

TENDER DOCUMENT FOR HIRING OF TRAINING VENUE INCLUDING FACILITATION

TERMS AND CONDITIONS

1. The building should be situated in municipality jurisdiction of Cuttack city preferably nearer to the office of CDM&PHO, Cuttack.
2. The carpet area of the building should not be less than 4000 sq.ft.
3. The organisation should be registered under GOODS & SERVICE TAX.
4. The organisation should have own fooding arrangements for participants.
5. The organisation should have laundry facility for washing, drying and ironing. The payment will be made by the paticipants.
6. The building should have adequate rooms to accommodate minimum 40 nos. participants in twin sharing basis at a time.
7. The building should have a well-equipped training hall to accommodate minimum 40 nos. participants at a time.
8. The building should have independent caretaker/manager, adequate attendant and security arrangements as well as uninterrupted supply of electricity and water.
9. The bidder will arrange all the incidental expenditure like pen, pad, folder, banner and other training related stationery etc. on paid basis.
10. The bidder will manage all the venue related expenditure like mask, hand sanitiser, hand wash and photocopy of training hand outs etc. on paid basis.
11. All the incidental expenditure like electricity, water and other manpower charges will be borne by the bidder.
12. The building should have adequate arrangement for fire safety.
13. The bidder should deposit E.M.D of Rs. 5,000/- drawn in favour of "ZSS MISCELLANEOUS CUTTACK"
14. The award will be given to L1 bidder who quote lowest rate for per day overall cost subject to fulfilling the following criteria.

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Training Hall-

It should be located in well communicated area having facility for vehicular movement. It should have sufficient space to accommodate 40 participants. The training hall should have following facilities:

- a. Well lighted & Ventilated
- b. Refreshment/Waiting Room for Resource Person
- c. A.C and fan facility
- d. White Board with marker
- e. Projector, Lap Top, White screen & Pointer for display
- f. Desk Top with Printer facility
- g. Microphone
- h. Podium
- i. Chairs for Participants & Resource Person
- j. Separate Toilet for male & female Participants
- k. Aqua guard for safe drinking water

Accommodation-

- l. Well Lighted & Ventilated
- m. Separate Accommodation for Male & Female participants
- n. Adequate Toilet Facility
- o. Separate A.C and fan facility in Room
- p. Dining Space for Male & Female
- q. Bed sheet & Pillow cover should be changed on every alternative day
- r. Bathroom & Toilets should be washed properly.
- s. Aqua guard for safe drinking water

Fooding-

- t. Morning tiffin at 9 AM- 9.30 AM
- u. Tea/ Coffee at 11 AM & 4 PM
- v. Lunch 1.30 P.M to 2.00 P.M as per menu finanlised

Conveyance-

Adequate vehicles should be organised for field visit of the participants, if required.

15. The selected firm will enter into agreement with CDM&PHO, Cuttack for facilitating the training programme for a period of one year from the date of signing of contract.
16. The organisation will be black listed for any deviation of above terms and conditions found during contract period.
17. **Instruction for submission of Tender:** The bidders should submit their bid superscribed as "**Tender for Hiring of Training Venue**". The tenders should be addressed to: **The Office of the Chief District Medical & Public Health Officer, Cuttack, Buxi Bazar, Cuttack-753001, Odisha.**
18. The last date & time of submission of tender is dt. 27.07.2022, 3.00 PM. The tender shall be opened on 27.07.2022 at 4.00 PM. in the office chamber of CDM & PHO, Cuttack in the presence of tenders or their authorized representative who may wish to be present.
19. CDM&PHO, Cuttack reserves the right to consider/reject any such proposal without assigning any reason thereof.

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TECHNICAL BID

(The documents are to be arranged serially as per the order mentioned below)

1	Name of the Organisation / Bidder	
2	Name of authorized signatory (in block letters)	
3	Address of the Building with ward no.	
4	Telephone number	
5	Telephone number of authorized signatory	
6	GST Registration Certificate	
7	Whether DG facility is available	
8	Whether security facility is available	
9	Whether fire safety facility is available	
10	Whether organization have own kitchen	
11	Whether organization have own laundry facility	
12	Total Carpet Area of the building	
13	The size of the training hall	
14	No of rooms in the building	
15	Whether organization having own vehicle	

DECLARATION

I / we hereby certify that the terms and conditions given with the tender call notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any false information /deviation in the above statement at any state, my Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

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PRICE BID

Sl. No.	Specification	Unit	Amount
1	Accommodation Cost	Per person per Day	
2	Incidental Cost (Training Stationery)	Per person per Batch	
3	Overhead Cost (Venue Management)	Per person per Batch	
	Food Cost		
4	Plain Rice	150 gm	
5	Jeera Rice	150 gm	
6	Plain Dal	50 gm	
7	Dal Fry	50 gm	
8	Mix Veg	100 gm	
9	Chilli Gobi / Alu Potal	100 gm	
10	Butter Paneer/Mushroom Besar	100 gm	
11	Egg Curry	2 pcs.	
12	Fish Curry	150 gm	
13	Chicken Curry	150 gm	
14	Mutton Curry	150 gm	
15	Veg Chips/Saga Muga	100 gm	
16	Salad	50 gm	
17	Papad	1 pc.	
18	Khata (Tamato/Pineapple/Khajara/Ambula Rai/Dahi Baigan/Dahi Pachedi)	50 gm	
19	Khira / Khira	50 gm	
20	Rasgoola/Golap Jamun	25 gm	
21	Ice Cream/Sweet Curd	50 gm	
22	Tawa Roti	1 pc.	
	SNAX		
23	Bara/Aluchop/Singada	1 pc.	
24	Veg Chop/Bread Chop/Patties (with sauce)	1 pc.	
25	Puri and Ghuguni	4 pcs.	
26	Upama and Sambar	150 gm	
27	Poha and Alu Sabji	150 gm	
28	Water Bottle	150 ml	
29	Water Bottle	1 ltr	
30	Tea	50 ml	
31	Coffee	50 ml	
32	Fruits (2 Banana, 1 Apple, 1 Orange, Papaya)	300 gm	

Note: All the above weight indicates the quantity of main ingredient.

(Signature and seal of the authorized signatory)

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18/7/22