



By e-Mail/ Fax/ Regd. Post/ Speed Post

# ZILLA PARISHAD, MAYURBHANJ

Baripada, Odisha. Pin-757002

E-mail : [ori-dmayurbhanj@nic.in](mailto:ori-dmayurbhanj@nic.in) Ph. - 06792-260318



No. 7335 /Zilla Parishad/2024 Dt. 06.09.24

## EXPRESSION OF INTEREST FOR EMPANELMENT OF CATERERS

Sealed Expression of Interest (EoI) are invited from caterers having valid GST registration certificate, PAN and food licence for empanelment towards supply of food for different training programmes /workshops organized under District Panchayat Resource Center, Baripada Mayurbhanj. The last date of receipt of sealed EoI is 20.09.2024 up to 5.00 PM

Interested and eligible parties may download EoI /BID document from website [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) and apply immediately.

MH  
06/09/24  
CDO-cum-EO

Zilla Parishad, Mayurbhanj

**ZILLA PARISHAD,  
MAYURBHANJ**



**Panchayati Raj & Drinking Water Department  
Govt of Odisha**

# EXPRESSION OF INTEREST (EOI) DOCUMENT FOR

## EMPANELLMENT OF CATERERS

Zilla Parishad, Mayurbhanj is the District Implementing Agency for Implementation of various rural development Programme in three tier Panchayati Raj System. In this connection, it necessitates organisation of various workshop/ training/ meeting at district level for different activities / scheme / project. As per scheme norms, there is provision for providing lunch, dinner, breakfast, tea & snacks to the participants as per approved unit cost depending on the nature of the training programme. Sealed Expression of Interest (EoI) are invited for empanellment of caterer from reputed Food Suppliers / Catering Service Providers for supply of food items to the participants in the various workshop/ training/ meeting at district level as per the approved unit cost mentioned below.

### **A. Approved rate per day per participant under SIRD & PR BBSR**

Breakfast	- Rs. 20/- (Veg)
Tea & Biscuit	- Rs. 15/- (Veg)
Lunch	- Rs. 200/- (Veg Meal/ Fish Meal/ Chicken Meal)
Tea & Snacks	- Rs. 15/- (Veg)
Dinner	- Rs. 100/- (Veg/ NonVeg)

### **B. Evaluation process.**

The caterers are to submit the proposal indicating the menu in above category within the stipulated price stated above. The evaluation will be made taking into consideration of the submission of required documents followed by testing of food quality by the committee members.

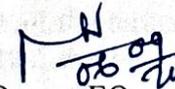
The details of tender are as follows: -

01. The tender paper shall be downloaded from district website [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in).
02. The Bid document shall contain self-attested photocopy of the following document
  - a. The bidders must have a valid GST registration certificate. (Copy to be enclosed)
  - b. The bidders must have a valid PAN Card. (Copy to be enclosed)
  - c. The bidders must have a valid food License. (Copy to be enclosed)
  - d. The bidders must have a valid Bank Account. (Copy of the front page of the Passbook to be enclosed)
  - e. Documentary proof of experience in catering services.
  - f. EMD of Rs.5000/- (Rupees Five Thousand only) in the form of Bank Draft drawn on any Nationalised bank and drawn in favour of CDO-cum-EO, Zilla Parishad, Mayurbhanj.
  - g. Original EoI documents with signature and seal on each page as a token of acceptance of all the terms and conditions of the EoI.
03. The EMD of unsuccessful applicants will be refunded within a period of 30 days from the date of opening of the EoI or after finalization of the process.
04. The selected caterers will be required to execute an agreement with CDO-cum-EO, Zilla Parishad, Mayurbhanj on such terms and conditions as per the requirement of Zilla Parishad. The agreement shall normally be for 01(one) year unless extended further by

- on the same terms and conditions or with some additions/deletions/modifications, for further specific period mutually agreed upon by the caterers and the Zilla Parishad.
05. If the selected firm fails to execute the agreement or deposit the required performance security within the prescribed date after being intimated, its EMD will be forfeited & it will be black listed. This also will be forfeited if the party fails to carry out any conditions of the agreement.
  06. The food quality may be verified by the DPHO, DHH, Mayurbhanj Baripada during the training.
  07. No advance will be given to the selected firm.
  08. Any proposal received after the due date and time shall be summarily rejected.
  09. The work can be cancelled from both sides by giving 30 days notice.
  10. Each bidder shall submit menu list for Breakfast, Lunch & Dinner, Tea & Snacks with bid document.
  11. The EoI will be received up to 5.00 PM of dt. 20.09.2024 only through SPEED POST / REGISTERED POST / COURIER addressed to "CDO, Zilla Parishad-cum-Principal, DPRC, (near RTO office, Murgabadi) Mayurbhanj, Pin- 757002" The sealed envelope containing the EoI should be super scribed as "EOI for empanelment of caterer-2024-25". The authority is not responsible for any postal delay. Offer received after the date line & time mentioned above will not be considered & opened. Thus the same shall be deemed to be rejected
  12. The BID shall be opened on dt. 21.09.2024 at 1.00 PM in the presence of the Bidders/their authorized representatives in front of committee members.
  13. The Authority may reject any / all proposal without assigning any reason thereof.

**C. General Terms and Condition.**

14. The selected caterer shall prepare food in the specified place provided in DPRC.
15. All the foods shall be prepared in good quality of edible oil.
16. The menu may be changed as per the requirement by the Zilla Parishad, Mayurbhanj.

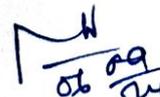
  
CDO-cum-EO  
Zilla Parishad, Mayurbhanj

Memo Mo. 7336

Dated 6/9/24

Copy to Notice Board of Zilla Parishad, Mayurbhanj/ Notice Board of Collectorate, Mayurbhanj for wide publication.

Copy to the DeGM, OSWAN, Mayurbhanj for information and necessary action. She is requested to web host the notice in the district website for wide publication.

  
CDO-cum-EO  
Zilla Parishad, Mayurbhanj

### EVALUATION FORM

1	Name of the Caterers	
2	Full Address of the Caterers  Telephone No.  Email ID:	
3	PAN No. (Copy to be attached)	
4	GST Registration Certificate. (Copy to be attached)	
5	Food License Certificate (Copy to be attached)	
6	Bank A/C Details	
7	Experience	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Quotationer

Date

Seal

#### DECLARATION BY THE QUOTATIONER

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid personally/under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the EoI documents are fully acceptable to me and I will abide by such terms and conditions.

Signature of the Quotationer with Seal

Date

Name  
Address

Designation  
Mobile No.