



Govt. of Odisha
Department of W&CD and Mission Shakti
Odisha State Child Protection Society (OSCPS)
Mission Shakti Bhawan, Gandamunda, Pokhariput
Bhubaneswar- 751030



Ph.No.2353122/2353049
E-mail ID-ao.oscps.od@nic.in

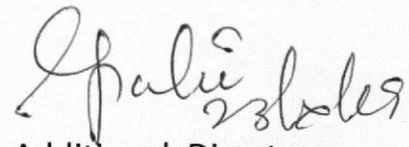
No. 2237 /OSCPS/PC/HAUSLA/0198/2019

Date: 23.10.2019

SHORT TENDER CALL NOTICE

Sealed tenders are invited from the interested GST registered caterers/food suppliers indicating price per head per day for supply of food for the event of "Hausla and Mahak-2019" of Odisha State Child Protection Society(OSCPS).The Tender completed in all respect shall be deposited in the office of Director, Odisha State Child Protection Society(OSCPS), Mission Shakti Bhawan, Gandamunda, Bhubaneswar-751030 on or before dated **06.11.2019 by 5 P.M.** through **Speed Post or Registered Post** only. The application form of the tender containing general bid information and terms & conditions can be downloaded from the website:www.wcdodisha.gov.in & www.oscps.nic.in from **24.10.2019 to 06.11.2019**.

The Authority reserves the right to cancel any or all tender at any stage of the process without assigning any reason thereof.



Additional Director
Odisha State Child Protection Society

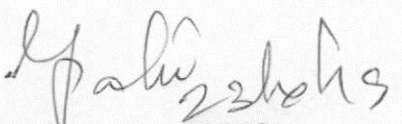


TENDER FOR SELECTION OF AGENCY FOR SUPPLY OF QUALITY FOOD
FOR THE EVENT "HAUSLA AND MAHAK- 2019" OF ODISHA STATE CHILD
PROTECTION SOCIETY(OSCPS)

Odisha State Child Protection Society
Department of W&CD and Mission Shakti,
Govt. of Odisha
Mission Shakti Bhawan, Gandamunda, Pokhariput,
Bhubaneswar-751030

TENDER SCHEDULE

Period of issue of quotation of Documents	From Dt. 24.10.2019 to Dt. 06.11.2019
Last date & time for submission of quotation Documents	Dt. 06.11.2019 by 5.00 P.M.
Place of submission of completed quotation Documents	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030 Ph No.0674-2353122
Mode of submission	In Sealed cover super scribing the specific category on the outside cover through Speed Post or Registered Post only
Place, Date & Time for opening of Technical Bid	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030 Ph No.0674-2353122 Date 07.11.2019 Time 3.00 P.M.
Place, Date & Time for opening of Financial Bid	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030 Ph No.0674-2353122 Date 08.11.2019 Time 3.00 P.M.
Tender Fee	Rs.3,000/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar
EMD	Rs.70,000/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar
Performance Security Deposit	10% of the Contract Value to be awarded in shape of DD in favour of Director Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar


Additional Director, OSCPS

Odisha State Child Protection Society
Department of W & CD and Mission Shakti
Govt. of Odisha
Mission Shakti Bhawan, Gandamunda, Bhubaneswar-751030
Phone: 0674-2353122, email: dir.oscps.od@nic.in

TENDER DOCUMENT

OSCPS is a registered under the Society Act 1860. The administrative control of the Society is under the Department of W&CD and Mission Shakti, Govt. of Odisha. The society has been implementing through ICPS in the State. SARA is an agency working under OSCPS for regulating adoption throughout the state.

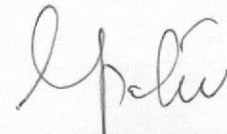
"Hausla-2019" and "Mahak-2019" are the festivals for the Children residing in the Child care Institutions. Mostly the festival celebrates through different competition among the Children at district and State level.

Odisha State Child Protection Society, Department of Women & Child Development and Mission Shakti, Govt. of Odisha is going to organize "Hausla and Mahak-2019" tentatively on 2nd week of November, 2019 in the playground of Unit-VI, Bhubaneswar. For the programme, food (Breakfast, lunch, evening snacks and dinner) for about 1500 numbers of organisers and participants are required for four days.

Sealed tenders are hereby invited by **Speed Post or Registered Post** only in OSCPS office from the interested caterers/food suppliers indicating price per head per day for supply of food for "**Hausla and Mahak-2019**" by OSCPS on or before **06.11.2019 by 05.00 PM**. Interested agencies shall have to submit a non-refundable Bank Draft for Rs. 3,000/- towards cost of tender paper along with the tender paper in shape of DD in favour of Director, Odisha State Child Protection Society (OSCPS) drawn in any Nationalized Bank payable at Bhubaneswar. Further, Rs.70,000/- towards EMD in the form of DD in the aforesaid manner be enclosed.

The details of date wise food requirement, specification of menu will be intimated later on through email or telephone.

The Authority reserves the right to reject any or all offers without assigning any reason thereof.



Additional Director, OSCPS

A. Tender Fee

At the time of submission of the tender, the Tender Fee of Rs.3,000/- (Rupees Three thousand only) is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar. A check list as per "Annexure-A" is to be submitted.

B. Earnest Money Deposit (EMD)

At the time of submission of the tender, an EMD of Rs.70,000/- (Rupees Seventy thousand only) is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar. The EMD of the unsuccessful bidders will be returned to them preferably within 30 days of the work order is issued. Non submission of EMD qualifies for rejection of Tender documents.

C. Performance Security Deposit

After receipt of the work order, a Performance Security Deposit of 10% of the contract value to be awarded is to be deposited in shape DD in favour of Director, Odisha State Child Protection Society (OSCPS) payable at Bhubaneswar.

D. Technical Bid

The Technical Bid is to be submitted by the agency in the enclosed format (Annexure-B) with a forwarding letter of the firm in sealed envelope separately mentioning in the overleaf. Following firms are eligible to quote for the said works:-

- a. Refundable EMD of Rs. 70,000/- in shape of DD drawn in any nationalized bank in favour of Director, OSCPS payable at Bhubaneswar.
- b. Non-refundable DD of Rs. 3,000/- towards cost of tender papers drawn in favour of Director, OSCPS.
- c. Copy of Valid GST Registration Certificate of the firm/agency.
- d. Copy of PAN card for income tax and up to date return file in the name of agency/firm of last 3 years ending 31st March,2019.
- e. Copy of TAN, if any.
- f. Copy of the work/event order(s) confirming execution of similar activities for supply of food other than specially for children not less than Rs. 1,00,000/- as a single order and minimum turnover of Rs. 5,00,000/- (per year) for last three consecutive years i.e 2016-17,2017-18 and 2018-19 duly certified by CA along with the tender.
- g. Valid FSSAI License from concerned authority.
- h. Trade license from BMC.
- i. Labour license



E. Financial Bid

Financial bid is to be submitted by the Agency in the enclosed format **(Annexure-C)** with forwarding letter of the firm in sealed envelope separately for each category.

F. Process of Selection

Technical bid will be opened first. The bidders are to qualify in the technical bid and there is no mark or rating for the technical bid as it is only for the purpose of qualification. The Financial bid of the bidder who qualified in the technical bid will only to be opened.

G. Evaluation

Bids received in the office of OSCPS, Bhubaneswar within the stipulated period will be considered for evaluation.

H. Award of Contract

The contract will be awarded in favour of the bidder who quoted the lowest price in the Financial Bid, in the total cost of per day per head of all the food items taken together.

- i) In case more than one agency is quoting the same rate the preference will be given to the agency having more number of experiences basing upon the year of establishment of the firm.
- ii) If undecided, the firm having more average turnover of last three years i.e. 2016-17, 2017-18 and 2018-19 will be given preference.

I. Department's Reservation

The department reserves the right to cancel any bid without assigning any reason thereof. The department can recommend for blacklisting of any agency who does not perform or turndown the offer upon receipt of the contract.

J. Submission of the Bid

The last date of submission of the Bid is on or before **06.11.2019 by 5.00 P.M.** by **Speed Post/Registered Post** only in the office of Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030.

K. Declaration regarding Blacklisting

A declaration to the effect that the agency is not blacklisted by any Govt./Public undertaking for conducting audit shall be submitted in the format at **Annexure-D.**



L. Penalty for Non-performance

If the agency after accepting the work fails to deliver the desired level of work in the stipulated period, then as per the recommendation of the procurement committee constituted for supply of foods, a penalty will be levied to the volume of non-performance. The volume of non-performance will be decided by the above committee after examining the details of work assigned and completed by the agency. The penalty so imposed will be deducted from the 'Performance Security Deposit' available at OSCPS.

M. Legal Dispute

Any legal dispute arising out of the process of supply of foods should be settled first by mutual consent, then by the process of arbitration and finally by an appropriate court in the jurisdiction of Bhubaneswar.

N. Mode of Payment

On satisfactory completion of all the processes involved in the programme of Hausla and Mahak-2019, the agency will submit the bill for payment. On receipt of the original GST bill, payment shall be released through e-transfer to the bank account of the agency after deduction of statutory dues, if any.

A handwritten signature in black ink, appearing to be 'S. K. S.', is located at the bottom right of the page.

Annexure-A**CHECKLIST
(Attach self attested photocopy)**

Sl.No	Item Name	Details
1	Firm Registration No	YES/NO
2	Tender fee deposited	YES/NO
3	EMD deposited	YES/NO
4	PAN	YES/NO
5	TAN ;if any	YES/NO
6	GST Registration No.	YES/NO
7	Trade License from BMC	YES/NO
8	Valid FSSAI License from concerned authority	YES/NO
9	Labour License	YES/NO
10	Average Annual Turnover of last 3 years (2016-17, 2017-18 and 2018-19)	YES/NO
11	IT Return of last 3 years (2016-17,2017-18 and 2018-19)	YES/NO
12	Copy of the work/event order(s) confirming execution of similar activities for supply of food other than specially for children not less than Rs. 1,00,000/- as a single order .	YES/NO
13	Copy of minimum turnover of Rs. 5,00,000/- (per year) for last three consecutive years i.e 2016-17,2017-18 and 2018-19 duly certified by CA	YES/NO
14	Declaration regarding Blacklisting	YES/NO
15	Bank Details	YES/NO

Date:

Signature of the Tenderer/Authorized person

Place:

Name:

Seal



TECHNICAL BID FORMAT
(Photocopy of documents to be attached)

Sl. No.	Item Name	Details	
1	Name of the Agency		
2	Name of Proprietor/Partner/Director		
3	Full Address of Registered Office, Telephone No., FAX No. and E-mail ID		
4	Full Address of Operating/ Branch Office, Telephone No., FAX No. and E-mail ID		
5	Name, Address & Telephone No. Of Authorized Officer/Person		
6	Year of Establishment		
7	Firm Registration Number		
8	FSSAI License Number from concerned authority		
9	Trade license from BMC		
10	Labour License		
11	Annual turnover for last 3 years	2016-17	
		2017-18	
		2018-19	
12	Average turnover of 2016-17,2017-18 and 2018-19		
13	IT Return of last 3 years (2016-17 ,2017-18 and 2018-19)		
14	PAN		
15	TAN ;if any		
16	GST Registration No.		
17	Bank Details:- Bank Account Number Name of the Account Holder Name of Bank/Branch IFS Code		

N.B.:- Additional Sheets may be attached for the points mentioned above in case the space is not sufficient.

Date:
Place:

Signature of Tenderer/Authorized person
Name:
Seal

Annexure- C**FORMAT FOR FINANCIAL BID FOR SUPPLY OF FOOD IN
"HAUSLA AND MAHAK-2019"**

Sl. No.	Item/Activity	Specifications	Unit Cost (in Rs)	GST @ 18%	Total Cost
1	Breakfast with Water	a. Upma, Alu Buta Curry & Sweets/Fruits with Tea or b. Puri, Dalma & Sweets with Tea or c. Idli, Alu Matar Curry & Sweets/Fruits with Tea			
2	Lunch / Dinner with water	Menu for Veg Meal a. Plain Rice, Roti b. Dal c. Special Vegetable Curry (Paneer Matar Masala / Chhole Paneer / Alu Paneer Kofta / Alu Mushroom) d. Bhaji (Tawa Bhaji/Chhana Bhaji/Saga Mung) e. Khata (Tomato/Pineapple/green Salad with Dahi) f. Sweets (Rice Kheer/Simej Kheer) g. Sweet curd/Rabidi			
3	Evening Snacks with water	I- a. Bara/Samosa/Veg. Chop/Alu Chop & Ghuguni & Soup or b. Veg. Chowmin and Soup or c. Cake/Veg Roll/Patties & Veg. Soup or d. Pakoda, Ghuguni & Jalebi & Soup (the items should be sufficient and tasty) II- Tea (Afternoon to Evening)			
Total cost per day per head(Breakfast, Lunch, Evening Snacks, Dinner and Water) inclusive of all taxes and duties			Rs.		
In words					

N.B. (i) Mineral water to be provided with Breakfast ,Lunch, Evening snacks and Dinner.

Date:
Place:

Signature of Tenderer/Authorized person
Name:
Seal

Timeline with Day wise requirement for Supply of Food

1- (Day-1)

- a. Breakfast (7.00 A.M. to 10.30 A.M.) **(For around 500 persons)**
- b. Lunch (1.00 P.M. to 3.00 P.M.) **(For around 1000 persons)**
- c. Evening Snacks (5.00 P.M. to 7.00 P.M. onwards) **(For around 1000 persons)**
- d. Dinner (8.00 P.M. to 10.00 P.M.) **(for 1500 persons)**

2- (For around 1500 participants)(Day-2)

- a. Breakfast (7.00 A.M. to 10.30 A.M.)
- b. Lunch (1.00 P.M. onwards)
- c. Evening Snacks (5.00 P.M. onwards)
- d. Dinner (8.00 P.M. onwards)

3- (For around 1500 participants)(Day-3)

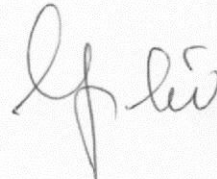
- a. Breakfast (7.00 A.M. to 10.30 A.M.)
- b. Lunch (1.00 P.M. onwards)
- c. Evening Snacks (5.00 P.M. onwards)
- d. Dinner (8.00 P.M. onwards)

4- (For around 1500 participants)(Day-4)

- a. Breakfast (7.00 A.M. to 8.30 A.M)
- b. Lunch (1.00 P.M. onwards)**

Instruction to Bidders

- Late bids shall not be considered.
- The number of participants mentioned above may increase or decrease which shall be notified.
- The rate offered by the agency shall be inclusive of all taxes and duties.
- For any other doubt, the bidder may be contact: M.K. Satapathy, Accountant, OSCPS Mob: 9439540427



DECLARATION

1. I, _____, Son/Daughter/Wife of Shri _____ Proprietor/Partner/Director/authorized signatory of M/S _____ and competent to sign this declaration and execute this tender document.
2. I/ any member of the agency or organization is not blacklisted by any Government/Public Undertaking.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I/We hereby declare that I/We have not been penalized/blacklisted by any Government Department or undertaking.

Place: Signature of Tenderer/Authorized person

Date : Full Name:

Seal:

