

Expression of Interest

FOR PROVIDING CATERING SERVICE

**Food preparation catering service in District level youth festival
under (NUA-O) to be held on Dtd: 12.01.2024**

Venue-UNIVERSITY GROUND, BHAWANIPATNA, KALAHANDI

Organized by

District Administration, Kalahandi

ZILLA PARISHAD, KALAHANDI

Letter No 6446

Dates 26/12/23

Expression of Interest (EOI)

Sealed EOI are invited in single cover system by "Zilla Parishad, Kalahandi" from intended, reputed caterers for providing catering service holding GST Certificate for the following works. The expression of interest must be submitted with all requisite documents in conformity with Terms & Conditions provided in the EOI duly self-attested in all the pages, failing which, EOI is liable for rejection.

SI. No.	Name of the Work	EMD in	Cost of EOI Paper	Time of Completion
1	2	3	4	5
1	Food preparation catering service in District level youth festival under (NUA-O) to be held on 12.01.2024 Catering Service & Tent for Kitchen with Drinking Water (Mineral Water)	1,00,000/-	Rs.2,000/-	1day

The bid documents consisting of detailed specification of menu, schedule of quantity and a set of terms and conditions and other necessary documents can be downloaded from the District Website i.e., www.kalahandi.nic.in. The EOI must be accompanied with demand draft of Rs. 2000.00 (Rupees Two thousand) only drawn in favour of "CDO-cum-EO, Zilla Parishad, Kalahandi" payable at SBI, Bhawanipatna towards cost of EOI Paper as mentioned in Column-4 above.

Bid must be accompanied with EMD of Rs,1,00,000.00 (Rupees one lakh) only as mentioned at column-3 above in shape of Demand Draft pledged in favour of "CDO-cum-EO, Zilla Parishad, Kalahandi" payable at SBI, Bhawanipatna. The bid without EMD shall not be considered for acceptance and is liable for rejection.

The bid documents can be downloaded from the District Website i.e. www.kalahandi.nic.in with effect from 26.12.2023 and will be received up to 02.01.2024 till 4.00PM through speed post or Registered post or in EOI box kept at Zilla Parishad, Kalahandi, Kalahandi. The bids will be opened on 03.01.2024 at 11.00 AM in the Conference Hall, ZP, Kalahandi by the District Level Committee in presence of the bidders or their authorized representatives.

The bid documents received after scheduled date and time shall not be considered. The EOI inviting Authority will not be responsible for late receipt of EOI due to postal delay or any other reasons.

All the bidder /caterers are given sample copy of the food menu to be provided by them on dated 03.01.2024 at 12.00 PM in the Conference Hall, ZP, Kalahandi for evaluation of the technical presentation & quality of food by the district level committee.

The final Menu will be given to selected caterer/ bidder before the event.

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

The Authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

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Memo No. 6447 /Date. 26/12/23

Copy to the notice board of the Collectorate /ZP, Kalahandi/Sub-Collector, Bhawanipatna and Dharamgarh /District Culture Office/DI&PRO, Kalahandi for information and necessary action.
Copy to DIO, NIC, Bhawanipatna for uploading the EOI paper in the District Website for wide publicity.

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BIDSUBMISSIONCHECKLIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
1	Covering letter		
2	GST/GSTIN Certificate		
3	PAN Card		
4	EPF/ESI		
5	Food License Certificate		
6	Trade License Certificate		
7	EOI paper cost of Rs. 2,000/- in shape of DD in favour of 'CDO-cum-EO, Zilla Parishad, Kalahandi'		
8	EMD of Rs. 1,00,000/- in shape of DD pledged to 'CDO-cum-EO, Zilla Parishad, Kalahandi'		
9	Average Turnover 65 Lakhs Minimum (2020-21, 2021-22, 2022-23)		
10	Experience Certificate		

Signature of bidder

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DEFINITION

1. The bidders/ Caterers to provide catering service in district level youth festival under (NUA-O) schedule to be organized on dated 12.01.2024 at 09.00 AM in which approximately 10,000 students will participate.
2. Scope of work: - Preparation of quality food as per menu and distribution of lunch and evening snacks.
3. Kitchen Tent: - The bidder shall erect Kitchen tent with fire proof material for preparing food.

4. TERMS AND CONDITIONS/ INSTRUCTION TO BIDDERS

- a) The bidders can purchase bid documents on payment of Rs.2,000/- in shape of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Kalahandi" payable at SBI, Bhawanipatna.
- b) The bidders shall deposit EMD of Rs.1,00,000/- (Rupees one lakh Only) in shape of Demand Draft pledged in favour of "CDO-cum-EO, Zilla Parishad, Kalahandi". The EMD of the successful bidder will be retained with Zilla Parishad, Kalahandi till the satisfactory completion of work which will be refunded after payment of final bill. Bid without EMD will be rejected.
- c) The bidders must have a Goods & Services Tax (GST) and PAN card holder. The bid document without GST CERTIFICATE & PAN card will summarily be rejected.
- d) Average annual turnover should be minimum of 65 Lakhs in FY: 2020-21, 2021-22, 2022-23 for which copy of audit report shall be filed.
- e) The bidders must submit photocopy of food license certificate and trade license certificate obtained from competent authority.
- f) Fixed rate Rs. 325 including GST for lunch & evening snacks.
- g) TDS as applicable will be deducted from the R/A bill amount submitted and will be deposited under appropriate heads of account.
- h) The duration of the district level youth festival under (NUA-O) will be for 1 days. The venue shall be made available to the service provider by the District Administration before 02 day of commencement of the district level youth festival under (NUA-O). All the desired preparatory works shall be completed at least one day before the scheduled date (11.01.2024) and must be handed over to the officer-in-charges of district level youth festival under (NUA-O) as per work specification.
- i) The Bidder securing highest mark in bid shall be awarded contract.
- j) The service provider shall provide additional services if required at the lowest market price for the items not covered up in the contract.
- k) The assessment of quantum of quantity done will be made by the committee formed for the said purpose. The final payment will be made on the basis of the actual quantity done and on the recommendation of the committee formed by the District Administration.
- l) In the event of requiring any additional quantity, the catering provider must obtain prior written permission from the CDO-Cum-EO, ZP, Kalahandi.
- m) The Bidder shall be responsible for providing proper/ satisfactory services and maintenance of the entire works done by him till the closing of the district level youth festival under (NUA-O). The authority will not be held responsible for any breakage, damage due to fire, theft & natural calamity and by other means.
- n) No part of the contract shall be sub-let to any agency.
- o) It is the responsibility of the service provider to obtain the requisite permission for electricity connection and fire services solely for the food preparation area & tent for kitchen, from the relevant statutory bodies.
- p) The bidders shall promptly provide fire protection equipment such as fire extinguishers as and when required. They are also required to take necessary steps, including the use of fire proofing materials in the tent and allied works, as certified by the concerned fire officer. Additionally, bidders must obtain the necessary certificate from the concerned fire officer before handing over the work.


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- q) The bids shall be submitted either by hand in the EOI box placed at the office of the Zilla Parishad, Kalahandi, or through registered post/speed post, on or before Dated 02.01.2024 up to 04.00 PM. Bids received after the specified date and time will not be entertained. The closed envelope containing the bid must be superscribed with 'District Level Youth Festival under (NUA-O) Kalahandi 2024'.
- r) The final selected caterer will be given final menu selected from sample menu given in the EOI document.
- s) **Penalty-**
In the event if the caterer fails to provide good quality food or any mismanagement by the caterer the penalty shall be imposed as deemed necessary by NUA-O tender committee.
- t) **Legal Jurisdiction:**
All legal disputes are subject to the jurisdiction of civil court of Bhawanipatna only.
- t) The bidder or the representative of the bidder shall attend the opening event of the EOI with all original documents / papers for verification. The EOI will be opened in the office of the CDO-cum-EO, Zilla Parishad, Kalahandi on dated 03.01.2024 at 11.00AM.
- i. The bidders shall submit self-attested photocopies of the required documents duly filled in.
- ii. EOI paper can be obtained from Zilla Parishad, Kalahandi on payment of Rs.2,000/- in shape of Demand Draft (DD). It can also be downloaded from the district website i.e. www.kalahandi.nic.in and can be submitted paper cost of Rs.2,000/- in shape of DD, EMD of Rs.1,00,000/- (Rupees one lakh) only in shape of Demand Draft (DD) in favour of Zilla Parishad, Kalahandi. The cost of bid documents is non-refundable.
- iii. Copy of the GST registration certificate and copy PAN card.
- iv. The bidder is required to visit the Dist. Website frequently for any corrigendum. No intimation will be given for that in newspapers.

ACCEPTEDTHEABOVETERMSANDCONDITIONSFROMPREPAGES.

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Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Sl.	Criteria	Max Marks	Document/ Evidence Required
01	Average annual turnover from relevant experience (Catering services) during the last three Financial Year (2020-21, 2021-22 & 2022-23) from catering services. <ul style="list-style-type: none"> • ₹ 65 lakhs to ₹ 85 lakhs - 5 marks • Above ₹ 85 lakhs to ₹ 1 core –10 marks • More than ₹ 1 core - 15 marks 	15	Certificate from statutory auditor/ audited financial statements for the three previous financial years/ CA Certificate
02	Relevant experience of the Agency in providing catering Services to any Central Department / State Department / PSU / Sports Organization / Sports Foundation in India within the last 5 years with minimum contract value of ₹ 10 Lakhs. <ul style="list-style-type: none"> • Three assignments – 5 marks • Four assignments - 10 marks • More than 4 assignments - 15 marks 	15	Work Order / completion certificate/ Certificate from Statutory Auditor
03	Relevant experience of providing Catering services of similar nature to minimum 500 Meals (per day) for 1 project: <ul style="list-style-type: none"> • 1000 – 3000 Meals – 5 marks • 3001 – 6000 Meals – 10 Marks • More than 6000 Meals – 15 marks 	15	Work orders /Completion certificate /Agreement establishing number of meals served per day
04	Technical Presentation & Quality of Food The bidders will have to present the concept for following. <ul style="list-style-type: none"> • Approach and Methodology – 05 marks • Man power deployment plan – 05 marks • Brands/ source of ingredient's to be used in cooking - 05 marks. • Use of Environmentally friendly materials for services - 05 marks. • Adherence of proper waste management & disposal standards – 05 marks. 	25	Technical Presentation
05	Quality Assurance in Food Preparation and Testing (Date: 30.12.2023 Time: 12.00PM) – 30 marks	30	Food quality to be check
	Total Marks	100	

The Bidder secured highest mark in bid shall be awarded the contract.

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General Principles to be followed:

1. The Catering Agency should obtain all the necessary licenses from Food and Drug Administration, DHH, Kalahandi or any other competent authorities/ local bodies as may be required.
2. The Catering Agency shall prepare meals using ingredients of the highest quality and as per norms laid down under the Prevention of Food Adulteration Act 1954, as per the FDA (Food and Drug Administration), FSSAI, FAO.
3. The Catering Agency shall deliver the meals/ tiffin / snacks at the venue and shall be fully responsible for supply of food in good condition and fit for human consumption at all times.
4. The Catering Agency shall also ensure that the food provided is hot and kept for serving in Chaffing dishes wherever applicable.
5. The Catering Agency shall have to make arrangements for their own accommodation, transport, staff and material, equipment, etc. required for the execution of the work.
6. The Catering Agency shall avoid usage of plastic during the FEST
7. The Catering Agency shall be responsible for setting up of required Kitchens for preparation of meals/ tiffin / snacks at their own cost.
8. Zilla Parishad, Kalahandi shall provide a Catering Compound for cooking and serving of cooked meals/ tiffin / snacks.
9. The Catering Agency shall always maintain hygiene at the Catering Compound at their own cost. The space has to be handed over to the Zilla Parishad, Kalahandi after the event cleared from all waste and garbage.
10. The Catering Agency is responsible to provide Services along with the required equipment at the venue.
11. The officials appointed by Zilla Parishad, Kalahandi will conduct inspection at the kitchen and any other aspect connected with the delivery of the services to ascertain the quality of services before distribution of Foods.
12. The supply of food would be as per the accepted offer, numbers (Quantity) given to the caterer and as per the advice given by Zilla Parishad, Kalahandi.
13. It will be the responsibility of the Catering Agency & staff designated by zilla parishad to calculate the catering numbers and confirm the final number to CDO-Cum-EO, Zilla Parishad, Kalahandi.
14. Punctuality is to be ensured in providing food / beverage as per the schedule, as delay in providing food can affect the arrangements.
15. All the Catering staff must have experience of handling food and the food needs to be served hot.
16. The service staff is to be instructed to be well dressed in Uniforms and to be very polite and obedient at all times.
17. The service staff preparing, handling and serving food should be wearing face masks, hand gloves and head gears at all times.
18. The Catering Agency shall make arrangement for clean table cloths where food shall be served. These are to be changed after every meal.
19. The Catering Agency shall be fully responsible for maintaining high standards of food at site being served at all times.

20. The Catering Agency is required to provide with a complete staff report from checking and check-out.
21. The Catering Agency shall be responsible to provide accreditation cards to all its staff/personnel, which has to be provided for inspection as and when required. Each of the staff working at the venue will have to be accredited. Each catering personnel will have to wear the accreditation card on him/her all the time when on duty.
22. The Catering Agency shall take all precautionary measures to ensure safety of its workmen employed by it and Zilla Parishad Kalahandi will not be responsible in case of any eventuality.
23. The Catering Agency shall serve the meals in the BPA free food boxes, use cutleries which are of highest-grade quality, recyclable and easily disposable.
24. The Catering Agency shall take utmost responsibility in-terms of segregating the wet waste & solid waste.
25. Olive Oil for salad dressing and Sunflower/Safflower oil for cooking should be used.
26. No Trans-fatty oils will be used while preparing food nor will they be added to any item of food.
27. Alcoholic beverages shall be strictly prohibited.
28. Use of single use plastic is banned at the event venue.
29. The Catering Agency is required to provide water dispenser & re-fill the water for dispensers and to provide paper disposable cups as per the requirement.
30. The Catering Agency shall ensure that staff deployed in catering services in free from any infection or communicable diseases and arrange their regular health check-ups before the initial deployment. The staff should trim their nails regularly and wear head gears & gloves at the workplace. Smoking, eating or chewing of tobacco/ gutkha etc., spitting is strictly prohibited.

The selected agency shall have to make necessary arrangement to deploy sufficient number of Canteen staffs, kitchen equipment/ utensil & drinking water to run the canteen on 12th January, 2024 and must report to the Office of the CDO-cum-EO, ZP, Kalahandi one day before the programme.

Specification for District level youth festival under (NUA-O) – 2024

Catering Service

1. Food & Conveyance Arrangements

- i. Food arrangement (Lunch & Evening Snacks) for District Level youth festival participant under NUA-O.
- ii. Following are entitlements for the food for participants:
 - a. Lunch- Rs. 250/- per person – (Approx. 10,000)
 - b. Evening Snacks- Rs. 75/- per person – (Approx. 10,000)

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Sample Menu

1. Lunch- Rs. 250 (Fixed).

Boiled Rice

Dal

02 Hot Dish (Veg) – Gravy (Mixed Veg)

01 Hot Dish (Veg) – Dry (Mixed Fry)

02 Hot Dish (Non-Veg)- Gravy (Chicken /fish)

1 Sweet item

With Mineral Water

2. Evening Snacks- Rs. 75 (Fixed). (Packed evening snacks to be given in bus with mineral water)

Tea / Coffee

Any 02 Hot veg snack from below mention options

(Cutlet / Samosa / Vada / Patties / Vada pav / Sandwich- Paneer / Aloo/cheese / Packed food or any other similar dry item with long shelf life.

Tentative Schedule for NUA - 0 Fest, Kalahandi on dated 12.01.2024

Activity	Time
Arrival of Students	09:00 AM
Inaugural Function	10:00 AM to 11.00 AM
Interactive Session: <ul style="list-style-type: none">• Interaction with Role Models/ Change Makers• Sharing of Experiences/Motivational Session	11:00 PM to 01:00 PM
Lunch– (Approx. 10,000)	01:00 PM to 03:00 PM
Celebration and Performances <ul style="list-style-type: none">• Performance by Winners of District Level Competition• Performances by Reputed Artists• Prize distribution to winners	03:00 PM to 06:00 PM
Evening Breakfast– (Approx. 10,000)	To be given in bus


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