

**ODISHA TOURISM DEVELOPMENT CORPORATION LIMITED**  
**(A Government of Odisha Undertaking)**  
**Panthanivas (Old Block), Lewis Road, Bhubaneswar – 751014**

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**TENDER CALL NOTICE**

Sealed tenders are invited separately for different sections from vendors / Suppliers for supply of following items to the Panthanivas / Restaurants of OTDC inside the State for a period of one year w.e.f. 1<sup>st</sup> day of signing of agreement.

1. **Section “A” :- Grocery Items**
2. **Section “B” :- Vegetable Items**
3. **Section “C” :- Non-Vegetable Items**

The tender paper can be downloaded from website “[www.panthanivas.com](http://www.panthanivas.com)” or can be collected from the Manager of respective Panthanivas / Restaurant. Tender to be submitted with tender paper cost of Rs.2000/- (non-refundable) in shape of DD favouring Managing Director, OTDC Ltd. The tender should be submitted with an earnest money deposit of Rs.10000/- in shape of Bank Draft made in favour of Managing Director, OTDC Ltd., Bhubaneswar as per table given below.

The tender document shall be submitted in the concerned unit before **2.00 P.M. on 20.01.2022** and the same will be opened by the Unit Tender Committee in presence of the tenderers or their authorized representatives at **4.00 P.M.** same day. GST Registration No. for Section “A” should be submitted with the tender paper failing which the tender will be rejected. Tenderer should have telephone number and bank account in their name / firm name. Successful tenderer shall execute agreement for the contract period at its own cost with the unit Managers.

Authority reserves the right to reject any or all the tenders without assigning any reason thereof.

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**MANAGING DIRECTOR**  
**O.T.D.C. Ltd.,**

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**Terms & Conditions**

1. The tender shall be opened on **20.01.2022 at 4.00 P.M.** in presence of tenderer / authorized representatives.
2. EMD & Application fee of applicable rate to be deposited in shape of bank Draft to be drawn in favour of Managing Director, OTDC Ltd., Bhubaneswar. Earnest Money which will be adjusted against security deposit for the successful tenderer Earnest money will be refunded to the unsuccessful tenderer.
3. Earnest money will be forfeited, if a successful tenderer fails to execute agreement / supply materials in time.
4. The list of units for which tender is invited are as below :-

<b>Sl. No.</b>	<b>Name of the Unit</b>	<b>Section</b>		
1	Puri		B	C
2	Konark	A	B	C
3	Barkul	A	B	C
4	Rambha		B	C
5	Gopalpur	A	B	C
6	Cuttack	A	B	C
7	Paradeep	A	B	C
8	Chandbali	A	B	C
9	Bhitarkanika	A	B	C
10	Keonjhar	A	B	C
11	Chandipur	A	B	C
12	Chandaneswar	A	B	C
13	Rourkela	A	B	C
14	Sambalpur	A	B	C
15	Nandankanan	A	B	C

5. While quoting rates the supplier must quote for all the items of the each section failing which the tender will be rejected.
6. The agency will be selected based on the lowest grand total amount on the basis of rate & BOQ listed against each unit. Unit wise BOQ is given at Annexure "A".
7. Materials to be supplied strictly in time accompanied by chalan as per the order from time to time.

8. Parties must supply as per the brand / quality mentioned in the tender paper.
9. Manager has the right to verify the quality and specification of the raw materials at the time of delivery. In case of any deviation in the quality and specification of the raw materials at the time of delivery, the Manager has the right to reject any / all materials for immediate replacement.
10. Security deposit will be refunded immediately after the contract period is over. The security deposit will carry no interest.
11. Successful tenderer should enter into an agreement before commencement of supply of materials. The cost of stamp paper shall have to be borne by the tenderer.
12. In case the tenderer fails to supply the materials in the approved rate, the concerned Manager will be at liberty to purchase the same from the open market and excess amount over and above the quoted price shall be adjusted from the unpaid bill / security deposit.
13. Bills should be submitted on the same day of materials supplied. Payment shall be made on the month to month basis i.e. within 15<sup>th</sup> of each succeeding month on submission of bill.
14. The schedule / frequency of delivery will be bases on requirement however at least 12 hour notice will be given.
15. For marriage and parties the agency shall have to deliver the raw materials as per the indent of the Manager from time to time and such delivery shall be within 8 hrs from the placement of order. (Telephonic or Written)
16. Supplier shall ensure delivery of proper quality of materials in confirmation with the brand and the decision of the Manager about the quality of product is final and binding.
17. Managing Director, OTDC Ltd. will be the arbitrator for any dispute arising between the tenderer / supplier and unit Manager and the jurisdiction for the purpose of any dispute shall be at Bhubaneswar.

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To

The Manager,  
Panthanivas / Restaurant

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Sub :- Supply of Raw Materials.

Sir,

I hereby offer my rates to supply grocery to the Panthanivas, .....  
for a period of one year, the article listed in the tender form in such quantities as may be  
required by the Panthanivas from time to time at the rates mentioned in the scheduled.

I have deposited a sum of Rs. \_\_\_\_\_ in shape of Bank  
Draft vide No. \_\_\_\_\_ Dated \_\_\_\_\_ towards security deposit, which  
will not bear any interest. The security money will be forfeited if in the event of accepting  
my tender I fail to execute the contract / to supply the materials.

Yours faithfully,

Place :

Date :

Full signature of the Tenderer

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**INFORMATION SHEET**

**Please state the following Particular :**

1. Name of the Firm :
2. Address :
3. Telephone No. \_\_\_\_\_(O) \_\_\_\_\_(R)  
Mobile No. \_\_\_\_\_
4. Name & Address of the contact person:
  - a. Name :
  - b. Address :
  - c. Telephone No. \_\_\_\_\_(O) \_\_\_\_\_(R)  
Mobile No. \_\_\_\_\_
5. Whether you own any stall in local market within Municipality/NAC jurisdiction (if yes give details)
6. How long you are in business of selling Groceries / Vegetable Items / Non-veg Items.
7. Whether you are at present supplying to any Hotel, Hospital, Hostel and Club etc. (If yes give name and address of organization)
8. Whether you have previously supplied to this Institute if so state the year :
9. If supplies were discontinued from this Institute state the reason
10. Bank Account No.
11. GST No.

Signature of the Tenderer with seal