



TENDER DOCUMENT - C
EMPANELMENT FOR CATERING SERVICES (SUPPLY OF LUNCH/DINNER, TEA
AND SNACKS
ON ANNUAL RATE CONTRACT BASIS

Bid Reference No.:1771(C)/Catering /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(C)/Catering/DPMU/NHM/2026 Dated: 15/06/2026

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE SUPPLIER FOR PROVIDING CATERING SERVICES (SUPPLY OF LUNCH/DINNER, TEA AND SNACKS ON ANNUAL RATE CONTRACT BASIS IN SUNDARGARH & ROURKELA

1	Period of Availability of RFP Document	From 15/05/2026 to 08/06/2026 (Downloadable from website: www.sundargarh.odisha.gov.in) 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 Address: 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	Date: 08/06/2026, Time: 01:00 P.M. Address: O/o of the Chief District Medical & Public Health Officer DHH Campus At/Po. Sundargarh, Dist. Sundargarh, Odisha,770001 NB: Proposals should be submitted through Speed post / Registered post / Courier only
4	Date, time and place of opening of Proposal	a) Technical Proposal (Part A) opening: 09/06/2026 at 11.30 A.M Place: Conference Hall O/o- CDM & PHO, Sundargarh, Dist- Sundargarh.770001 b) Financial Proposal (Part 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 (http://Sundargarh.odisha.gov.in).Any addendum/Corrigendum/ Cancellation/ Modification of Bid can also be seen in the given website.

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SECTION - II - INSTRUCTION TO BIDDERS


EMPANELMENT FOR CATERING SERVICES (SUPPLY OF LUNCH/DINNER, TEA AND SNACKS) ON ANNUAL RATE CONTRACT BASIS

Sealed tenders are invited from the registered Caterers / Hotels / Agencies regarding empanelment for supplying of Lunch, Tea & Snacks for different Trainings/Workshops/Meetings/ Events of ZSS, Sundargarh on annual rate Contract basis to CDM & PHO, Sundargarh for a period of one year at Sundargarh & Rourkela venue.

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 "Catering Services"**". 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 providing catering services 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. 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. providing catering services shall be most competitive in terms of rates and prices prevalent in the market.
- The firm should have adequate manpower to supply the food in time.
- The firm will supply the food as per the order and payment will be made after completion of the programme within 15 days of receipt of bill.
- After completion of the programme the firm should submit the bill along with a copy of the supply order.
- The firm shall supply the food at the designated venue at his own cost. No extra charges will be made for transportation.
- The quality of the food should be very good, delicious, tasty and hygienic and if found any type of food poisoning the payment will be stopped and legal proceedings will be initiated.
- The food should not contain maggots/insects/stones etc. If found, no payment will be made for that supply. All the food items should be served in fresh condition and should not be stale. Lunch, breakfast and tea will be served in buffet system.
- Ice cream, mineral Water, Soft drinks and Snacks etc should be provided by the bidder at the market price and should not more than MRP.
- Oil, Spices & Condiments of branded company should be used.
- The total average price of all items in Sl. No 1 to 14 will be (taking the average of each items) shall be taken into account for arriving the L1 Price.
- The rates quoted per plate (highest rate quoted in each Sl. No.) should not exceed Rs.250/- only (exclusive of GST).
- Order may be placed meal wise or item wise.
- Separate empanelment will be made for Rourkela & Sundargarh.
- If more than one supplier quotes the same rate/ agreed to provide as per L1 rate, the empanelment shall be made for supplier to create more option in case of requirement.
- The selected firm have to submit an acceptance acknowledgement before CDM & PHO, Sundargarh regarding supply of fooding for a period of One year. The Contract may be extended for further period of one year with existing terms and conditions subject to satisfactory performance and mutual consent.



Clause 2: Terms of Payments

- The bills of the supplier shall be accompanied with a copy of the supply order duly issued by authorized signatory of CDM & PHO at the time of payment.
- No advance payment will be released.
- The supplier will raise the bill for actual number of foods supplied. Incase the order is less but need to supply more that will be certified by the supplier with proper justification with approval from competent authority. The payment will be made as per related laws/rules.
- As far as possible, payment of bills will be made to the supplier 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 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 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

Place

Date

(Signature and seal of the authorized signatory)



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	Photocopy of GST registration certificate and last three months GST return filling copy i.e. january-2026 to March 2026	
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 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 -1 -PRICE BID FOR FOODING ITEMS

SI 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(Navratana 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)

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FINANCIAL BID – 2 - PRICE BID FOR SPECIAL ITEMS

Sl 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