

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, BALASORE
(DISTRICT CHILD PROTECTION UNIT)

Expression of Interest for empanelment of vendor for supply of Food

Notice No:- 595 /DCPU-Acct-2024 Dated: 12.11.2024

Sealed application are invited from intending agencies /Suppliers/ Hoteliers/ Caterers/ individuals for empanelment as vendor to supply of Food Catering Services (Meals, Tiffin, Snacks, Tea, Coffee, etc. to District Child Protection Unit, Balasore for a period of one year on annual rate contract basis. Details regarding supply as per need and the term & conditions for empanelment may be downloaded from the district website www.balasore.nic.in. The sealed application should be reach the Office of District Child Protection Unit, 2nd Floor, New Collectorate building ,Balasore, on or before 25/11/24 (till 2.30 P.M) through registered post/ speed post/ courier service only, which will be opened on 25/11/24 at 5.30 P.M in the presence of applicant or their authorized representatives in the office chamber of Additional District Magistrate(Revenue), Balasore. The application should superscribed on the top of the envelope as "Application for supply of food to District Child Protections Unit, Balasore on different events".

GENERAL TERMS AND CONDITIONS

1. Applicant shall prepare the bid (Annexure-i& ii) and submit it in a sealed envelope addressed to District Child Protection Unit, 2nd Floor, New Collectorate building ,Balasore, and send it through Speed Post/Registered Post/ Courier only (no other means will be entertained).
2. The EMD for a sum of Rs.5,000 -(Rupees five thousand only) shall be deposited by the intending applicant in shape of Demand Bank Draft drawn in favour of the District Child Protection Unit, Balasore and submitted along with the application . After completion of selection process the amount will be refunded to unsuccessful applicant.
3. The applicant must be registered under GST Act.
4. The applicant should have a valid food License.
5. The applicant must have Current Account in bank with name of trade as mentioned in the GST certificate.
6. The applicant must have past experience in supply of food to Govt. offices.
7. The applicant should have a registered office / branch office in Balasore district.
8. The applicant should not have been blacklisted by any State Government/ Central Govt. / PSU in India. A self declaration is required as per Annexure iii.
9. The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the applicant..
10. Required items to be order one day or 12 hours prior to the event and the agency / firm is responsible to provide required quantity in time. In case of non compliance i.e. delay in supply, poor quality of food etc. 10% amount of penalty to be deducted from the billing amount.
11. The selected vendor must agree to supply on credit for a period of 45 days.
12. All the transit risks & cost shall be the responsibility of the supplier.
13. The bidder has to ensure cleaning of the place after serving of the Lunch/Dinner/Snacks.
14. The vendor shall have to supply all necessary utensils along with the supplied food viz. plates, spoons, tissue paper etc.



15. Bids shall remain valid for a period of one year and may be extended for next one year from the date of award of the tender.
16. The lowest quoted price with genuine quotationer /reputed supplier having fulfill all the condition will be taken into consider for empanelment.
17. All the disputes shall be subjected to the jurisdiction of civil Courts situated in Balasore.
18. The authority reserves the right to cancel the contract at any time without prior notice and showing any reason there off.
19. The application form along with the details terms and conditions is available in official website www.balasore.nic.in.

By the order of Additional District Magistrate, Balasore


District Child Protection Officer,
Balasore

Memo No. 596 /Acct-2024

Dated: 12.11.2024

Copy forwarded to PA to Collector, Balasore, for kind information of Collector, Balasore.


District Child Protection Officer,
Balasore

Memo No. 597 /Acct-2024

Dated: 12.11.2024

Copy forwarded to DIPRO, Balasore, for information with a request to publish the Advertisement in widely circulate daily News Paper.


District Child Protection Officer,
Balasore

Memo No. 598 /Acct-2024

Dated: 12.11.2024

Copy forwarded to DIO,NIC Balasore, for information with a request to upload the same in district NIC portal, Balasore.


District Child Protection Officer,
Balasore

Memo No. 599 /Acct-2024

Dated: 12.11.2024

Copy to Office Notice Board/Guard file..


District Child Protection Officer,
Balasore

District Child Protection Unit, Balasore
Application for Empanelment of Vendor for supply of food

- 1 Name of the firm/Agency/ Individual :
- 2 Registered office Address & Complete postal address :
- 3 Telephone, Fax Numbers & e-mail id :
- 4 GST Number & Copy of G.S.T. Registration Certificate. :
- 5 PAN No. & Copy of PAN :
- 6 Details of Earnest Money Deposit Rs. 5000/- (i. e. D.D. NO. and bank details etc.) :
- 7 Details of Current Bank account :
- 8 Food license number & Copy of Valid Food license :
- 9 Whether having past experience in the field (Yes/No) if yes, attach documents:- :

DECTARATION

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 my/our knowledge. I/we understand that in case of any deviation / forged information in the above statement at any stage, or firm/ agency will be blacklisted and will not have any dealing with your organization in future.

Date:

Place:

Seal & Signature of the applicant

**SPECIFICATION ITEMS
PRICE BID**

Annexure-II

Selection of vendor for Supply of Food

Sl No.	Description	Qty	Price (Excluding GST)
1	Tiffin		
a	Tea/Coffee		
b	(Idli & Curry /Upma & Curry /Bada, Samosa, Aloo Chop & Sweets, Cutlet, Veg Chop/ Chicken chop, Chowmin, Gupchup)		
	Total(1)		
2	Lunch		
a	Rice		
b	Dal		
c	khatta		
d	Veg Navratna/Paneer Curry/Fish Curry/Chicken Curry		
e	Mix Veg Curry		
f	Bhaji/Vegetable Chips		
g	Salad/Pampad		
h	Kheer/Sweets		
	Total(2)		
	Grand Total(1+2)		

Date:

Place:

Seal & Signature of the applicant

SELF DECTARATION FOR NOT BLACK LISTED

To,

The Additional District Magistrate, Revenue
Balasore

Ref.: Notice No.....Dated:..... empanelment for supply of food to
District Child Protection Unit, Balasore.

Sir,

I/ We hereby

confirm that our firm.....has not been

banned or blacklisted by any Government organization/Financial institution/Court /Public

sector Unit /Central Government.

Date:

Place:

Seal & Signature of the applicant