



ODISHA BIODIVERSITY BOARD

Forest, Environment & Climate Change Dept. Govt. of Odisha
Regional Plant Resource Centre Campus
Ekamrakanan, Nayapalli, Bhubaneswar-15, Odisha
Tel No.0674-2552006, Email : msobb@rediffmail.com
Web: www.odishabiodiversityboard.in

File No. Estt.299/OBB/2026/ 26-555

Date: 02.05.26

SHORT TENDER CALL NOTICE FOR SUPPLY OF FOODS

Sealed quotations are invited from reputed restaurant/hotel/supplier based at Bhubaneswar & Cuttack having valid registration certificates, PAN and GST clearances certificates towards supply of food (Breakfast & Lunch) on the occasion of International Day for Biodiversity – 2026 to be held on dated 22.05.2026 as per the items given below. Interested firms should submit their tender documents in sealed covers superscribed “Supply of Foods (Breakfast & Lunch)” and addressed 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 **3:30 PM on 18.05.26**. The firm should be able to provide the food (Breakfast & Lunch) on the above date, 22.05.2026, for the International Day for Biodiversity – 2026 programme. Interested firms may collect the menu list from OBB office. Incomplete tenders and tender documents received after the due date and time will not be considered. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof. The offer will be opened at **4.30 PM on 18.05.26**, in the presence of bidders who wish to remain.


02/05/2026
Member Secretary

Memo No. 26-556 /OBB, Bhubaneswar. Date: 02.05.26
Copy to the notice board of OBB, RPRC, ECRICC & CES for all concerned.


02/05/2026
Member Secretary

Memo No. 26-557 /OBB, Bhubaneswar. Date: 02.05.26
Copy to the M/s Doppio, Bhubaneswar, M/s Khata Mitha, Bhubaneswar, M/s Dolphin Catering, Bhubaneswar, & M/s Mangala Cratering, Cuttack


02/05/2026
Member Secretary

Terms and Conditions for Supply of Foods (Breakfast & Lunch)

1. Sale of Tender Paper:

The tender papers, containing the detailed list of the menus and supporting documents etc. will be available in the office notice of Odisha Biodiversity Board Bhubaneswar from **Dt. 02.05.26** (during the office hours only), on payment of a non-refundable tender fee in the shape of a pay order/demand draft drawn/cash in favour of **“Odisha Biodiversity Board”, payable at Bhubaneswar (Annexure-I)**. The cost of tender paper is to be enclosed in shape of D.D./ Bankers Cheque/ Cash and EMD is to be enclosed in shape of D.D./ Bankers Cheque/Cash 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 of RPRC, CES & ECRICC 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. 18.05.26 (up to 3.30 PM)**. The Technical & Financial bids will be opened by the Tender Committee of OBB on **Dt. 18.05.26 (at 4.30PM & 5.30 PM respectfully)** in presence of the authorised representatives of the tenderers who like to be present at that time.

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 the cost of tender paper in the appropriate shape. The technical documents need to be submitted matching list of the menu. In addition, the documents regarding the eligibility criteria of the participating firm mentioned below. 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) Name 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) about the menu.

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.
- e) Undertaking that the quoted item qualifies the required technical specification.
- f) The firm should submit any proof of the order copy for the supply of food to any Govt/private organisation.
- g) Submit a copy of the food license.
- (h) Declaration certificate.

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 organizer 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 order

6. Issue of Supply Order:

- a) The supply order will be provided on the qualified tenderer whose bid will be selected by the committee members. The terms of the accepted offer shall be incorporated in the supply order.
- b) The firm should provide the food at the meeting place on the scheduled date and time provide by the organiser.
- c) The quality and quantity of the food is not compromised.
- d) The firm should declare that the information furnished herein above and enclosures are all true, complete and correct to the best of my knowledge and good belief.

7. Payment terms.

- a) Payment will be made after submission of the Bills in favour of the Member Secretary, Odisha Biodiversity Board, Bhubaneswar.
- b) The bills should clearly mention the price of the food items. Whenever applicable it is required to provide the GST payment clearly.


02/05/2006

Member Secretary

**Odisha Biodiversity Board
Bhubaneswar**


Annexure-I

REQUIRED PAPER COST AND EMD FOR SUPPLY OF FOOD (BREAKFAST & LUNCH)

Sl. No.	Name of the Menu	Tender Paper Cost in Rs.	EMD Cost in Rs.
1.	Idli	400/-	5500/-
2.	Bara		
3.	Upama		
4.	Poori		
5.	Aloo Mutter Curry		
6.	Samber		
7.	Chutney		
8.	Gulab Jamun		
9.	Butter milk		
10.	Butter naan		
11.	Masala Kulcha		
12.	Peas Pulao		
13.	Dal fry		
14.	Mix veg curry (Desi ghanta)		
15.	Paneer butter masala		
16.	Beans aloo bhaji/Vendi aloo bhaji		
17.	Fish kalia		
18.	Chicken kassa		
19.	Green salad		
20.	Amba khata		
21.	Dahi brinjal		
22.	Ice cream (Vanilla, Butter scotch)		
23.	Rasgolla		
24.	Water jar (20 Ltr)		
25.	Tea		
26.	Cookies		

LIST OF THE MENU (BREAKFAST & LUNCH)

Breakfast	Lunch
Tea	Butter milk
Cookies	Butter naan
Idli	Masala Kulcha
Bara	Peas Pulao
Upama	Dal fry
Poori	Mix veg curry (Desi ghanta)
Aloo Mutter Curry	Paneer butter masala
Samber	Beans aloo bhaji/Vendi aloo bhaji
Chutney	Fish kalia
Gulab Jamun	Chicken kassa
	Green salad
	Amba khata
	Dahi brinjal
	Ice cream (Vanilla, Butter scotch)
	Rasgolla
	Water jar (20 Ltr)


 Member Secretary
 Odisha Biodiversity Board

FINANCIAL BID: DETAILED QUANTITY OF MENU AND PRICE

Breakfast	Quantity	Price/plate
Tea	600	
Cookies		
Idli		
Bara		
Upama		
Poori		
Aloo Mutter Curry		
Sambar		
Chutney		
Gulab Jamun		
Lunch		
Butter milk		
Butter naan		
Masala Kulcha		
Peas Pulao		
Dal fry		
Mix veg curry (Desi ghanta)		
Paneer butter masala		
Beans aloo bhaji/Vendi aloo bhaji		
Fish kalia		
Chicken kassa		
Green salad		
Amba khata		
Dahi brinjal		
Ice cream (Vanilla, Butter scotch)		
Rasgolla		
Water jar (20 Ltr)		

Signature of Food supplier

Pl. Note:

- The Price quoted should be including of GST
- The prescribed format of price bid shall be duly typed. No hand-written price bid shall be accepted by OBB.
- L1 shall be decided based on the lowest total price (in Rs.) against the items