

TENDER-A
TENDER DOCUMENT
EMPANELMENT FOR SUPPLY
OF LUNCH, TEA AND SNACKS
ON ANNUAL RATE CONTRACT BASIS


01/9/26

EMPANELMENT FOR SUPPLY OF LUNCH, TEA AND SNACKS ON ANNUAL RATE CONTRACT BASIS

1. Sealed tenders/bids are hereby invited for registered Caterers / Hotels / Agencies/proprietors regarding empanelment for supplying of Lunch, Tea & Snacks for different Trainings/Workshops/Meetings/ Events of SVPPGIP, Kataka on annual rate Contract basis to SUPERINTENDENT SVPPGIP, Kataka for a period of one year.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website '<https://kataka.odisha.gov.in> & www.svppgip.org'
3. The tender documents can be downloaded from the website from 01.09.2026 to 22.09.2026.
4. The last date of submission of the bidder is 22.09.2026 till 5 P.M through Speed Post/ Registered Post or courier only.
5. Interested eligible bidder may submit their bid to SUPERINTENDENT, SVPPGIP, At/Po-Chandinichowk Dist. Kataka- 753002
6. The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
7. Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/ FINANCIAL PROPOSAL" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "SUPPLY OF LUNCH, TEA AND SNACKS ON ANNUAL RATE CONTRACT BASIS"
8. Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
9. The tender will be opened on 23.09.2026 at 11 AM in the office chamber of the Superintendent. Bidder/ authorised representative may present during opening of bid documents If they wish.
10. Any legal dispute arising out of this subject to jurisdiction of SVPPGIP, Kataka Only.
11. The SUPERINTENDENT SVPPGIP, Kataka reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

TERMS & CONDITIONS

- The Firm should have up to date valid Food licence.
- The firm should have registered under GST and have valid GST certificate.
- The firm should have valid PAN card.
- Tender must be accompanied by Processing fee of Rs. 1000/-(Non refundable) & Earnest Money of Rs.5,000/-(Refundable) by way of demand draft, drawn on any Nationalized Bank in favour of SVPPGIP, State Budget payable at SVPPGIP, Kataka. Tenders not accompanied by Processing Fee & Earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded after expiry of the contract.
- 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 7-15 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 & tender approved rate.

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- Oil, Spices & Condiments of branded company should be used.
- The bidder needs to serve at site by engaging manpower with observing the decorum & maintaining all hygienic conditions.
- 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.350/- only (exclusive of GST).
- Order may be placed meal wise or item wise.
- The selected firm have to execute an agreement with SUPERINTENDENT SVPPGIP, Kataka 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.

Place

Date

(Signature and seal of the authorized signatory)

DOCUMENTS TO BE SUBMITTED WITH THE BID

The firm/supplier have to submit the following documents along with Technical Bid (Tender Form A.)

1. Photo copy of PAN/TIN &
2. GST registration certificate.
3. Valid Food License.
4. Tender must be accompanied by Rs 1000/- (Rupees One Thousand) Only (Non refundable as processing fees and Rs 5000/- (Rupees Five Thousand) Only (refundable) as EMD by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of SVPPGIP, State budget at Kataka.

Place

Date

Signature and seal of the authorized signatory


01/9/24

TENDER FORM - A
Technical Bid

1	Name of the Firm/agency	
2	Address of the Firm/agency	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory / Firm/agency	
6	GST registration (Photo copy to be attached)	
7	TIN/ PAN (Photo Copy to be Attached)	
8	Valid Food License (Photo Copy to be attached)	
9	Draft number and date of the Processing Fee of Rs.1,000/-	
10	Draft number and date of the EMD of Rs.5,000/-	
11	Affidavit of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & the Firm/agency agrees to abide by all terms& conditions of tender.	
12	Whether all documents submitted signed by the authorized signatory of the Firm/agency (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:
Date:

(Signature and seal of the authorized signatory)
Seal


01/19/28

TENDER FORM - B

Financial Bid

Annexure I - Veg Meal with Tea & Snacks

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	Average Price (Rs) of each item Sl.No	% of Tax
1	Plain Rice	150 gm			
	Zeera Rice	150 gm			
	Veg Fried Rice	150 gm			
2	Plain Dal	100 gm			
	Dal Fry	100 gm			
3	Veg Curry(Mix veg)	100 gm			
	Veg Curry(Navratana Kurma)	100 gm			
	Veg Curry(Potal Kurma)	100 gm			
	Veg Curry(Fulkobi Kasa)	100 gm			
4	Spl. Veg (Paneer) Curry/Chilli	150 gm			
	Spl. Veg (Mushroom) Curry/Chilli	150 gm			
5	Chips(veg)	100 gm			
	Bharta (Potato/brinjal)	100 gm			
6	Khata (Tomato&Khajra)	50 gm			
	Khata (Dahi Baigan)	50 gm			
	Khata (Dahi Bundi)	50 gm			
	Khata (Pineapple)	50 gm			
7	Salad & Papad	50 gm			
8	Sweet (Rasgolla)	80 gm			
	Sweet(Zalebi)	80 gm			
	Sweet(Golab Jamun)	80 gm			
09	Payas	80 gm			
	Sweet Curd	80 gm			
10	Tea /Coffee(Two Times)				
11	Ice Cream (Spl. Brand, cup)	100 gm			
12	Soup (Veg) -	100ml cup			
13	Water Bottle (Twice)	500 ml			
14	Tiffin (Bara, Aloo chap, Singada, Kakara, Idli and Sambar, Poha & chana curry & Dahi bara aloo dum)	200gm			
**Total Price per plate (taking the highest price of items in each sl.no) (Sum of highest prices of items from 1 to 14)					
***Total Average Price per plate (taking the average of items in each sl.no) (Sum of average prices of items from 1 to 14)					

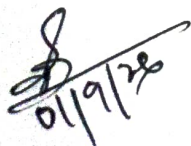
*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

** Total Price quoted per plate (taking the highest price of items in each sl.no) should not exceed Rs. 350/- (Excluding of taxes).

*** Incase of L1 price quoted by different bidders for different items, the total average price per plate will be (taking the average of each items) shall be taken into account for arriving the L1 Price.

Place:

Date:


01/09/20

(Signature and seal of the authorized signatory)

TENDER FORM - B

Financial Bid

Annex II - Non Veg Meal with Tea & Snacks

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	Average Price (Rs) of each item Sl.No	% of Tax
1	Plain Rice	150 gm			
	Zeera Rice	150 gm			
	Veg Fried Rice	150 gm			
2	Plain Dal	100 gm			
	Dal Fry	100 gm			
3	Veg Curry(Mix veg)	100 gm			
	Veg Curry(Navratana Kurma)	100 gm			
	Veg Curry(Potal Kurma)	100 gm			
	Veg Curry(Fulkobi Kasa)	100 gm			
4	Fish Curry/Kasa	150 gm			
	Chicken Curry/Kasa	150 gm			
5	Chips(veg)	100 gm			
	Bharta (Patato/brinjal)	100 gm			
6	Khata (Tamato&Khajra)	50 gm			
	Khata (Dahi Baigan)	50 gm			
	Khata (Dahi Bundi)	50 gm			
	Khata (Pineapple)	50 gm			
7	Salad & Papad	50 gm			
8	Sweet (Rasgolla)	80 gm			
	Sweet(Zalebi)	80 gm			
	Sweet(Golab Jamun)	80 gm			
09	Payas	80 gm			
	Sweet Curd	80 gm			
10	Tea /Coffee(Two Times)				
11	Ice Cream (Spl. Brand, cup)	100 gm			
12	Soup (Veg) -	100ml cup			
13	Water Bottle (Twice)	500 ml			
14	Tiffin (Bara, Aloo chap, Singada, Kakara & Sweet or Idli, Sambar and chatuni, Poha & chana curry or Dahi bara aloo dum)	200gm			
**Total Price per plate (taking the highest price of items in each sl.no) (Sum of highest prices of items from 1 to 14)					
***Total Average Price per plate (taking the average of items in each sl.no) (Sum of average prices of items from 1 to 14)					

*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

** Total Price quoted per plate (taking the highest price of items in each sl.no) should not exceed Rs. 350/- (Excluding of taxes).

*** In case of L1 price quoted by different bidders for different items, the total average price per plate will be (taking the average of each items) shall be taken into account for arriving the L1 Price.

Place:

Date:

[Signature]
01/9/26

(Signature and seal of the authorized signatory)

TENDER FORM - B
Financial Bid

Format III - Rate of some other Items

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	% of Tax
1	Chicken Biryani having zeera rice with Chicken, cashew nuts, Elaichi, cloves, green mutter, Beet & Carrot. (Kachumber complementary)	500 gm		
2	Mutton Biryani having zeera rice with 87.44/20 cashew nuts, Elaichi, cloves, green mutter, Beet & Carot. (Kachumber complementary)	500 gm		
3	Veg Biryani having zeera rice with panner, cashew nuts, Elaichi, cloves, green mutter, Beet & carot. (Kachumber complementary)	500 gm		
4	Mutton Curry/Kasa	200gm		
5	Chilly Chicken -	200 gm		
6	Egg Curry/ Kasa (2 pieces)	Per Plate		
7	Roti	Per Piece		
8	Paratha	Per Piece		

*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

Place:

Date:

(Signature and seal of the authorized signatory)


01/9/26