

**O/o CHIEF DISTRICT MEDICAL & PUBLIC
HEALTH OFFICER, JAIPUR**

Empanelment of Agency to Supply of Food Items

Tender Bid No.1721 / Date.11.03.2026

Terms and conditions along with the format for participating in the Tender
Supply of Foods Items

The CDM&PHO cum District Mission Director, NHM, Jajpur invites proposal from the eligible bidders/ vendors to supply various items required for different programs under Zilla Swasthya Samiti (ZSS), Jajpur through competitive bidding procedure. The reputed bidders may apply with the requisite documents to the undersigned for the participation in tender process. Interested bidders may submit their bids in the prescribed format.

Technical and financial bid for the Tender documents would be evaluated the District Purchase Committee & the bidders qualified in the technical bid assessment will be eligible for financial bid assessment.

1	Tender Processing Cost	Nil
2	Earnest Money Deposit (EMD)	The tender must be accompanied by EMD of Rs.50,000/-only in Technical bid by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favour of ZSS NON NRHM A/C payable at Jajpur. Tenders not accompanied by EMD shall not be considered. EMD of unsuccessful bidders shall be returned without interest after finalization of bid. EMD of successful bidder will be retained & will be refunded on successful completion of the tender period without interest.
3	Tender Paper cost	The bidder should submit the tender paper cost of Rs-5000/- (Rupees Five thousand only/-) in shape of D.D in favour of “ZSS NON NRHM A/C” payable at Jajpur which is not refundable.
4	Last Date of submission of sealed tender document	Dt.26.03.2026 at 5.00PM
5	Mode of Bid Submission	The tenders should be reached in readable condition & submitted by speed post or registered post/courier only. No other means will be accepted. The bidders must superscribe on the top left hand corner of the envelop “Tender for Supply of Food Items” , without which the same shall not be considered.
6	Date of Opening of Bids	Opening on Dt.30.03.2026 at 11AM in the office chamber of Additional District Magistrate (ADM, General), Collectorate, Jajpur

7	Eligibility of the Bidder	<ul style="list-style-type: none"> a. The Bidder must be registered under GST. b. The bidders must have experience in Govt. or Govt. Undertaking institutions during last three financial years. c. Minimum average annual Turnover of last three years (2022-23, 2023-24, 2024-25) which must not less than Rs.5 lakhs. d. Bidders have the IT Return statement for the financial year of (2022-23, 2023-24, 2024-25) e. The agency must have an office set up within Jajpur jurisdiction and the last three month electricity payment receipt bill must be attached with the technical bid. f. EMD, Tender Paper Cost in shape of DDs must be attached in the technical bid.
8	Documents to be submitted	<ul style="list-style-type: none"> ➤ Bidder will have to submit the Self attested Xerox copy of GST, PAN, ADHAR Card. ➤ The tender paper shall be submitted in two bid system I.e. Technical bid & Financial bid. The bidders are to submit their tender in separate sealed covered envelope super scribing Cover-A (Technical bid) and Cover-B (Financial bid) and both the sealed covers should be put in third outer cover which should be super scribed as “TENDER FOR SUPPLY OF FOOD ITEM”. ➤ Updated FSSAI Registration Certificate ➤ Food License Certificate
9	Terms & Conditions	<ul style="list-style-type: none"> ➤ All the payments are to be made through PFMS/IFMS/AC Payee only if order of this office is available duly countersigned by CDM&PHO / Wing officer. ➤ The chairperson of the District Purchase committee reserves all rights to accept or cancel the tender without assigning any reason thereof. ➤ The bidders have to submit one undertaking to the undersigned in form of affidavit duly from the notary that the bidder is not blacklisted either by the tender inviting authority or any other organization. The agency

		<p>shall submit the undertaking on Non-judicial stamp paper of Rs.20/-.</p> <ul style="list-style-type: none">➤ The tender shall remain valid for a period of 12 months from the date of signing of contract and the same may be extended for another 12 months subject to satisfactory performance of the agency with due recommendation by the district purchase committee.➤ The Price should be quoted excluding GST and including of freight & transportation charges.➤ The price should not exceed the MRP including of GST/Transportation etc.➤ Goods will be supplied and served at the door step venue by own arrangement of the supplier.➤ Bidders must submit financial audit report for (2022-23, 2023-24, 2024-25) with valid UDIN.➤ Bidders can add any number of rows and columns to the format as per the requirement for better clarity of your products.➤ Bidders are requested to fill up the price bid column which is applicable for them, other price bid column they may ignore➤ All legal disputes are subject to the Jurisdiction of Jajpur court only.➤ The financial bid shall be opened whose technical bid are found to be qualified.➤ The Technical Bid & Financial bid of different items should be given in the prescribed format.➤ All the bid documents should be self attested & page should be serially numbered.➤ The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notice at any point of time.➤ Any complementary scheme offered by the manufacturer shall be provided to the Unique Identification Authority of India with no additional cost.
--	--	--

		<ul style="list-style-type: none">➤ Sealed tenders received after the due date and time shall not be entertained, Department will not be held responsible for any postal delay.➤ Tender without EMD, Tender Cost shall be rejected.➤ The successful bidder will have to deposit additional Bank Guarantee of Rs.1,00,000/- (besides above EMD) by way of demand draft/BG drawn on any Nationalized Bank payable at Jajpur in favour of ZSS Non NRHM Account Jajpur & shall be returned on successful completion of the assignment without interest.➤ The head of the organization should submit an authorization and attest the specimen signature of the authorized signatory.➤ All documents submitted must be signed by the authorized signatory of the organization.➤ The incomplete tender in any manner form shall be rejected and will not be taken in to consideration for the tender process and documents submitted must be in readable condition.
--	--	---

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

1. Sealed bids are invited from registered Caterers / Hotels / Agencies for supply of Lunch, Breakfast and Snacks to CDM&PHO, Jajpur 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
3. The tender should be superscribed as "LUNCH, BREAKFAST AND SNACKS ON ANNUAL RATE CONTRACT BASIS". It is requested that bids indicating the rate for different items be furnished to enable this office to place the orders for supply from time to time in different training, meeting and workshop.

Terms & conditions

- The Rates quoted should be excluding of GST & including Transportation.
- The supplier selected shall have the responsibility to supply above mentioned items as per supply order which is required for carrying out day to day official work of CDM&PHO, Jajpur.
- The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract in the tender.
- The firm should have PAN holder & up to date GST clearance certificate.
- The supply of items shall be made immediately (within a day) after placing the supply order in the Office of CDM&PHO, Jajpur and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied. The transportation of items is sole responsibility of the supplier and must deliver the item on door delivery basis.
- In case of failure on the part of the approved supplier to supply of the above mentioned items as per supply order within the prescribed period, the CDM&PHO, Jajpur shall be at liberty to purchase above mentioned items from other sources and the approved supplier shall be liable to pay the excess amount which this office have

to incur being the different of actual amount of purchase minus the amount as per approved rates and difference as aforesaid shall be recoverable and adjustable against the security deposit amount.

- For Supply of Food items, L1 bidder will be finalized based on the lowest aggregate value of items as it will be more convenient if the award is given to single bidder.
 - The bidders must enclosed a Copy of Valid Food license
- Tender paper cost of Rs.5,000/- and EMD-Rs 50000/- by way of demand draft, drawn on any Nationalized Bank in favour of ZSS NON NRHM Account Jajpur payable at Jajpur. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the job without interest.
- The successful bidder will have to deposit additional Bank Guarantee of Rs 100,000/- (besides above EMD) by way of demand draft/BG drawn on any Nationalized Bank payable at Jajpur in favour of ZSS Non NRHM Account Jajpur & shall be returned on successful completion of the assignment without interest.
- Under no circumstance shall the successful bidder appoint any sub-contractor or sub-lease the contract. If it is found that the successful bidder has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.
- If any of the item is damaged or lost during transit the same should be replaced by the supplier within a reasonable period of time as prescribed by us to avoid delay.
- 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 be more than MRP.
- Menu for the daily breakfast/lunch will be prepared after discussion with the undersigned or his authorised representative.
- The bids should reach to the “Chief District medical Officer, Jajpur, AT/Po./Dist-Jajpur, PIN- 755001” through Speed Post/Regd. Post/courier only by Dt.26.03.2026 till (5:00 P.M). The bids shall be opened on Dt.30.03.2026 at 11:00 A.M. in the office chamber of C.D.M.& PHO Jajpur in the presence of bidders or their authorized representative who may wish to be present.
- For any dispute, decision of Collector and District Magistrate, Jajpur shall be final.
- The C.D.M.& PHO, Jajpur reserves its right to accept or reject any or all bids or any part thereof without any liability to communicate any reason.
- The head of the organization should submit an authorization and attest the specimen signature of the authorized signatory.
- All documents submitted must be signed by the authorized signatory of the organization.
- The undersigned reserves the right to reject any or all the bids without assigning any reason thereof.

COVER-A (Technical BID) CONTAINS THE FOLLOWING:

Cover-A (Technical Bid) contains the following

Sl. No.	Documents required for Section B	Page No.
1	Name of the Agency.	
2	Address of the Agency	
3	Contact No of the Agency	
4	Mail ID of the Agency	
5	GST Registration	
6	PAN	
7	The bidders must have experience in Govt. institutions during any three financial years and submit the self attested copies of such work orders.	
8	Minimum average annual Turnover of past three years (2022-23, 2023-24, 2024-25) Rs.5 lakh	
9	IT Return for the financial year of (2022-23, 2023-24, 2024-25)	
10	EMD For Rs.50000/-	
11	Tender paper cost @Rs.5000/- (non refundable)	
12	Copy of valid Food license	
13	Updated FSSAI Certificate	
14	The Agency must have an office within Jajpur Jurisdiction. Last three months Electricity bill must be submitted as a proof of office within Jajpur jurisdiction	
15	Undertaking in form of affidavit duly from the notary that the bidder is not blacklisted either by the tender inviting authority or any other organization. Also in the Undertaking the bidder has to mention that there will not be any quality deviation on goods / items specified in the Tender (Non-judicial stamp paper of Rs.20/-).	

COVER-B (FINANCIAL BID) CONTAINS THE FOLLOWING:

01-FOOD ITEMS:

Food Supply for Training, Workshop & Meeting (Excluding of GST & including of Transportation Charges)

Rate of Meals (Rs)	Veg		NON -Veg	
	Quantity in PCs or gms as applicable	Name of the items	Quantity in PCs or gms as applicable	Name of the items

Rate of Tiffin (Rs)	Tiffin like fruits Biscuit, Mixture, Sweet		Like Samosa, Bara, Aluchop ,Veg chop , Sweet etc	
	Name of the items	Quantity in PCs or gms as applicable	Quantity in PCs or gms as applicable	Name of the items
	Tea			
	Coffee			
	Water bottle (1 ltr)			
	Water bottle (500ml)			

N.B: 1. For tea, Coffee and water write the price separately in the Rate column.

2. In price bid for supply of Goods, the bidders are to mention the price details of each item with quantity.

Seal & Signature of the Bidders