

# GOVERNMENT OF ODISHA

## HOME (ELECTIONS) DEPARTMENT

### SHORT QUOTATION CALL NOTICE

No EC-OE-MISC-0014-2023-11560 /Elec. Dated Bhubaneswar the 14<sup>th</sup> November, 2023

Sealed quotations are hereby invited from reputed food supply agencies/ Hoteliers / vendors having all necessary licenses and registration certificates for supply of buffet lunch/packed lunch, packed dinner, light refreshments and High Tea for various training programmes /workshops /meetings /events etc, as per the requirement of Home (Elections) Department till June, 2024. The indicative items for each category of meal/refreshment is placed at **Annexure-A**. The intending bidders shall submit their offer (rate) of the items per plate/ packet as detailed in the format (**at Annexure- B**). The total offer price per unit shall be inclusive of GST, transportation and service charges for buffet lunch. The firm shall also quote approx. quantity of different items under each menu per plate/packet. The detail terms and conditions are available at the website of CEO, Odisha i.e. [www.ceoodisha.nic.in](http://www.ceoodisha.nic.in) which can be downloaded for use. Interested parties may submit their quotations super –scribing as “**Supply of lunch, dinner, light refreshment and high tea for office CEO, Odisha**” to the under signed through speed post / registered post / courier which should reach on or before 02.12.2023 at 2.00 P.M which will be opened in presence of the food supply agencies/ hoteliers / vendors or their duly authorised representatives at 3.30 P.M. on the same day at the office of CEO, Odisha, Home (Elections) Department, Unit-V, Bhubaneswar — 751001. Quotations found incomplete or without supporting copies will be out rightly rejected.

Up-to three number of food supply agencies/ hoteliers / vendors will be empanelled as per decision of this Department. The Department shall have the right to choose any food supply agency/ hotelier / vendor at any time as per the requirement. But quality, hygiene and nutrition content in food items will never be compromised. Samples may be sent for testing in accredited laboratory.

The food supply agencies /hoteliers / vendors having previous experience (self-attested copy showing work orders from different Government offices to be attached) in supplying food items on the basis of above menu chart to Government offices may be given preference.

#### Terms and Conditions:

1. The firm (food supply agencies/ hotelier / vendor) shall submit copy of self-attested valid PAN card, Food license, GST Registration certificate along with their quotation to Office of CEO, Odisha.
2. The firm shall mention their detailed address, telephone No. (Both land line and mobile No. for contact). They are to give their bank account number, Name of the Bank, IFSC Code of the Bank in the application for repayment direct to account. They shall be paid on monthly basis only.
3. The firm should have adequate manpower to supply the food in time as per



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requirement of this Department and within four hours of receiving the order (written or over telephone) at the Department at his/ her own cost. Whenever required, they will also serve the food to the officials at the venue without any extra cost.

4. The firm shall supply the food at the designated venue with proper packing of food in a Biodegradable Disposable paper tray with cover along with one "use & throw spoon" and one "tissue paper", as per intimation from the Office of CEO, Odisha from time to time.
5. The food items to be supplied by the selected firm should be fresh, nutritious & prepared in a hygienic manner taking into consideration the following factor;
  - i. Only mustard / sunflower oil of the branded company should be used.
  - ii. Spices & condiments of branded company should be used.
6. The food items will be examined by CEO Office in each programme before serving to the participants/ delegates etc, if anything is found stale or unhygienic, the entire food items will be thrown and the firm will be fully responsible for that.
7. The Office of CEO, Odisha reserves the right to consider / reject any such proposal without assigning any reason thereof.
8. Any legal dispute arising out of this is subject to Bhubaneswar Jurisdiction only.
9. Bidders may be present in person or through their representative (s) during the opening of quotations at 3. 30 P.M on the same day i.e. on 02.12.2023. Even if no bidder or their representative remains present, the bid will be opened & no complaint / objection will be entertained.

*[Handwritten Signature]*  
14.11.2023

**Deputy CEO-cum-Deputy Secy. to Govt.**

Memo No. 11561 /Elec.

Dated : 14<sup>th</sup> November, 2023

Copy along with enclosures are forwarded to Under Secretary to Government, IT Department / Head State Portal Group, NIC, Odisha Secretariat, Bhubaneswar for information and necessary action.

They are requested to float the quotation call notice in State Portal ([www.odisha.gov.in](http://www.odisha.gov.in)) for wide publicity.

*[Handwritten Signature]*  
14.11.2023

**Deputy CEO-cum-Deputy Secy. to Govt.**

Memo No. 11562 /Elec:

Dated :

14<sup>th</sup>

November, 2023

Copy along with enclosure forwarded to Sri Ramakrushna Tunga, Asst. Software Engineer for information and necessary action.

He is requested to float the quotation call notice in website of Home (Elections) Department ([www.ceoorissa.nic.in](http://www.ceoorissa.nic.in)) for wide publicity.

*HS*  
14.11.2023

**Deputy CEO-cum-Deputy Secy. to Govt.**

Memo No. 11563 /Elec.

Dated :

14<sup>th</sup>

November, 2023

Copy along with enclosure forwarded to Notice Board of Home (Elections) Department for information and necessary action.

*HS*  
14.11.2023

**Deputy CEO-cum-Deputy Secy. to Govt.**

**High tea for meeting (Category-1)**

<b>Sl. No.</b>	<b>Items</b>
1	Tea/Coffee
2	Biscuit
3	Samosa/ Vada (2 pcs)
4	Water Bottle (300 ml)

**High tea for meeting (Category-2)**

<b>Sl. No.</b>	<b>Items</b>
1	Tea/Coffee
2	Samosa
3	Paneer Pakoda
4	Cookies (2 pieces)
5	Pudina Chutney & sauce
6	Water Bottle (300 ml)

**Light Refreshment (veg) (Category-1)**

<b>Sl. No.</b>	<b>Items</b>
1	Tea/Coffee
2	Vada (2 pc)

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3	Idlies (2 pc) with chutney
4	Sweets (40-50 gram)
5	Water Bottle (300 ml)

**Light Refreshment (non-veg) (Category-2)**

Sl. No.	Items
1	Tea/Coffee
2	Vada (2 pc)
3	Idlies (2 pc) with chutney
4	One boiled egg and one banana
5	Water Bottle (300 ml)

**Light Refreshment (Category-3)**

Sl. No.	Items
1	Tea/Coffee/ lemon tea/ Green tea
2	Sandwich (1 pc )
3	Veg Cutlet (1 pc 50 gram)
4	one Banana
5	Sweets (50 gm)
6	Water Bottle (300 ml)

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**Lunch (Veg) (Category-1)**

Sl. No.	Items
1	Rice
2	Dal (arhar)
3	Mix Veg/ Veg Curry/ Ghanta
4	Paneer/ mushroom
5	Khatta/ Dahi baigana/ Ambula Rai
6	Payas/ Sweets
7	Papad
8	Salad
9	Water Bottle (500 ml)

**Lunch (Non-Veg) (Category-2)**

Sl. No.	Items
1	Rice
2	Dal (arhar)
3	Mix Veg/ Veg Curry/ Ghanta
4	Fish (2pcs)/ Chicken (150 gm)
5	Khatta/ Dahi baigana/ Ambula Rai
6	Payas/ Sweets



7	Papad
8	Salad
9	Water Bottle (500 ml)

**Lunch (Veg) (Category-3)**

Sl. No.	Items
1	Rice
2	Dal (arhar)
3	Mix Veg/ Veg Curry/ Ghanta
4	Paneer Masala
5	Chilly Mushroom
6	Khatta/ Dahi baigana/ Ambula Rai
7	Payas/ sweets
8	Papad
9	Salad
10	Soup (veg)
11	Water Bottle (500 ml)

**Lunch (Non-Veg) (Category-4)**

1	Rice
2	Dal (arhar)
3	Prawns (100 gm)

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4	Chicken (150 gm)
5	Gobi/potal curry/ chilly gobi/ kuruma
6	Mix Veg/ veg chips
7	Payas/ sweets/ Ice cream
8	Papad
9	Salad
10	Soup
11	Water Bottle (500 ml )

**Dinner (Veg) (Category-1)**

SI. No.	Items
1	Roti (4 pc)
2	Dalma/ Tadka
3	Sweets/Kheer (50 gm)
4	Water Bottle (500 ml)

**Dinner (Non-Veg) (Category-2)**

SI. No.	Items
1	Roti (4 pc)
2	CHICKEN (150 GM)
3	Sweets/kheer (50 gm)
4	Water Bottle (500 ml )

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**Annexure-B**

Sl. No.	Category	Items	quantity (in gm)	Rate (in Rs.) per packet (including GST)	Rate (in Rs.) per plate for buffet LUNCH (including GST)	Remarks
1	2	3	4	5	6	7

*Handwritten signature*