



ZILLA PARISHAD OFFICE, BALANGIR

Letter No. 2294 /Date 10/06/2025

Quotation Call Notice

Sealed Quotation are invited from the interested suitable venders(s) / Catering Agencies/ Hotel/ SHG Federation/ Group of person / Individual having valid registration certificate with PAN/GST and having adequate experience in supply of food and Training Kits.

The bid documents consisting of detailed specification, schedule of quantity and a set of terms and conditions and other necessary documents can be seen and purchased from the office of the under signed on payment of Rs.5,000.00(Rupees Five Thousand Only) per set in shape of demand draft in favor of C.D.O-cum-Executive Officer, Zilla Parishad, Balangir payable at Balangir during office hours except Sundays and holidays till last date of sale of bid documents. The bid document is also available in the district portal <http://www.balangir.nic.in> and can be downloaded till last date of sale of bid documents. The bids downloaded from district portal must be submitted with Quotation paper cost of Rs.5,000.00 (Rupees Five Thousand Only) in shape of demand draft in favor of C.D.O-cum-Executive Officer, Zilla Parishad, Balangir payable at Balangir otherwise the bid will be rejected.

Bids must be accompanied with required EMD as mention in quotation call notice in shape TDR or Bank gurantee. Bids without E.M.D or in other shape will not be considered and liable for rejection.

Bidders are required to submit technical bids and financial bids in separate sealed envelopes super -scribing 'Technical bid' and 'financial bid' and finally enclosing in a large envelope super- scribing Supply of "Food and Training Kits".

The sale of bid documents start from 11.06.2025 at 10.00 A.M. and close on dated 18.06.2025 till 5.00 P.M. The bid documents will be received up to 19.06.2025 till 1.00 P.M. by register/speed post/Currier only and opened on 19.06.2025 at 4.00 P.M. in the Conference Hall of Zilla Parihad, Balangir in the Presence of the bidders and their authorized representatives. The financial bids of unsuccessful bidders will not be opened.

Quotations received after due date and time will not be accepted. Zilla Parishad Office, Balangir shall not be responsible for postal delay or similar reasons. The Quotations/bids sent through electronic means shall not be accepted. Any corrigendum/addendum, if any, will be uploaded in the above mentioned website

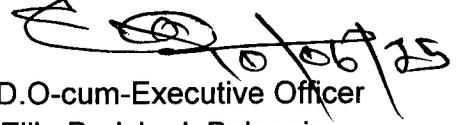
The bids incomplete in any shape will not be considered for acceptance and liable for rejection.

Zilla Parishad Office, Balangir reserves the right to accept or reject any or all Quotations/bids without assigning any reason thereof.


C.D.O-cum-Executive Officer
Zilla Parishad, Balangir.

Memo No. 2296 /Dt. 10/06/2025

Copy submitted to the DGM, OSWAN, Balangir for web hosting the same in the district website till 18.06.2025 at 5.00 PM. The quotation call notice along with details documents, terms & conditions, criteria, format etc. (enclosed herewith) in District portal <https://balangir.odisha.gov.in>



C.D.O-cum-Executive Officer
Zilla Parishad, Balangir.

Memo No. 2297 /Dt. 10/06/2025

Copy to office Notice Boards of Zilla Parishad/ Collectorate Office/ Sub-Collector Office/ All Block Offices for wide circulation.



C.D.O-cum-Executive Officer
Zilla Parishad, Balangir.

DETAILED QUOTATION CALL NOTICE
FOR SUPPLY OF FOOD AND TRAINING KIT



TERMS AND CONDITIONS
(GENERAL AND SPECIAL)

Important Dates

1	Date of hoisting of the bid document on website	10.06.2025
2	Date & time for sale of the bid documents	11.06.2025 to 18.06.2025 up to 5.00 PM
3	Last date & Time for receipt of bid documents	19.06.2025 (1.00 PM)
4	Date & Time of opening of Bid document	19.06.2025 (4.00 PM)

Check List of Documents

Sl. No	Particulars of Items	Status (Yes/No)
1	Copy of valid registration certificate and GST certificate	
2	Work experience certificate from authorized office /copy of work order/copy of agreement in support of execution of similar nature of works.	
3	Proof of Experience/Contracts.	
4	Xerox copy of the Income Tax Clearance Certificate/PAN card of the supplier etc.	
5	Original Money receipt or Demand Draft as proof of payment of Quotation Cost.	
6	EMD for Rs.35,000.00 in shape of TDR of Bank Gurantee	
7	Undertaking for capacity to deliver in stipulated time frame.	
8	Undertaking for no blacklisting.	
9	Undertaking for no pending legal cases.	



1. Background

C.D.O-E.O, Zilla Parishad, Balangir intends to procure food items as per the indicate list for "RGSA Training" Block and District level. The cost is inclusive of all applicable taxes & transportation.

2. Scope of Work

The scope of work is comprising of supply of Food Items and Training Kits of the required specification and quality. The selected bidder is required to make supply and distribution of food items at District Headquarter and Blocks point will be intimated by the undersigned. The Training Kits will be supply at DPRC, Balangir.

3. GST Certificate

The firm/ dealer must have valid GST certificate, PAN card and Income Tax Return details of least 2 years i.e. financial year 2021-22 & 2022-23.

4. Experience

The Organization has supplied by similar types of work during in the last continuity 2 years in Balangir district. Copy of work order clearly specifying the works (submit necessary documents with photo copy details).

5. Turn Over

The bidder must have an average annual turnover of Rs.25.00 lakhs In the presiding two financial year i.e. 2021-22 and 2022-23 for supply of Food and Rs.5.00 lakhs In the presiding two financial year i.e. 2021-22 and 2022-23 for supply of Training Kit.

6. EMD

The bidder shall submit EMD of 25,000/- (Rupees Twenty five thousand) only for Food and Rs.10,000/- (Rupees Ten thousand) only of Training Kit in favor of C.D.O-cum-Executive Officer, Zilla Parishad, Balangir in shape of TDR or Bank Gurantee.

7. Undertaking as to litigation/Black Listed

The bidder shall submit have any legal suit/ criminal case pending / black listed against it for violation of PF/ESI/MW Act or any other law. (Submit declaration for no case pending).

8. Declaration

The bidder shall submit declaration that the organization agrees to abide by all term & conditions of Quotation.

9. INSTRUCTIONS TO BIDDERS

General Instructions

- Interested bidders are advised to view the detailed Quotation documents at www.balangir.nic.in or can be obtain from Zilla Parishad Office, Balangir.



- Bidders desirous of participating in the Quotation shall have to pay the Quotation cost mentioned in notice inviting Quotation. The Quotation cost is required to be paid in shape of Demand draft only, drawn from any nationalized bank in favor of C.D.O-cum-Executive Officer, Zilla Parishad, Balangir and payable at Balangir. The Quotation cost is exclusive of GST and is not refundable.
- Earnest money as specified in bid shall be deposited in shape of TDR or Bank Gurantee from any nationalized bank in an acceptable format the time of submission of bid.
- Bid securities of the unsuccessful bidders shall be returned to them within 02 weeks of the selection of successful bidder.
- Bidding Partnership firms are required to submit complete partnership deeds along with the bid documents.
- The supplied materials shall strictly comply with the specifications as mentioned in the bid, otherwise the material shall be liable for rejection.
- Since timely execution of works is the essence of the contract, requests for extension of time for supply shall not ordinarily be entertained.
- Notice inviting Quotation, bid documents, prescribed Technical bid, financial bid, terms & Conditions shall form the part of the Quotation.
- All Taxes applicable at the time of supply may be admissible.
- Besides, EMD, the bidder shall have to submit performance security 3% of the contract value in shape of TDR or Bank Gurantee in favor of C.D.O-cum-Executive Officer, Zilla Parishad, Balangir payable at Balangir and it should be valid beyond 60 days after the end of a contractual obligations or warranty obligations.
- **The EMD may be forfeited in case**
 - I. The Bidder withdraws its bid within validity period of 90days.
 - II. The Bidder does not respond for clarification of bid.
 - III. The Bidder fails to provide the required information during the evaluation process.
 - IV. The Bidder submits false information.
 - V. The Bidder fails to sign Agreement in time or does not furnish Performance Security i.e.3% of the Contract value.
 - VI. The Bidder materially alters his Bid during the Bid processing period.
- Zilla Parishad, Balangir will not be responsible for any incidental or consequential losses of the firms while execution.
- Deviations in terms and conditions, specification of material, in section clause etc. Will not be accepted under any condition.



- Prices quoted must be firm and fixed; it shall be quoted in both figure and word. It should be Inclusive of GST & transportation cost.
- Conditional Quotation shall not be accepted.
- Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
- All the documents submitted by the Bidder shall be self-attested or else liable for rejection.

Opening of Financial Bid

- If the Technical Bid is found complete and responsive, the financial bid will be opened.
- Bid shall be awarded to the venders(s) / Catering Agencies/ Hotel/ SHG Federation/ Group of person / Individual offering the lowest/net bundled price and not with reference to lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, bid shall not be accepted.

14. Settlement of Dispute

In case of any dispute arises between the supplier and purchaser shall be tried to resolved amicably by mutual understanding. If the party fails to resolve the dispute within 21 days shall be settled through arbitration under the jurisdiction of Balangir Court on as per Indian Arbitration and Conciliation Act-1996.

15. Payment

Payments shall be made after successful supply of food items and Zilla Parishad level committee authorized by C.D.O-cum-Executive Officer and if found satisfactory.



Financial Bid- ADEO Training

A. Supply of the Food Items

Sl No	Food Menu	Name of the Items	Quoted Rate including all taxes and transportation (Both in figure and word)
1	Breakfast		
a.	District Level Rs.60.00	Idly/ Vada/ Samosa along with Sambar & Chutney.	
2	Lunch		
a.	District Level Rs.200.00	Boiled Rice	
		Dal	
		Hot Dish (Veg)	
		Hot Dish (Veg) - Dry (Mixed Fry)	
		Hot Dish (Non-Veg)-Gravy Chicken	
		1 Sweet item	
3.	Morning Tea and Biscuit	District Level Rs.15.00	
4.	Evening Snacks with Tea	District Level Rs.25.00	
5.	Dinner Dist. Level Rs.100.00	Boiled Rice and Roti	
		Dal	
		Hot Dish (Veg)	
		Hot Dish (Veg) - Dry (Mixed Fry)	

B. Supply of the Training Kits

Sl No	Training Kits	Quoted Rate including all taxes and transportation (Both in figure and word)
1	Jute or Cloth Bag District and Block Level Rs.300.00 + GST	
2	Note Book District Level Rs.35.00	
3	Ball Pen District Level Rs.15.00	
4	Pendrive (64 GB or above)	



Signature of Bidder

Financial Bid- District/Block Level Training

A. Supply of the Food Items

SI No	Food Menu	Name of the Items	Quoted Rate including all taxes and transportation (Both in figure and word)
1	Breakfast		
a.	District Level Rs.35.00	Idly/ Vada/ Samosa along with Sambar & Chutney.	
b.	Block Level Rs.35.00	Vada/ Samosa along with Sambar & Chutney.	
2	Lunch		
a.	District Level & Block Level Rs.200.00	Boiled Rice	
		Dal	
		Hot Dish (Veg)	
		Hot Dish (Veg) - Dry (Mixed Fry)	
		Hot Dish (Non-Veg)-Gravy Chicken	
		1 Sweet item	
3.	Morning Tea and Biscuit District & Block Level Rs.25.00	Tea and Biscuit	
4.	Evening Snacks with Tea District & Block Level Rs.30.00	Snacks with Tea	
5.	Dinner District & Block Level Rs.60.00	Boiled Rice and Roti	
		Dal	
		Hot Dish (Veg)	
		Hot Dish (Veg) - Dry (Mixed Fry)	

B. Supply of the Training Kits

SI No	Training Kits	Quoted Rate including all taxes and transportation (Both in figure and word)
1	Jute or Cloth Bag District and Block Level Rs.200.00	
2	Note Book District & Block Level Rs.20.00	
3	Ball Pen District & Block Level Rs.30.00	



Signature of Bidder