



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER; JHARSUGUDA  
AT:- NEAR BIG BAZAR, PO/DIST :- JHARSUGUDA  
EMAIL ID [cdvojs@gmail.com](mailto:cdvojs@gmail.com), Mobile No.9178918319



Tender Notice No. 02 / CDVO (JSG) Dt. 7/11/24

### **TENDER CALL NOTICE**

Chief District Veterinary officer, Jharsuguda invites sealed tender from interested & experienced firm/ agencies/ firms having successful track record on fooding for organization of " Matsya O Prani Sampada Mela- 2024" going to be organized by CDVO, Jharsuguda form 23.11.2024 to 24.11.2024 at ground in front of Manmohan Play Ground, Jharsuguda. The request for proposal (RPF) along with detailed specification and eligibility criteria of the said event will be available on the notice board of CDVO, Jharsuguda, District Fisheries Officer, Jharsuguda and Zilla Parishad, Jharsuguda & official website of Jharsuguda [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in) ([http:// Jharsuguda.nic.in](http://Jharsuguda.nic.in)). The last date for submission of documents and necessary paper as required for fooding and allied works is on dt. 16.11.2024 at 05.00 PM to the O/o CDVO, Jharsuguda, 756204 by speed post or registered post. In case of any Addendum/ Clarification/ Corrigendum / Extension regarding this tender call notice the same will be published in the above website. Authority reserves the right to accept or reject any tender and to cancel procurement process at any time prior to the award to the contract with assigning any reason thereof. For any clarification related to tender document interest bidder can contact [cdvojs@gmail.com](mailto:cdvojs@gmail.com) or

  
Chief District Veterinary Officer  
Jharsuguda

Memo no: 2959 CDVO(JSG)/Dt. 7/11/24

Copy submitted to the District Informatics Officer, NIC, Jharsuguda with a request to upload this tender call notice in the Jharsuguda District website [www.Jharsuguda.nic.in](http://www.Jharsuguda.nic.in) ([http:// Jharsuguda.nic.in](http://Jharsuguda.nic.in)) 07.11.2024 for wide publication and timely response by the intending Firm Agencies.

  
Chief District Veterinary Officer  
Jharsuguda

Memo no: 2960 CDVO(JSG)/Dt. 7/11/24

Copy forwarded to the PA to the Collector for kind information of Collector and District Magistrate, Jharsuguda.

  
Chief District Veterinary Officer  
Jharsuguda

**CHIEF DISTRICT VETERINARY OFFICER.**  
**JHARSUGUDA**

FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA  
Bid Reference No: 2      Date:07.11.2024

Limited Tender Enquiry for "CATERING SERVICES FOR MATSYA O  
PRANISAMPAD MELA 2024"

Name and Address of the Tender inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, JHARSUGUDA

Maximum Tender Value: 4,80,000/-

Email - cdvojs@gmail.com

Contact Person: SDVO, O/o the CDVO, Jharsuguda

Tel:9437131803/9556174692

**SECTION I**  
**IMPORTANT DATES OF THE TENDER**

Date of publication of Bid Document in Website	:	18.11.2024
Last Date & Time of Receipt of Bid Document	:	16.11.2024, 5.00 PM
Date & Time of Opening of Tender Technical BID (Cover-A)	:	18.11.2024, 1.30 PM
Date & Time of Opening of Price Bid (Cover-B)	:	18.11.2024, 2 PM
Place for Opening of Documents, Pre-Bid Conference And Address For Communication for Receipt of Bid Document	:	Office Chamber of the Chief District Veterinary Officer, Jharsuguda

## **SECTION II**

### **GENERAL DEFINITION AND SCOPE OF CONTRACT**

#### **1. General Definitions**

- ❖ Department means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- ❖ Government means Government of Odisha.
- ❖ Bid/Tender Inviting Authority is the CDVO, Jharsuguda who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- ❖ Tender Evaluation Committee are Committees so constituted by the CDVO, Jharsuguda to decide on the purchase of goods.
- ❖ Blacklisting/debarring - the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/ User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

#### **2. Scope:**

- ❖ The bids are invited for procurement of kit bags for organization of 2 days **MAT'SYA O PRANISAMPAD MELA from 23.11.2024 to 24.11.2024.**
- ❖ The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- ❖ Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing

### **SECTION III**

### **GENERAL INSTRUCTION TO BIDDERS**

- Sealed tenders are invited to bid system from reputed firms having valid GST Registration for supply of KIT BAGS for the MATSYA OF PRANISAMPAD MELA 2024 to be organized in the Manmohan Play Ground from 23.11.2024 to 24.11.2024.
- The Bidder has to submit sample of the bag for evaluation by the Tender Evaluation committee.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority by 16.11.2024, 5.00 PM Speed Post /Regd. Post/Directly dropped in the drop box.
- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- The bidder(s) shall have to submit their tender in two separate sealed envelopes, that is one for technical bid by superscribing "**Cover A (Technical Bid)**" & second for "**Cover B (Price Bids)**." The technical Bid and price Bid (or Financial Bid) should be put into a third Cover, which should be super-scribed as "**BID) FOR CATERING SERVICE for MATSYA O PRAMSAMPADA MELA 2024**" and should be addressed to:

**Chief District Veterinary Officer**  
**At/Po-Jharsuguda**  
**Pin- 768204**

- The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Jharsuguda on **18.11.2024, 1.30 PM Clock**
- The bidders or their duly authorized representative's may remain present during the opening of the tender. However absence of a bidder or his representative will not debar his participation in the bidding process.
- The interested bidders can download the entire Tender Document from the website <https://jharsuguda.nic.in> and submit the tender paper along with required documents and all the requested fees.
- The bidders can deposit Rs 500.00 (Rupees five hundred only) in shape of demand draft at any Nationalized bank in favour of "Chief District Veterinary Officer, Jharsuguda towards cost of a tender processing fees
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

**SECTION IV**  
**GENERAL TERMS AND CONDITIONS**

1. The firm should be registered under GOODS & SERVICE TAX.
2. The firm should have adequate man power to supply the food in time.
3. The agency will supply food as per requirement & the payment will be made after completion of the relevant programme and within 15 days of receipt of bill.
4. The firm shall supply the food at the designated venue i.e. at Mammohan Play Ground with crockery, serving dishes and with manpower for serving of food to the attending farmers, delegates and officials.
5. The caterer has to prepare food at the site and delivery of pre-prepared and packaged food in plates is not allowed.
6. The firm will have to submit an undertaking in the technical bid that the firm/organization has not been black listed by any Government organization.
7. The firm shall supply the hygienic food and the utensils used shall be clean and sterile.
8. The bidder has to make his own arrangement for transportation of materials, cooking of food, serving of food and supply of necessary disposable buffet plates.
9. After completion of program the bidder has to maintain the cleanliness of the area.
10. The staffs of the firm must be well dressed and well behaved.
11. The award will be given to L1 bidder who quote lowest rate for the items including GST.
12. In case more than one firm quoting same price for one or more items, the firm quoted lowest for maximum number of items will be selected.
13. The selected firm will execute an agreement with the Chief District Veterinary Officer, Jharsuguda for supply Tea, breakfast and lunch for two days of the MATSYA O PRANISAMPAD MELA 2024 to be organized from 23.11.2024 to 24.11.2024 for 2 days.
14. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within 3 days.
15. The firm will be black listed for any deviation of above terms and conditions, if found during contract period.
16. Bidders who qualify technically as per submission of valid relevant documents as asked to be submitted in Technical Bid- Tender Form (Cover A) their Financial Bid (Cover B) shall only be opened.
17. All legal disputes, if any relating to purchase etc" are subject jurisdiction in the courts of law situated at Jharsuguda or Hon'ble High Court of Odisha.
18. If the approved lowest eligible supplier fails to supply items within the stipulated period the Tender Inviting authority reserves the right to procure the same from the L2/L3 supplies at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Banker's Guarantee form.
19. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.
- 20. FSSAI certification (license) must be valid issued in the name of the bidder.**
- 21. No adulteration and colour will be used**

**22. Packed product must be FSSAI certified and should from reputed brand  
TENDER PROCESSING FEE AND EMD**

- a)** The bidder shall deposit an amount of Rs. 1000/- (Rupees One Thousand only) toward cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ online transfer.**
- b)** The demand daft/online transaction slips of online transfer or Govt. money receipt of Rs.500/- is to be attached with the technical bid document.
- c)** An amount of **Rs.5,000/- (Rupees five thousand)** towards **BID security** through Account payee demand draft fixed deposit pledged to CDVO Jharsuguda/bank guarantee from any Commercial bank need to be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BII) Validity period.
- d)** The bid security will be returned to unsuccessful bidders without interest. The BID security of successful bidders will be adjusted during the collection of performance security.
- e)** Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.
- f)** The online transfer of money made and A/C payee demand draft can be made in favour of the following bank particulars of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents.

**Chief District Veterinary Officer, Jharsuguda**

**Account No: 11346746793**

**IFSC Code: SBIN0000238**

**SBI Main Branch , Jharsuguda**

**1. Documents to be submitted with the Technical Bid(with Annexure-I in COVER-A):**

SL No	Documents type (To be self -attested and numbered)
1	Forwarding letter in the pad of the firm with check list of following Documents
2	Tender processing fee as mentioned above
3	Earnest Money Deposit (EMD or BID security fee) as mentioned above.
4	Details name, address, telephone, no Fax, e-mail of the firm in the format Annexure-I
5	Copy of PAN CARD & GST registration certificate.
6	Copy of latest GST payment receipt
7	Copy of latest IT return
8	Proof of registered Office/outlets in Odisha
9	Declaration for not being backlisted by any Govt. institution in Annexure-III
10	Declaration that price quoted by them is not more than the open market price in Annexure-IV.
11	Copy of 1" page of bank pass book or a cancelled cheque as proof of Bank account details.

**2. COVER-B (PRTCE BID)**

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover "B" (price Bids) format at Annexure-IV.
- b. Cover-B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.
- c. The Price Bid should be quoted inclusive of insurance, packing forwarding, transportation installation and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

**19. Evaluation:**

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters set out **at Section IV-21.**
- b. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the financial bid evaluation.
- c. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need. the tender inviting authority- reserves right to procure the same from the L2/L3 supplier at L1 rate, if they agree to supply at LI approved rate or negotiated rate.

**SECTION V**  
**SCHTDULE OF RTQUIRTMENT**

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast and lunch on both days from 23.11.2024 to 24.11.2024.

**NAME OF THE EVENT: MATSYA O PRANISAMPAD MELA**

**VENUE: Manmohan Play Ground, Jharsuguda**

**DATE: 23.11.2024 to 24.11.2024.**

Sl	Food Items Required	Quantity per day	Total Quantity for 2 days	Time of Serving	Remarks
1	Tea	1000 Cups	2000 cups	9 to 11 a.m.	Actual requirement may vary and will be intimated in time.
2	Breakfast	1200 pkts	2400 pkts	9 am	
3	Lunch	1200	2400	1 pm	

**MINIMUM MENU OF BREAKFAST (Package)**

1. PIAGI-1
2. SAMOSA-1
3. ALUCHAP-1
4. SWEET.I
5. Drinking Water Bottle/Jar (sufficiently)-ISI Mark

Freshly prepared items should be packed in adequate size paper packets and given to the participants along with hand napkin.

**MINIMUM MENU OF LUNCH (Package)**

1. Basumati Rice
2. Dal (Arnapurna Arhar)
3. Mix Veg
4. Chicken/ Paneer
5. Khiri (Ruchi Rice with Gulab Jamun)
6. Vegetable Chips(Fresh Vegetables)
7. Khata Khata (With Sugar)
8. Papad (Triangle)
9. Drinking Water Bottle (sufficiently)-ISI mark

The lunch have to be prepared on the site and served as buffet lunch over three counters to the participants, delegates and guests. Prepackaged lunch in plates are not allowed.

  
**Tender Inviting Authority**

**COVER-A**  
**Annexure-I**

**Technical Bid (Pl see Section IV-21)**  
**(To be filled in & returned with all the documents DULY SELF-ATTESTED)**

SL No	Documents type to be submitted
1	Forwarding letter in the pad of the firm with all the relevant documents
2	Details of name of the firm and address (Registered Office and Operating Branch) Office: Residence: Mobile: e-mail-Id:
3	Details of Tender Processing Fee
4	Details of amount of Earnest Money Deposit
5	GST Registration number(Enclose Photo copy of PAN)
6	Income Tax Account No. (Enclose Photo copy of PAN)
7	Copy of Latest GST payment receipt.
8	Copy of latest IT returns.
9	Declaration for not being back listed.
10	Declaration for price quoted not more than open Market Price.
11	Banks details: Bank Name, Account No. IFSC Code (Copy of Pass Book/ Cancelled Cheque)

**DECLARATION**

1. I.....Son/ Daughter/ Wife of  
Shri.....Proprietor/ Partner/ Director  
authorized signatory of the agency mentioned above state that I am competent to sign  
this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.
3. The information/ documents furnished along with the above application are true &  
authentic to the best of my knowledge and belief. I/ We do hereby undertake that  
furnishing of any false information fabricated document would lead to rejection of  
my tender at any stage besides accruing of liabilities towards prosecution under  
appropriate law.

Place

Date

**Signature of Authorized person**

**Full Name:**

**Seal**

**Annexure-II**

**DECLARATION for not being black listed**

I/We.....(Name & Designation) having My/our firm at.....do hereby declare that I/We have carefully read all the term & conditions of tender of the Chief district Veterinary Officer, Jharsuguda, Odisha for supply of Veterinary Medicines for use in veterinary Institution and MVUs of Jharsuguda District. I will abide with all the term & conditions set for in the tender paper Reference No.....

I/We do hereby declare that I/We have not been de-recognized/debarred/black listed by any State Govt. Union Territory/ Govt. of India/Govt. organization Govt. Veterinary institutions for supply on Non-Standard Quality (NSQ) items/ part-supply/non-supply.

That, I am not a defaulter in supply of any items to Chief District Veterinary Officer, Jharsuguda, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the tender documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid documents.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection verification and is not complying with the Tender terms & conditions.

Signature of the bidder

Date:

Name & Address of the Firm:

Affidavit before Executive Magistrate/ Notary Public

### Annexure-III

#### DECLARATION FOR LOWER THAN MARKET PRICE

We, M/S.....who is a manufacturing unit wholesaler/distributor /C &F agent declare that price quoted by us is not more than the open market price or also under GeM Rate Contract/CGHS/NPPA or rates fixe by Govt. of India where such rate exists.

Signature of Proprietor/ Authorized Person  
With seal of

Name of the Manufacturing Unit/ Wholesaler/  
Distributor C & Agent

COVER -B

ANNEXURE-IV

#### Financial Bid

Agency/ Firm Name

Address

Sl No	Name of the Item	Price quoted per unit in Rs.	Total Units Rs.	Total Price Rs.	GST Rs.	Grand Total Rs.
1	Tea					
2	Breakfast					
3	Lunch					

(Total Rupees\_\_\_\_\_)

N.B: 1) The price quoted should include printing of Name of the Mela, dates and logo and Mascot of the Mela (to be provided by the Office to the Successful bidders).

2) The bidder shall deliver the product after completion of the printing job to the Tender inviting Authority.

Place:

Date:

Signature of Authorized Person

Full Name:

Seal