TENDER SCHEDULE FOR SUPPLY OF LUNCH AND BREAK FAST FOR VOLUNTEERS, JUDGES AND INVITEES IN THE ANNUAL FLOWER SHOW-2020 AT RPRC, BHUBANESWAR

REGIONAL PLANT RESOURCE CENTRE
Forest and Environment Department, Government of Odissa
Bhubaneswar 751 015
Sealed tenders/offers are invited from Tent Houses/Decorators/Firms for erection of stalls of different sizes, lighting arrangement, supply of sound system, power supply back up through generator in the stalls and show site and also from reputed Outdoor food suppliers/Caterers/Service providers for supply of food items for **Annual Flower Show-2020** scheduled to be held on **11th and 12th January 2020** in the premises of Botanic Garden, Regional Plant Resource Center, Bhubaneswar.

### Name of work

<table>
<thead>
<tr>
<th>1</th>
<th>EMD</th>
<th>Cost of tender paper</th>
<th>Last date of receipt of tender paper</th>
<th>Date of opening of tender paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, Erection of stalls of different sizes, lighting arrangement and power supply back up through generator in the stalls at show site for the <strong>Annual Flower Show-2020</strong></td>
<td>Rs10,000/-</td>
<td>Rs.4000/- +18% GST</td>
<td>9.12.19 (up to 4 PM)</td>
<td>10.12.19 (at 4.00 P.M)</td>
</tr>
<tr>
<td>2, Supply of breakfast and lunch for the volunteers, judges and invitees for 11th and 12th January, 2020 for the <strong>Annual Flower Show-2020</strong></td>
<td>Rs5000/-</td>
<td>Rs.600/- +18% GST</td>
<td>9.12.19 (up to 4 PM)</td>
<td>10.12.19 (at 4.00 P.M) (Technical Bid)</td>
</tr>
</tbody>
</table>

Further details can be seen from the RPRC website ([www.rprcbbsr.in](http://www.rprcbbsr.in)) or from RPRC Notice Board. Any other changes/Corrigendum’s may be seen only from RPRC website ([www.rprcbbsr.in](http://www.rprcbbsr.in)) or from RPRC Notice Board.

**Sd/-**

(Administrative Officer)
Sealed tenders are invited from the reputed outdoor food suppliers I catering service providers for supply of food to the special volunteers /VIP’S/staffs & workers participating in the Annual Flower Show-20 held at Regional Plant Resource Centre, Bhubaneswar on 11th and 12th January, 2020 as per the terms and conditions mentioned below.

**Evaluation process**
The caterer is to quote the rate per person per day for lunch and breakfast as per the menu enclosed at A nnexure-I. The quantity of lunch to be provided is for square (full) meal and normal quantity of breakfast (350 gm) and tea/ coffee. The tentative no. of persons to be provided with food date-wise is given in Annexure-II. The nos. of persons to be provided with food may increase/ decrease. The selected caterer should confirm the nos. of person to be provided with food from the co-coordinating officials before preparing food for the day. The evaluation will be made taking into consideration of the (i) valid document produced by the bidder as called for in the bid document, (2) lowest rate quoted per person per day for lunch and breakfast in total as per the menu at A nnexure-I. For determining L1 rate of technically qualified bidders, the average quoted price of breakfast+ lunch per person for two days will be considered. The rate quoted should be inclusive of all taxes, levies, charges, material cost, labour cost etc, as per the format given in Financial BID. The bidder should calculate the average rate per day per person taking in to consideration the given menu on different dates separately for lunch and breakfast and quote accordingly. Regarding selection of the caterer, the decision of t h e R P R C a u t h o r i t y shall be final and binding on the bidder.

**Technical verification**
The quality and quantity of food shall be checked by the coordinating Officials for the Annual Flower Show for catering services from time to time during execution of
work to ensure the quantity, quality and hygiene of food. Any deviation noticed in terms of quality, quantity and hygiene will **be treated as adverse factor for release of payment.** The payment shall be released after successful supply of food by the selected bidder and certification by the above officials declared by the Conference Organizing Committee.

**Other terms and condition**

1. All the food items shall be prepared by good quality AG MARK edible oil, AG MARK non-polish Dal, AG MARK rice etc. Items of the menu may change as per the requirement. The no. of persons per day also may increase I decrease as per the requirement.

2. **The tender is being invited under two bid system i.e. Technical Bid and Financial Bid.** The interested firms are advised to submit two separate sealed envelopes super-scribed "Technical Bid for Catering Service for Annual Flower Show-2020” & "Financial Bid for Catering Service for Annual Flower Show-2020". Both sealed envelopes should be kept in bigger size sealed envelope super-scribed "Tender for Catering Service for Annual Flower Show-2020". The tender should be addressed to the Chief Executive, Regional Plant Resource Centre, Bhubaneswar. The bidders who qualify in the Technical Bid will only be considered for participation in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

3. The intending Food Suppliers I Catering Service Providers should have at least 03 (three) years of experience in providing food in different events/occasions. The Food Suppliers I Catering Service Providers should have supplied food for at least **200 persons** per day in a single programme of any organization on any one year in last three years.

4. The **BID will be received up to 4.00 PM of 9.12.19** by Speed Post/Registered Post/ Courier service / By Dropping in Tender Box addressed to "The Chief Executive, Regional Plant Resource Centre, Nayapalli, Bhubaneswar 751015". BID received after schedule date and time shall not be accepted. Authority is not responsible for any postal/courier service delay.

5. **BID document can be obtained** in person from the cash section of the Office of the Chief Executive, Regional Plant Resource Centre, Nayapalli, Bhubaneswar 751015 from **28.11.19 to 9.12.19** up to **12.00 P.M. of all working days** on payment of the cost of tender paper (non-refundable) in cash amounting to **Rs.708/-**. The same can also be downloaded from RPRC website [www.rprcbbsr.in](http://www.rprcbbsr.in) and in such a case, the bidder has to enclose a Bank Draft for
Rs. 708/- cost of the tender paper in shape of Demand Draft drawn on any Nationalized Bank in favour of the Chief Executive, Regional Plant Resource Centre, Bhubaneswar along with the tender.

6. Every bid has to be accompanied with a Demand Draft / Bankers Cheque of Rs.5,000/- only drawn on any Nationalized Bank in favour of the Chief Executive, Regional Plant Resource Centre, Bhubaneswar as Earnest Money Deposit (EMD).

7. The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid:
   a. GST registration certificate.
   b. Valid PAN Card.
   c. Valid food license issued by appropriate authority of the Govt.
   d. Document in support of previous experience in supplying food for at least 200 persons per day of any organization in a single programme in any one year during last three years.
   e. Original money receipt showing payment of cost of tender paper amounting to Rs 708/- (Rupees seven hundred eight only) (non-refundable) in case of direct purchase from cash section of RPRC. In case of downloaded forms from RPRC website, the bidder has to enclose a Bank Draft for Rs. 708/- towards the cost of the tender paper in shape of Demand Draft drawn on any Nationalized Bank in favour of the Chief Executive, Regional Plant Resource Centre, Bhubaneswar along with the Technical Bid document.
   f. EMD of Rs.5,000/- (Rupees five Thousand only) in shape of Bank Draft drawn in any Nationalized Bank favoring "Chief Executive, Regional Plant Resource Centre, Bhubaneswar payable at "Bhubaneswar.
   g. Valid Service Tax registration Certificate.
   h. Bid documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the Bid.

8. The selected bidder has to furnish performance security of 10% of the total bid value in shape Bank Draft / Bankers Cheque drawn in any Nationalized Bank favouring "Chief Executive, Regional Plant Resource Centre, Bhubaneswar” payable at Bhubaneswar on the date of agreement.

9. The EMD of unsuccessful bidders will be refunded after completion of the programme.

10. The selected bidder will be required to execute an Agreement with Chief Executive, RPRC on such terms and conditions as per the requirement of RPRC.
11. If the selected bidder fails to execute the Agreement or deposit the required performance security within the prescribed date after being intimated, the EMD will be forfeited & the firm will be black listed. The EMD and Performance security will be forfeited if the party fails to carry out any conditions of the Agreement as well as supply of good quality food.

12. The EMD and performance security of the successful bidder will be refunded after final settlement of bills.

13. No advance will be given to the selected firm.

14. The Authority (RPRC) reserve the right to reject any/all tenders without assigning any reasons thereof.

15. Any tender received after the due date and time shall be summarily rejected.

16. The BID shall be opened (Technical Bid) at 4.00 PM on 4th December, 2019 in the presence of the Bidders/ their authorized representatives who may like to attend.

17. The representative of the bidders should attend the BID opening meeting with all original document/papers as called for in the technical BID for verification.

18. If required, negotiations can be made with the lowest evaluated responsive bidder (L1).

19. The selected bidder has to ensure supply of the specified quantity, good quality and hygienic food.

20. For determining L1 rate of technically qualified bidders, the average quoted price of breakfast+ lunch per person for two days will be considered.

21. The selected bidder has to make arrangement for serving the food items by trained personnel at his cost and responsibility.

22. Eco-friendly paper/ thermo-cool plates, bowls, cups, glasses which are strong enough to be lifted on hands have to be provided by the selected bidder along with quality spoons. The cost need to be included in the quoted price.

23. The selected bidder will be held responsible for any untoward incidence occurred due to substandard/ bad food supply and will be prosecuted as per law of the land.

24. Fresh vegetables, etc may be used for cooking.

25. The catering service provider has to ensure safe disposal of wastes.

26. The bid is valid for 60 days from the date of opening.

27. Any dispute arising in respect of the Bid shall be instituted with the jurisdiction of Civil Court at Bhubaneswar, Odisha.
D. Penalty

The food supplied by the Supplier I Caterer shall be strictly according to the specification. Discomforts in supply of food shall be considered as adverse factor towards payment of bills & forfeiture of EMD and Performance security in part or full as decided by the authority (RPRC).

AFFIDAVIT

Certified that the document/papers furnished by me/us as in the Technical BID are true to the best of my knowledge and belief and in case of any wrong or false information, the Chief Executive, Regional Plant Resource Centre, Bhubaneswar has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

Place. SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY
Date: Name & Designation with Rubber Stamp/Official Seal of the Firm
TECHNICAL BID

For Catering Services in the "ANNUAL FLOWER SHOW-2020, 11-12 January, 2020"

1. Name of the firm:

2. Details of Earnest Money Deposit: DD No.……….. for Rs.5,000/- drawn on Bank………………………………………………..Dt.……………………

3. Name of Proprietor/Partner I Director:

4. Full Address of Registered Office:

   Telephone No.

   E-mail address

   (b) Full Address of Operating I Branch Office:

   Telephone No:  
   E-Mail Address:  
   Fax No.

5. Name & Telephone No. of Authorized Officer:

6. Person to liaise with Field Office (s) with mobile No.

7. Self attested photo copy of the following documents is attached

   a. Valid GST registration certificate

   b. Valid PAN Card

   c. Valid food license issued by appropriate authority of the Govt

   d. Document in support of previous experience in supplying food for at least 300 persons per day in a single programme of any organization in any one year in last three years.

   e. Cost of tender paper amounting to Rs.708/- (Seven hundred eight) (non refundable) & EMD of Rs. 5,000/- (Rupees five Thousand only) in shape of Bank Draft drawn in any Nationalized Bank favoring "Chief Executive, Regional Plant Resource Centre, Bhubaneswar” payable at "Bhubaneswar. In case of direct purchase from Acct. Section of RPRC, the money receipt amounting to Rs 708/- towards purchase of tender paper may be submitted.
f. Valid Service Tax registration Certificate.

g. Bid documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the Bid

Place: SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

Date (Name & Designation with Rubber Stamp' Official Seal of the Firm)
FINANCIAL BID

For Catering Services in the "Annual Flower Show-2020, 11-12 January, 2020

(Amount in Rs.)

(Amount in Rs.)

A. Breakfast with drinking water

1. Rate per person for breakfast on 11 January, 2020: .................................................
   (In figure and words)
   .................................................................................................................................

2. Rate per person for breakfast on 12 January, 2020: .................................................
   (In figure and words)
   .................................................................................................................................

B. Lunch with drinking water

1. Rate per person for lunch on 11 January, 2020: .........................................................
   (In figure and words)
   .................................................................................................................................

2. Rate per person for lunch on 12 January, 2020: .........................................................
   (In figure and words)
   .................................................................................................................................

i. Total cost* of breakfast and lunch per person for 11 January-2020:

Rs. ..............(in words..................................................................................................)

ii. Total cost* of breakfast and lunch per person for 12 January-2020:

Rs. ..............(in words..................................................................................................)

iii. Average cost* of breakfast+ lunch for above two days per person:

Rs.......... (In words..................................................................................................)

(*Inclusive of all taxes, charges, cost of labour, materials & drinking water etc)

Place: SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY
Date: Name & Designation with Rubber Stamp/ Official Seal of the Firm
<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast (Between 8.00-10.00 AM)</th>
<th>Lunch (square meal) (Between 1.30-3.00 PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2020 (SECOND SATURDAY)</td>
<td>Idli (4 nos) with Sambar and Chutney, as required</td>
<td>i) Vegetable Soup</td>
</tr>
<tr>
<td></td>
<td>Bara (Vada)-2 nos.</td>
<td>ii) Jeera Rice</td>
</tr>
<tr>
<td></td>
<td>Ghuguni (as required)</td>
<td>iii) Romali Roti</td>
</tr>
<tr>
<td></td>
<td>Sweet (Rasgola-1 no)</td>
<td>iv) Dal Fry (Black)</td>
</tr>
<tr>
<td></td>
<td>Tea (1 cup)</td>
<td>v) Alu Gobi motor curry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vi) Paneer (round shape) with capsicum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vii) Tamatoo Khata</td>
</tr>
<tr>
<td></td>
<td></td>
<td>viii) Khiri (Rice)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ix) Salad (Cucumber-Onion-Tomato-Carrot etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x) Papad (Big.Lijjat)</td>
</tr>
<tr>
<td>12/01/2020 (SUNDAY)</td>
<td>Puri -6 nos</td>
<td>i) Lemon-coriander soup</td>
</tr>
<tr>
<td></td>
<td>Alu Dum(as required)</td>
<td>ii) Lemon Rice</td>
</tr>
<tr>
<td></td>
<td>Sweet (Gulabjamu) -1 no</td>
<td>iii) Dal Fry (Yellow)</td>
</tr>
<tr>
<td></td>
<td>Tea (1 cup)</td>
<td>iv) Mixed Veg. curry</td>
</tr>
<tr>
<td></td>
<td>Vegetable Upama-1 plate</td>
<td>v) Tawa veg. fry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vi) Mushroom &amp; capsicum curry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vii) Dahi Baigana Khata</td>
</tr>
<tr>
<td></td>
<td></td>
<td>viii) Ice Cream (2 scoops)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ix) Salad (Green Salad)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x) Papad (Big.Lijjat)</td>
</tr>
</tbody>
</table>
## ANNEXURE-II

**DATE-WISE TENTATIVE NUMBER OF PERSONS TO BE PROVIDED WITH FOOD FOR THE "ANNUAL FLOWERSHOW-2020" 11-12 JANUARY-2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2020</td>
<td>250 persons*</td>
<td>350 persons*</td>
</tr>
<tr>
<td>(SECOND SATURDAY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/01/2020</td>
<td>250 persons*</td>
<td>350 persons*</td>
</tr>
<tr>
<td>(SUNDAY)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The number of persons to be provided with food may **increase or decrease**. The actual number need to be confirmed by the successful bidder one day before.*
BID SALE DETAILS

Name of the work tendered for: Supply of breakfast and lunch for the volunteers, judges and invitees for 11th and 12th January, 2020 for the Annual Flower Show-2020

Cost of tender paper : Rs708/- (Inclusive GST)

Last date of sale of tender : Dated (9.12.19 up to 12.00 PM)
Last date of receipt of tender : Dated (9.12.19 up to 04.00 P.M)
Opening of tender (Technical Bid) : Dated (10.12.19 at 4.00 P.M)

Issued to the Tenderer:………………………………………………………………………………

Vide Money Receipt No…………………………….. Date …………………

Class…………………………………………………………………………………………

Sd/-
Administrative Officer