



Mo School  
www.moschool.in



25

No. 338(1)/MSA/24  
436(MSPT)/24

Date 18/01/2024

### Short Notice Tender

Short Notice Tender is invited from the intending firm/agency having valid Clearance Certificate for supply of food to the participants & others in connection with the Mukhyamantri Sikhya Puraskar (MSP) Award function.

Short Notice Tender should be submitted in a sealed cover superscribed as "quotation for supply of food in connection with the MSP Award function 2024. The envelope containing Short Notice Tender should be addressed to the CEO, MSAPS, Bhubaneswar on the top of the sealed envelope. Firm name and full address including telephone numbers should be mentioned at the bottom of the left side of the envelope.

Short Notice Tender should reach this office on or before 27/1/2024 by 1:00 PM. The Short Notice Tender received after the stipulated time and date will not be entertained. The bids will be opened on 27/1/24 in the office of MSAPS by the tender committee and in the presence of the bidders/authorized persons.

The detailed information can be seen in the website/ Notice Board of MSAPS  
Website: [www.moschool.in](http://www.moschool.in).

By order of CEO, MSAPS

Officer on Special Duty,  
Mo School Abhiyan Parichalana Sangathan

Memo No. 338(2)/MSA/24 Date 14/01/2024  
Copy to Notice Board & Website of Mo School Abhiyan Parichalana Sangathan.

Officer on Special Duty,  
Mo School Abhiyan Parichalana Sangathan

Memo No. 338(3)/MSA/24 Date 18/01/2024  
Copy to Notice Board of Lokayat, Odisha, Odisha State Food Commission, Right to information Commission, State Employment Exchange, Odisha, Bhubaneswar for kind information and necessary action.

Officer on Special Duty,  
Mo School Abhiyan Parichalana Sangathan

**MO SCHOOL ABHIYAN PARICALANA SANGATHAN**

A Government of Odisha Initiative under School & Mass Education Department  
Toshali Bhawan, A-1, 6th floor, Satya Nagar, Bhubaneswar, Odisha 751007  
+91 674 2572488 | +91 674 2572588



No. 338/MSA/24Date. 18/01/2024**Tender Call Notice**

Sealed quotations are invited from the reputed food Suppliers / Catering Service Provider for supply of food to the participants & others in connection with the Mukhyamantri Sikhya Puraskar Award Function scheduled to be held on 31/01/2024 at Kalinga Stadium, Bhubaneswar. The scope of work, general instruction & terms and conditions is detailed below.

1. The bidder/s must be registered under Odisha GST (OGST) Act. & also having a Valid **food license** issued by appropriate Authority of the Govt.
2. The bidder must have office set up in the city of Bhubaneswar, Odisha
3. The intending Food Suppliers / Catering Service Providers should have at least **02 (two)** years of experience out of the last 05 years in providing food for different occasions. The Food Suppliers / Catering Service Providers should have supplied food for at least **700 persons** per day in a single program of any organization in any one year in the last five years / current year.
4. The bidder is required to enclose self- attested photocopies of the following documents along with the quotation **failing which their bids shall be liable for rejection and shall not be considered further:**
  - a. Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST (OGST) Act.
  - b. Valid PAN Card.
  - c. Valid **food license** issued by appropriate Authority of the Govt.
  - d. Documentary proof in support of office of the bidder in the city of Bhubaneswar.
  - e. Work order / agreement in support of evidence as mentioned in clause-3 above.
  - f. Technical Bid (FORMAT-A), Financial Bid (FORMAT-B) & Declaration (FORMAT-C)
5. Bid Security (also known as earnest money) of 2% of the total contract value is to be obtained from the bidders except Micro and Small Enterprises (MSEs) and start-ups.
6. The Successful Bidder shall be required to furnish a Performance Security (for an amount which is 5% of total project cost/contract value) in the form of Bank Guarantee/ Demand Draft from a scheduled Bank in an acceptable form in favor of Mo School Abhiyan Parichalana Sangathan, " payable at Bhubaneswar.
7. The selected food Suppliers / catering service Provider is to supply food as per approved menu given in **Annexure-A** in different venues at Bhubaneswar. The venue wise nos. of person to be provided food is given in **Annexure-B**. The nos. of venues & person to be provided food as mentioned in Annexure-B is tentative one & will be revised according to the requirement.
8. The maximum rate per person per day for different components has been decided as below.

Breakfast	Rs.45/- to Rs.50/-
Lunch	Rs.195/- to Rs.200/-
Tiffin	Rs.45/- to Rs.50/-
Dinner	Rs.195/- to Rs.200/-



26  
The above price is inclusive of all charges, duties, levies, transportation cost, material cost, Labour cost, cost of printing and supply of food tokens, drinking water & excluding GST. Only GST as applicable will be paid extra.

9. The bidder has to quote the rate in Financial Bid format (FORMAT-B) which shall be within the rate mentioned in para-6 above. The offer of the Bidder quoting rate below/more than approved rate mentioned in Para-6 above is liable for rejection. The quoted rate up to two decimal points will be taken into consideration. However, the decision of the Tender Inviting Authority towards selection of the caterer is final and binding to all the Bidder/s.
10. The foods shall be prepared by good quality Ag marked **edible oil**, Ag marked non polish Arhar Dal, Ag marked Rice. Items on the menu may change as per the requirement. The nos. of people also may increase / decrease as per the requirement.
11. The sealed envelope containing the quotations and other documents shall be superscribed as "**Quotation for supply of food, connection with the Mukhyamantri Sikhya Puraskar Award Function 2024**". The Bidders who have submitted all valid documents as called for in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
12. **In case of tie in rate, the evaluation will be made for selection of food supplier as below.**
  - (a) The total price of the contract will be calculated by multiplying the Tentative Quantity as mentioned in Annexure-B for different components (Breakfast + Lunch + Tiffin + Dinner) & rate quoted by the bidder for respective components in Financial Bid. The contract will be awarded to the bidder whose total contract price as calculated above is the lowest one.
  - (b) If there is further tie after exercising the option as stated in (10-a) above, the Tender Inviting Authority reserves the right for selecting the catering service provider which will be final & binding to all the bidders.
13. The BID will be received during office hours up to **27/1/2024 before 1:00 P.M.** through SPEED POST/REGISTERED POST/COURIER/by hand addressed to "**The CEO, Mo School Abhiyan Parichalana Sangathan**", A1 Block, 6<sup>th</sup> Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007". BID received after the scheduled date and time shall not be accepted. The authority is not responsible for any postal/courier service delay.
14. The BID shall be opened on **27/1/2024 at 3:00 P.M.** in the presence of the Bidders/their authorized representatives who may like to attend.
15. The **quality/quantity** of food shall be checked by the **Co-ordinating Officials to be declared by Mo School Abhiyan Parichalana Sangathan (MSAPS)** during execution of work to ensure the quality and hygiene of food. Any deviation noticed from the quality/quantity and hygiene point of view will be treated as an adverse factor for release of payment. The payment shall be released after successful supply of food by the selected bidder and certification by the above official in a **Challan form**. The Challan form will be supplied by the coordinating officials of MSAPS. The successful

25

bidder will have to supply the printed food tokens to the coordinating officials. The selected food supplier has to supply the food only as per the menu list given as Annexure-A.

16. No advance will be given to the selected firm.
17. The Authority reserves the right to reject any/ all tenders without assigning any reasons thereof.
18. Any proposal received after the due date and time shall be summarily rejected.
19. If required, negotiations can be made with the lowest evaluated responsive bidder (L1).
20. The selected bidder has to ensure the supply of good quality and hygienic food.
21. The selected bidder will be held responsible for any untoward incidence that occurred due to substandard/bad food supply and will be prosecuted as per the law of the land.
22. Fresh vegetables, meat etc. may be used for cooking.
23. The bid is valid for 90 days from the date of opening.
24. Any dispute arising in respect of the Bid shall be instituted with the jurisdiction of Civil Court at Bhubaneswar, Odisha.

**A. Penalty**

The food supplied by the Supplier / Caterer shall be strictly according to the specification & menu list given as Annexure-A. Discomforts in supply of food shall be considered as an adverse factor towards payment of bills. Any deviation noticed in supply of the food items other than the menu list (Annexure-A) is liable for imposition of penalty on the supplier as per recommendation of the committee constituted by Mo School for the purpose. Besides In this regard, the decision of CEO, Mo School is final & binding to the selected supplier.

Annexure-A

<b>Menu List</b>				
<b>Date / Day</b>	<b>Breakfast (Any One)</b>	<b>Lunch</b>	<b>Tiffin</b>	<b>Dinner</b>
<b>30/01/2024 &amp; 31/01/2024</b>	Puri & Sabzi	Green Salad	Veg Sandwich	Roti
	Upma & Ghuguni	Papad	Frooti	Plain Rice
	Idli & Sambar	Jeera Rice/ Roti		Dal Fry
	Any fruit: Apple/ Orange/ Bananas	Dal Fry		Chilly Gobi
	Beverages- Tea	Matar Paneer		Vegetable Chips
		Veg Navratna Korma		Papad
		Dahi Baigana		Dessert-Rasgulla/ Kheeri
		Vegetable Fry		
		Dessert-Chhena Jhili/ Jalebi/ Kheeri		

**Annexure-B**

**Venue-wise allocation of approximate nos. of Participants, Volunteers & other staff. (may be changed according to the requirement of Mo School)**

<b>Sl. No</b>	<b>Name of Venue</b>	<b>Nos. of participants</b>
1	OAVS	1000
2	SILTT	80
3	Capital High School, Unit III	300
<b>Total</b>		<b>1380</b>



**(In Bidder's letter Head)**

[Location, Date]

**APPLICATION- TECHNICAL BID**

**For Catering Services in “\_\_\_\_\_”**

1. Name of the firm: \_\_\_\_\_.

2. Name of Proprietor/ Partner / Director:

\_\_\_\_\_.

3. Full Address of Registered Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax.: \_\_\_\_\_

E-Mail Address:

(b) Full Address of Operating / Branch Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Name & Telephone No. of Authorized Officer /

Person to liaise with Field Office (s): \_\_\_\_\_

\_\_\_\_\_

[Signature]

5. Following self -attested documents are attached. The checklist is as under

Document	Submitted (Yes/No)	Page No
Valid Goods & Services Tax (GST) registration certificate		
Valid PAN Card.		
Valid <b>food license</b> issued by appropriate Authority of the Govt		
Documentary proof in support of office of the bidder in the State of Odisha issued by Govt. Authority		
Document / papers in support of previous experience of minimum for <b>03 years out of last 05 years starting from financial year 2018-19 to 2022-23.</b>		
Document in support of previous experience in supplying food for at <b>least 700</b> persons per day of any organization in a single programme in any one year in last five years /current year.		
Technical Bid (Format-A)		
Financial Bid (Format-B)		
Declaration (Format-C)		

Place:

Date:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp/Official Seal of the Firm.



**(In Bidder's letter Head)**

[Location, Date]

**FINANCIAL BID**

(Amount in Rs.)

(1) Rate per person per day for Breakfast	Rs. _____/-
(2) Rate per person per day for Lunch	Rs. _____/-
(3) Rate per person per day for Tiffin	Rs. _____/-
(4) Rate per person per day for Dinner	Rs. _____/-
<b>Total rate per person per day (1+2+3+4)</b>	<b>Rs. _____/-</b>

The above price is inclusive of all charges, duties, levies, transportation cost, material cost, labour cost, cost of printing and supply of food tokens, drinking water, transportation cost etc. & excluding GST. Only GST as applicable will be claimed extra.

Place:  
Date:

SIGNATURE OF BIDDER

Name & Designation with Rubber Stamp/  
Official Seal of the Firm

**(In Bidder's letter Head)**

[Location, Date]

**Declaration / Certificate**

1. I, \_\_\_\_\_ Son/ Daughter / Wife of Shri  
\_\_\_\_\_  
Proprietor / Director/  
Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this tender document;
2. I certified that I have not committed any offense –
  - (a) Under the Prevention of Corruption Act, 1988; or
  - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
  - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years."
3. I have carefully read the entire bid document and understood all the terms and conditions of it and undertake to abide by them.
4. The information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. In case of any wrong or false information as found by Mo School, the CEO, MSAPS has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

Place:

Date:

**BIDDER'S OFFICIAL SIGNATORY**  
Name & Designation with Rubber Stamp/

Official Seal of the Firm.