clarification, responsibility lies with the bidders to download the same from the above-mentioned website before the last date of submission of tender document as per amendment and the tender inviting authority shall have no responsibility for any delay / omission in part of the bidder.
2	Pre – Bid conference	Date: 19/05/2026 at 11 A.M <b>Address:</b> O/o of the Chief District Medical & Public Health Officer DHH Campus At/Po. Sonpur, Dist. Sundargarh, Odisha,770001
3	Last date and address for submission of Proposal	<b>Date: 08/06/2026, Time: 01:00 P.M.</b> <b>Address:</b> O/o of the Chief District Medical & Public Health Officer DHH Campus At/Po. Sundargarh, Dist. Sundargarh, Odisha,770001 <b>NB: Proposals should be submitted through Speed post / Registered post / Courier only</b>
4	Date, time and place of opening of Proposal	a) <b>Technical Proposal (Part A) opening: 09/06/2026 at 11.30 A.M</b> Place: Conference Hall O/o- CDM & PHO, Sundargarh, Dist- Sundargarh.770001  b) <b>Financial Proposal (Part B):</b> Date will be communicated to the successful bidder.  <i>(Bidders/authorized representative may remain present at the time of opening of proposal, if they wish. In case of representative must bring authorization letter)</i>
5		The Bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website ( <a href="http://Sundargarh.odisha.gov.in">http://Sundargarh.odisha.gov.in</a> ).Any addendum/Corrigendum/ Cancellation/ Modification of Bid can also be seen in the given website.

## SECTION - II - INSTRUCTION TO BIDDERS


### **EMPANELMENT OF AGENCY/SUPPLIER FOR PROVIDING ACCOMODATION, TRAINING VENUE AND FOODING FOR DIFFERENT MEETINGS/WORKSHOP ON ANNUAL RATE CONTRACT BASIS**

Sealed tenders are invited from the reputed Hotels / Lodges / Guest Houses of Sundargarh & Rourkela Town for empanelment to provide accommodation, Training Venue and Food different training programme/workshop to be organised by the office of the CDM & PHO, Sundargarh at Sundargarh & Rourkela Location as and when required on annual rate contact basis.

Tender paper containing the Terms & Conditions are available in the district website i.e., <https://sundargarh.odisha.gov.in>. The tender will be in two parts i.e. **Technical Bid (Cover-A)** and **Price Bid (Cover-B)**. The bidder should submit their technical and price bid separately in two envelopes and these two envelopes should be put into another cover envelop superscripted **"Expression of Interest for "Supply of Food, Venue & Accommodation"**. Interested bidders are requested to submit all the required documents in the prescribed format by Speed Post/Regd Post/Courier which should reach to O/o the CDM &PHO, Sundargarh by Dt.08.06.2026 at 01.00 PM, which will be opened on the next working day on Dt 09.06.26 at 11.30 AM.

The Bidder or his authorized representative may remain present at the time of opening of the sealed tender as per the above schedule programme. Authorization certificate will be submitted by the bidder to authorize his representative to attend the bidding process.

The authority reserves the right to accept or cancel any or all tenders without assigning any reason thereof.

  
CDM & PHO cum DMD  
Sundargarh

**SECTION – III-**  
**TERMS & CONDITIONS**

**Clause 1: General Terms and Conditions**

- The period of empanelment of Accommodation, Training Venue & Food would initially be for one year from the date of signing of contract which can be renewed for further one year depending on the satisfactory service delivery with same terms and conditions and mutual consent. The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted w.r.t. accommodation, training venue & Food shall be most competitive in terms of rates and prices prevalent in the market.
- No seasonal revision in rate shall be allowed during the period of empanelment.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- The empanelled hotel shall be responsible to make hotel booking on the request of the authorized officer/Programme organizers.
- The Hotels should have the capacity to provide minimum 10-15 nos. of rooms at a time.
- All the rooms should be well ventilated and furnished with single bed/double bed, attached toilet with modern fittings, cupboard, geyser, complementary toiletries, mobile/laptop charging points, TV with cable channels, study table chair etc.
- Lenin and towels in the rooms should be absolutely clean or hygienic.
- The Hotel should have 24 hrs. room service and power back-up system. The hotel shall also provide the local transit facility to the guests from hotel to the training/workshop if located outside Sundargarh.
- The hotel will provide the required service as per the highest quality standards and in case of any lapse found, Hotel Management shall be held responsible. In case of breach.
- The hotel Must have Training venue and provision of fooding.
- If more than one hotel quotes the same rate/ agreed to provide as per L1 rate, the empanelment shall be made for multiple hotel to create more option in case of requirement.
- Separate empanelment will be made for Sundargarh & Rourkela location.
- The Training Venue located in the hotel must includes minimum 40 chairs for participants, Seating arrangement for Guests, 15 no Round table or desk, sound system, functional AC, power back up system & white board with stand towards smooth conducting of Training or Meeting.
- When Training Venue will be used the hotel will provide Breakfast/Refreshment, Working Lunch & Snacks to the participant at the venue.
- CDM & PHO, Sundargarh shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.

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## Clause 2: Terms of Payments

- The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes and levies etc.).
- The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of O/o - CDM & PHO at the time of payment.
- No advance payment will be released.
- The Hotel will raise the bill as per the number of rooms actually occupied. The payment will be made as per related laws/rules.
- As far as possible, payment of bills will be made to the hotel/hotelier within one month of submitting of the bills to the CDM & PHO Office.

## Clause 3: Eligibility Criteria for Bidders

In order to become eligible, the Hotels/Hotelier should fulfill following qualifications:

- Registration of ownership
- Registration for GST
- Registration for PAN
- Valid Food License

## Clause 4: Documents to be attached

The financial offer should be accompanied with the following documents duly self attested:

- A non-refundable fee of Rs. 1000/- in the shape of Demand Draft in favour of **ZSS NON NRHM A/c** and payable at Sundargarh
- EMD of Rs. 5,000/- through Demand Draft in favour of **ZSS NON NRHM A/c** and payable at Sundargarh. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the **local** MSEs registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha only**. This exemption to the local MSEs shall be applicable if the **kind of service** as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).
- Photo Copy of the registration certificate /ownership certificate, as applicable
- Photo Copy of Food Licence
- Photo Copy of GST Registration certificate in the name of registered owner
- Photo Copy of PAN certificate in the name of registered owner

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**FORMAT -1**  
**CHECKLIST OF TECHNICAL BID**

(The documents are to be arranged serially as per the order mentioned below)

**CHECKLIST ON TECHNICAL BID FOR ACCOMODATION, TRAINING VENUE & FOOD FOR DIFFERENT TRAINING/WORKSHOP**

(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	Tender paper fees of Rs 1,000/- in shape of DD.	
6	EMD of Rs 5,000/- in shape of DD.	
7	Bank Pass book copy	
8	Organization PAN with IT return for the FY-2024-25	
9	Valid Food Licence	
10	Having at least 10 rooms for accommodation – a Declaration of room availability to be submitted.	
11	Photocopy of GST registration certificate and last three months GST return filling copy i.e. january-2026 to <b>March 2026</b>	
12	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 tender 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 my /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)



**FORMAT - 2**  
**FINALCIAL BID**

Sl. No	Requirement	Rate (Excl. of Taxes)
1	Single bedded non-AC room - Deluxe	
2	Single bedded AC room- Deluxe	
3	Double Bedded Non-AC room- Deluxe	
4	Double Bedded AC room- Deluxe	
5	Triple bedded non-AC room- Deluxe	
6	Triple bedded AC room- Deluxe	
7	Single bedded Non AC room – Super Deluxe	
8	Single bedded AC room- Super Deluxe	
9	Double bedded non-AC room – Super Deluxe	
10	Double bedded AC room- Super Deluxe	
11	Additional Bed charge – Per Person	
12	Meeting Hall Charges – Including all logistics per day	
13	Fooding Charges (Breakfast/Lunch/Tea-2 times & Snacks, Water bottle/Drinking water) – As per Average cost of Annexure A.	

Note: The Food charges to be quoted taking into account the average of fixed menu in Annexure A. The cost However order may be placed item wise as per the rate to be quoted or any special Items. The average cost should be not exceeding 250/ per person.

**DECLARATION**

I / We \_\_\_\_\_ do hereby declare that I / We have quoted the rates for individual items **inclusive of all other charges (if any) but exclusive of GST**

(Authorized Signatory with Seal)

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**ANNEXURE – A**  
**PRICE BID FOR FOODING ITEMS**

Sl No	Name of the Items	Quantity Approx per Plate	Price (Rs) Item Wise (Incl of all Charges but Excl of Taxes)	Average Price (Rs) of each item Sl.No
01	Plain Rice	200gm		
	Jeera Rice	200gm		
	Veg Fried Rice	200gm		
02	Plain Dal	50gm		
	Dal Fry	50gm		
03	Veg Curry(Mix Veg)	200gm		
	Veg Curry(Navratan Kurma)	200gm		
	Veg Curry(Paneer Matar/Chilly Paneer)	200gm		
	Veg Curry(Cully flower Kasa)	200gm		
04	Fish Curry/Kasa/Fry	200gm		
	Chicken(Boiler) Curry/Kasa	200gm		
	OR			
	Spl. Veg ( Paneer/Mushroom/Veg ) Curry/Chilli	200 gm		
05	Chips(Veg/Special Bhaja)	50gm		
	Bharta(Potato/Brinjal)	50gm		
06	Khatta(Tomato & Khajra)	50gm		
	Khata(Dahi Baigan/Dahi Bundi)	50gm		
	Khata(Ambula Raita)	50gm		
	Khata(PineApple/Mango/Grapes)	50gm		
07	Salad & Pampad	100gm		
08	Sweet(Rasgolla)	100gm		
	Sweet(Zalebi)	100gm		
	Sweet(Golab Jamun)	100gm		
09	Kheer(Payas)	150gm		
	Sweet Curd	80gm		
	Ice Cream	100gm		
10	Tea(2times)	2 Cups		
	Coffee(2 times)	2 Cups		
11	Snacks-Samosa/Bada/Aluchap(2 pcs) & Sweet(1 pc)	Per plate		
	Snacks-Kaju(6 pc), Mung dal(50 gm), Biscuit/Cookies(2 pc) & Sweet(1 pc), Pakodi etc.	Per plate		
	Sandwitch, Sweet Curd, Banana(1 pc)	Per Plate		
	Mix sprouts(50Gm), Banana(1 pc), Veg Cake(2 pcs)	Per Plate		
	Biscuit(1 pkt), Juice-1no, Veg cake-1 no	Per Plate		
12	Water Bottle	500 ml		
*** Total Average price per plate(taking the average of items in each sl no)(Sum of Average prices of items from 1 to 12)				

The Maximum Avg Price of 12 categories should not be exceeded of Rs 250(Two Hundred Fifty only exclusive of Taxes).The price should be quoted without compromising the quality of food items

(Authorized Signatory with Seal)



**PRICE BID FOR SPECIAL ITEMS(2)**

SI No	Name of the Items	Quantity Approx per Plate	Price (Rs) Item Wise (Incl of all Charges but Excl of Taxes)
1	Paneer Mix Veg Biryani	250gm	
2	Paneer Dum Biryani	250gm	
3	Paneer & Mushroom Mix Biryani	250gm	
4	Mushroom Mix veg Biryani	250gm	
5	Mix Veg Biryani	250gm	
6	Chicken Biryani (Boiler)	250gm	
7	Mutton Biryani	250gm	
8	Mutton Kasa	150gm	
9	Mutton Curry	150gm	
10	Desi Chicken Curry	150gm	
11	Desi Chicken Kasa	150gm	
12	Fish Kasa(2 pcs)	100gm	
13	Egg Curry(2 pcs)	100gm	
14	Machha Ghanta(Fish Mix Veg Curry)	150gm	

**DECLARATION**

I / We \_\_\_\_\_ do hereby declare that I / We have quoted the rates for individual items **inclusive of all other charges (if any) but exclusive of GST.**

Place:

Date:

(Signature and seal of the authorized signatory)

**Seal**



