



ZILLA PARISHAD, MAYURBHANJ

Baripada, Odisha. Pin-757002

E-mail : ori-dmayurbhanj@nic.in Ph. - 06792-260318



No. 1066 /Zilla Parishad (DPRC)/Dt. 07.02.26

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 Centre (DPRC), Baripada Mayurbhanj. The last date of receipt of sealed EoI is 18.02.2026 up to 5.00 PM

Interested and eligible parties may download EoI /BID document from website www.mayurbhanj.odisha.gov.in and apply immediately.

S/Heu
07.02.26

CDO-cum-EO
Zilla Parishad, Mayurbhanj

**DISTRICT PANCHAYAT RESOURCE CENTRE
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, District Panchayat Resource Centre (DPRC) a wing of Zilla Parishad, Mayurbhanj organizes various workshop/ training/ meeting at district level for different activities / scheme / project/ training. 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 (Eol) are invited for empanelment 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. 35/- (Veg)
Tea & Biscuit	- Rs. 25/- (Veg)
Lunch	- Rs. 200/- (Veg Meal/ Fish Meal/ Chicken Meal/Motton Meal)
Evening Tea & Snacks	- Rs. 30/-
Dinner	- Rs. 60/- (Veg/ NonVeg)

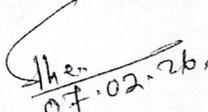
B. Evaluation process.

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.
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 Eol documents with signature and seal on each page as a token of acceptance of all the terms and conditions of the Eol.
03. The EMD of unsuccessful applicants will be refunded within a period of 30 days from the date of opening of the Eol 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 the mutual consent of the caterers and the Zilla Parishad. The agreement may be extended 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. 18.02.2026 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-2026". 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. 19.02.2026 at 11.00 AM 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 outside in own convenience and serve to participants at DPRC premises.
 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.
 17. As per budget communicated by SIRD &PR, BBSR food menu may be changed.

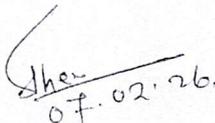

07.02.26,
CDO-cum-EO
Zilla Parishad, Mayurbhanj

Memo Mo. 1067

Dated 07.02.2026

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.


07.02.26.
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.

To

The DeGM
Mayurbhanj District Centre
Collectorate Building, Baripada-7507001
Mayurbhanj, Orissa.

Notice No: 1068

Date: 09.02.2026

Dear Madam,

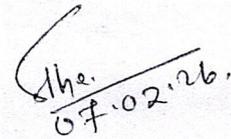
Kindly find enclosed herewith the soft copies of Bi lingual Contents (in English & Odia), verified found to be correct and virus/ malware free [In PDF files (* pdf format, maximum size 3 MB)] and hard copies of the Quotation Call Notice title (In English) "Engagement of Caterer at DPRC, Mayurbhanj". (In Odia) "ଜିଲ୍ଲା ପଞ୍ଚାୟତ ସାଧନା କେନ୍ଦ୍ର : ମୟୂରଭଞ୍ଜ ପାଇଁ ତାମିଲ ସମୟରେ ଖାଦ୍ୟ ଯୋଗାଇବା ସମ୍ବନ୍ଧରେ) to be published on the District web side from Date: 09.02.2026 & to be deleted from the website from Date: 19.02.2026 at 11.00 AM.

This information May kindly be displayed in the Mayurbhanj District Website under the following section: [Tick the suggested section]

- Departments
- Culture
- Tourism
- Tenders/ Quotations
- Recruitments/ Results
- Documents
- Citizen Services
- Public Information
- Any other suitable section

Enclosures: Attached

With regards


09.02.26.

CDO-cum-EO
Zilla Parishad, Mayurbhanj

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

ZILLA PARISHAD, MAYURBHANJ

Baripada, Odisha. Pin-757002

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No. 1069 /Zilla Parishad (DPRC)/Dt. 07.02.26

To

The Director,
I & PR Department, Odisha
Bhubaneswar,

Sub: Publication of Advertisement

Sir,

Wish reference to the subject cited above, I am to enclose here with the matter of Advertisement for engagement of caterers at DPRC, Mayurbhanj district for publication in any one Odia daily Newspaper and English daily Newspaper for this District in a minimum space by 09.02.2026 for one day only.

This is for your information and necessary action.

Yours Faithfully,

S/he
07.02.26.

CDO-cum-EO
Zilla Parishad, Mayurbhanj

Memo No. 1070 // Dt. 07.02.2026

Copy to the DI & PRO, Mayurbhanj for information and necessary action.

S/he
07.02.26.

CDO-cum-EO
Zilla Parishad, Mayurbhanj

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

ZILLA PARISHAD, MAYURBHANJ

Baripada, Odisha. Pin-757002

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Adv. No. 1071 /Zilla Parishad (DPRC)/Dt. 07.02.26

Advertisement for Engagement of caterers for supply the catering service at DPRC training centre, Zilla Parishad, Mayurbhanj.

Last date of received of Application form by
(Registered post/ Speed post) is dt. 18.02.2026 at 5.00PM

Applications are invited from eligible caterers for supply of food at DPRC, Mayurbhanj.

The details of eligibility criteria are available in the district website.

www.mayurbhanj.odisha.gov.in

Sd/-
CDO-cum-EO
Zilla Parishad, Mayurbhanj