



## ODISHA BIODIVERSITY BOARD

Forest, Environment & Climate Change Deptt. Govt. of Odisha  
Regional Plant Resource Centre Campus  
Ekamrakanan, Nayapalli, Bhubaneswar-15, Odisha  
Tel No.0674-2552006, Email : [msobb@rediffmail.com](mailto:msobb@rediffmail.com)  
Web: [www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in)

File No. Estt.215/OBB/2023/ 6956

Date: 09/05/23

### SHORT TENDER CALL NOTICE FOR SUPPLY OF FOOD

Sealed quotations are invited from reputed hotels/restaurants/catering units based at Bhubaneswar having valid registration certificates, PAN and GST clearances certificates towards supply of food as per the menu given below. Interested firms should submit their tender paper to the Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Centre Campus, Nayapalli, Bhubaneswar-15, Odisha. The quotations along with all the enclosures should reach the undersigned on or before **3 PM of 20.05.2023**. The tender will be opened at **4 PM on 20.05.2023** in presence of bidders who wish to remain present.

*Maha K Nayak*  
09/05/2023

Member Secretary

Memo No. 6957 /OBB, Bhubaneswar.

Date: 09/05/23

Copy to Dr. Shubhransu Nayak, Scientist for publishing in the website of OBB

*Maha K Nayak*  
09/05/2023

Member Secretary

Memo No. 6958 /OBB, Bhubaneswar.

Date: 09/05/23

Copy to the notice board of OBB, ICZMP, RPRC & CES for all concerned.

*Maha K Nayak*  
09/05/2023

Member Secretary

## Terms and Conditions for Supply of Foods

### 1. Sale of Tender Paper:

The tender papers, containing the detailed list of menus and documents to be submitted etc. will be available in the website ([www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in)) and office of Odisha Biodiversity Board, Bhubaneswar from **Dt. 09<sup>th</sup> May, 2023** (during the office hours only), on payment of a non-refundable tender fee in cash or in shape of pay order/demand draft drawn in favour of “**Odisha Biodiversity Board**”, payable at Bhubaneswar (**Annexure-I**). The same can also be downloaded from our website [www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in) and in such a case, the cost of tender paper is to be enclosed in shape of D.D./Bankers Cheque drawn in favour of “**Odisha Biodiversity Board**”, payable at Bhubaneswar along with the tender. In case of any bid amendment and clarification, responsibility lies with the tenderers to collect the same from the notice board/ website of OBB before last date of submitting the tender document. Non-payment of cost of tender paper will amount to rejection of the tender.

### 2. The Last Date:

The last date of receipt of tender documents is **Dt. 20. 05. 2023 (up to 3.00 PM)**. The Technical bids will be opened by the Tender Committee of OBB on **Dt. 20.05.2023 (at 4PM)** in presence of the authorised representatives of the tenderers who like to be present at that time. The date of opening of the financial bids of technically qualified tenderers will be notified later.

### 3. Bid System:

a) The tender should be submitted in **two bid system** i.e., “**Technical Bid**” and “**Financial Bid**”. The technical bid contains documents as per the tender terms along with cost of tender paper in appropriate shape. The technical documents need to be submitted matching all the listed menu. The technical bids containing information on price, directly or indirectly, will be liable for rejection. The technical bid and financial bid required to be submitted in two separate envelopes clearly mentioning on top of the envelope “**Technical Bid**” and “**Financial Bid**” respectively and both of these should be placed in a big envelope marked with “**Tender for Supply of Food**”.

b) List of the Food Menu are given in **Annexure-II**.

c) Financial bid contains only the price bid, need to be provided as per the format given in **Annexure-III**. The firm need to consult Dr. Satyaranjan Behera, Zoologist of OBB (7978096849) for further communication.

d) The rates quoted by the tenderer shall be valid for a period of 90 days from the date of submission of tender.

#### 4. Eligibility Criteria

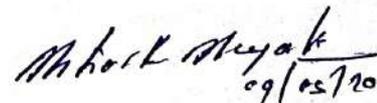
- a) Submission of price (INR) as per prescribed format.
- b) Copy of PAN, GST registration certificate and up to date GST clearance certificate.
- c) Tender paper cost (Original receipt of tender paper).
- d) Undertaking that the tenderer has not been blacklisted by any Govt. Organization/ Institution/ other.
- e) Submission of valid food Licence.

#### 5. Validity of Tender:

- a) The tender shall remain valid for a period of 90 days after the last date as specified in the tender.
- b) Notwithstanding the above, the purchaser reserves the right to accept or reject any bids and to cancel the bidding process and rejects all bids at any time prior to the issue of supply order. More qualification of the technical specifications asked in the bid may not be accepted by the committee. It is totally depending on the realization of the committee members.

#### 6. Issue of Supply Order:

- a) The supply order will be placed on the qualified tenderer whose bid will be selected by the mentioned price. The terms of the accepted offer shall be incorporated in the supply order.
- b) The service should be completed within the time from the mention date of receipt of the confirmed order as per the quality and quantity of the food will not be compromised.
- c) Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

  
09/02/2023

**Member Secretary**  
**Odisha Biodiversity Board**

**Annexure-I**

**REQUIRED PAPER COST AND EMD FOR PRINTING OF BOOK**

<b>Sl. No.</b>	<b>Name of book</b>	<b>Tender Paper Cost in Rs.</b>	<b>EMD Cost in Rs.</b>
1.	'Supply of Food Menu'.	400/-	3000/-

**Annexure-II**

**FOOD MENU LIST:**

**Breakfast & High Tea**

- Vegetable Sandwich
- Samosa
- Gulab Jamun
- Cookies
- Tea
- Coffee

**Lunch**

- Steam Rice
- Dal Fry
- Paneer butter Masala
- Mushroom Masala
- Vegetable Chips
- Chicken Curry
- Fish Fry
- Bundi Raita
- Green Salad
- Papad
- Ice Cream
- Rasagolla

## Annexure-III

## FINANCIAL BID: DETAILED TECHNICAL SPECIFICATION AND PRICE

Item	Specification	Quantity	Price (INR)
1	Breakfast & High Tea	350	
2	Lunch		
Total Price in Rs.			
GST (5%)			
Grand Total in Rs.			

*M. K. Nayak*  
09/02/2023

Member Secretary  
Odisha Biodiversity Board