



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, DEOGARH  
Phone No. 06641-295256 E-mail ID – [cdvodebgarh@gmail.com](mailto:cdvodebgarh@gmail.com)

Tender Notice No.- 3266 / CDVO (DGH)

Date- 30.10.23

### SHORT TENDER CALL NOTICE

Chief District Veterinary Officer, Deogarh invite sealed Tender from interested experienced firm/ agencies / individual having successful track record on fooding for "Matsya o Prani Sampad Mela-2023" to be organized by CDVO Deogarh from Dt-19.11.2023 to Dt-20.11.2023 at Badbagicha Ground, Pradhanpat, Deogarh. The last date for submission of document and necessary papers are required for catering services is Dt-09.11.2023 at 1.00 PM to the Office of CDVO Deogarh, Pin-768119 by speed post / registered post / hand delivery in drop box. In case of any addendum / clarification / corrigendum / extension regarding this tender call notice the same will be published in the website <https://deogarh.nic.in>. The authority reserves the right to accept or reject any tender and to cancel procurement process any time prior to the award of the contract without assigning any reason thereof.

*Handwritten:* Amend - 30.10.2023  
Chief District Veterinary Officer  
DEOGARH

Memo No. 3267 /Date- 30.10.23

Copy to the District Information Officer, NIC, Deogarh with a request to upload this tender call notice in the Deogarh district website <https://deogarh.nic.in> on Dt-30.10.2023 for wide publication and timely response by the intending Firm / Agencies/ Individual.

*Handwritten:* Amend - 30.10.2023  
Chief District Veterinary Officer,  
DEOGARH

Memo No. 3268 /Date- 30.10.23

Copy submitted to IIC, Deogarh Police station for information. He is requested to provide police personnel at the time of opening of the tender.

*Handwritten:* Amend - 30.10.2023  
Chief District Veterinary Officer,  
DEOGARH

Memo No. 3269 /Date- 30.10.23

Copy submitted to CDO cum- EO, Zilla Parishad Deogarh for favour of kind information and necessary action.

*Handwritten:* Amend - 30.10.2023  
Chief District Veterinary Officer  
DEOGARH

Memo No. 3270 /Date- 30.10.23

Copy submitted to the Collector and District Magistrate, Deogarh favour of kind information and necessary action.

*Handwritten:* Amend - 30.10.2023  
Chief District Veterinary Officer,  
DEOGARH

Memo No. 3271 /Date- 30.10.23

Copy submitted to the Director of Animal Husbandry & Veterinary services, Odisha, Cuttack for favour of kind information and necessary action.

*Handwritten:* Amend - 30.10.2023  
Chief District Veterinary Officer  
DEOGARH



**CHIEF DISTRICT VETERINARY OFFICER, DEOGARH**  
FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Tender Notice No: 3272 Date: 30/10/23

Short Tender Notice for

“CATERING SERVICES FOR MATSYA O PRANISAMPAD MELA 2023”.

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, DEOGARH

Maximum Tender Value: Rs.4,80,000/-

*E-mail-cdvodebgarh@gmail.com*

Contact person:

Chief District Veterinary Officer, Deogarh

Tel .- 8249134695

District Fishery Officer, Deogarh

Tel-8480132047

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

Date of publication of Bid Document in Website	:30.10.2023
Last Date & Time of Receipt of Bid Document	: 09.11.2023, 1.00 PM
Date & Time of Opening of Tender Technical BID (Cover-A)	:09.11.2023, 3.00 PM
Date & Time of Opening of Price Bid (Cover-B)	:09.11.2023, 3.30 PM

Place for Opening of Documents, Pre-Bid Conference And

Office Chamber of the  
Chief District Veterinary Officer,  
Deogarh

Address For Communication  
For Receipt of Bid Document

:Office of the CDVO, Deogarh, At-  
Purunagarh, Deogarh, Pin-768119

*Done -*  
*30.10.2023*

**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, Deogarh 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, Deogarh 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 Catering Services for 2 days of MATSYA O PRANISAMPAD MELA from 19.11.2023 to 20.11.2023.
- 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.

*Done -*  
30.10.2023

**SECTION III**  
**GENERAL INSTRUCTION TO BIDDERS**

- Sealed tenders are invited from registered suppliers/ agencies/ firms (with GST registration having GSTIN for supply of food for CATERING SERVICES in the MATSYA OF PRANISAMPAD MELA to be organized from 19.11.2023 to 20.11.2023 in Badabagicha Ground, Deogarh.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **09.11.2023, 1.00 PM** by 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 super scribing "**Cover A (Technical Bid)**" & second for "**Cover B (Price Bids)**." The technical Bid and price Bid (or Final Bid) should be put into a third Cover, which should be super-scribed as "**BID FOR CATERING SERVICES FOR MATSYA O PRANISAMPADA MELA 2023**" and should be addressed to:

**Chief District Veterinary Officer, Deogarh**  
**At/Po- Purunagarh**  
**Dist- Deogarh**  
**Pin- 768119**

- The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Deogarh on **09.11.2023, 03.00 PM**
- The bidders or their duly authorized representatives 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://deogarh.nic.in> and submit the tender paper along with required documents and all the requested fees.
- The bidders should deposit **Rs.1000.00 (Rupees one thousand only)** (Non- refundable) in shape of demand draft at any Nationalised bank in favour of "Chief District Veterinary Officer, Deogarh" towards cost of a tender paper and tender processing fee.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

*Done -*  
*30.10.2023*

## SECTION IV

### GENERAL TERMS AND CONDITIONS

1. The Firm / Individual should be registered under GOODS & SERVICE TAX Act and have valid PAN number and should submit IT return of last 3 years.
2. The Firm / Individual should have experience in catering service and adequate man power to supply the food in time.
3. The agency/ individual will supply food as per requirement & the payment will be made after completion of the relevant programme.
4. The Firm / Individual shall supply the food at the designated venue i.e at Kalyan Mandap (Near Badabagicha Ground), Deogarh, 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 / Individual will have to submit an undertaking in the technical bid that the Firm/organization/ Individual has not been black listed by any Government organization
7. The Firm / Individual shall supply the hygienic food and the utensils used should 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/ ensure 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 L<sub>1</sub> bidder who quote lowest rate for the items including GST.
12. Incase more than one firm quoting same price for one or more items, the firm quoting lowest for maximum number of items will be selected.
13. The selected Firm/ Individual will execute an agreement with the Chief District Veterinary Officer, Deogarh for supply Tea, breakfast, lunch and Tiffin for two days of the MATSYA O PRANISAMPAD MELA 2023 to be organized from 19.11.2023 to 20.11.2023 for 2 days.
14. After completion of the programme the supplier/agency / individual should submit the bill in duplicate along with a copy of work order within 3 days.
15. The Firm/ Individual 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 Deogarh or Hon'ble High Court of Odisha, Cuttack.
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 L<sub>2</sub>/L<sub>3</sub> supplier at L<sub>1</sub> rate, if they agree to supply at L<sub>1</sub> approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Banker's Guarantee form.
19. Tenderers from state outside of Odisha should have a registered branch office in Odisha (Electricity bill to be attached) and will be asked to furnish suitable bank guarantee if they are selected as L<sub>1</sub>.
20. No adulteration & color will be used in food.
21. **Valid FSSAI certification (License) must have been issued in the name of the bidder.**

*U. Anil -*  
*30.10.2023*

22. *The Caterer has to make provision for individual "tokens" for breakfast, lunch & tiffin to be provided to farmers / delegates / officers for smooth management of catering work.*
23. *The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*
24. **Tender processing Fee and EMD:**

- a) The bidder shall deposit an amount of **Rs.1000/- (Rupees One Thousand only)** towards cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ online transfer.**
- b) The demand draft / online transaction slip of online transfer of Rs.1000/- is to be attached with the technical bid documents.
- c) An amount of **Rs.5,000/- (Rupees five thousand)** towards **BID security** through Account payee demand draft/ fixed deposit pledged to CDVO, Deogarh/bank guarantee from any commercial bank need to be submitted along with the bid documents. The Bank Guarantee form should have validity of at least 45 days beyond the BID Validity period.
- d) A performance security of **Rs.10,000/- (Rupees Ten Thousand)** in shape of Banker's Cheque / Demand Draft in favour of "**CDVO, Deogarh**" drawn in any scheduled commercial bank **payable at Deogarh** has to be provided by the successful bidder/ L<sub>1</sub>.
- e) 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.
- f) 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.
- g) 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, Deogarh*

*A/C No.-30109636542*

*IFSC- SBIN0004854*

*State bank of India, Deogarh Branch*

*Choudhary*  
*30.10.2023*

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

Sl. No.	Document 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 updated GST payment receipt.
7	Copy of I.T Return (Last 3 years) (2020-21, 2021-22 & 2022-23)
8	Proof of experience of having completed similar works in last 2 years
9	Declaration for not being backlisted by any Govt. institution
10	Declaration that price quoted by them is not more than the open market price.
11	Copy of 1 <sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank account details.

**26. COVER-B (PRICE 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 all expenses like insurance, packaging, forwarding, transportation, installation etc. 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.

**27. 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-25**.
- 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 L<sub>2</sub>/L<sub>3</sub> supplier at L<sub>1</sub> rate, if they agree to supply at L<sub>1</sub> approved rate or negotiated rate.

*Amul*  
*30.10.2023*

**SECTION V**

**SCHEDULE OF REQUIREMENT**

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast, lunch and Tiffin on both days i.e., from 19.11.2023 to 20.11.2023.

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

**VENUE: Kalyan Mandap, Near Badabagicha, Pradhanpat, Deogarh**

**DATE: 19.11.2023 to 20.11.2023.**

Sl No	Food items required	Quantity for 1 <sup>st</sup> day	Qty for 2 <sup>nd</sup> day	Total Qty for 2 days	Time of serving	Remarks
1	Tea	1400 cups	1500 cups	2900 cups	1)8.00 to 10.00 AM 2)4.00-5.00 PM	1.Actual requirement may vary and will be intimated after selection of bidder. 2.Provisioning for breakfast, lunch & tiffin @ 5% extra per day to be made within the same tender amount, if required.
2	Breakfast	600 pkts	600 pkts	1200 pkts	8.00-10.00 AM	
3	Lunch	600 plates	600 plates	1200 plates	1.00-2.30 PM	
4	Tiffin	600 pkts	600 pkts	1200 pkts	4.00-5.00 PM	
5	Water bottle	1)500ml *1200 2)1litre*600	1) 500ml *1280 2) 1litre*640	1) 500 ml *2480 2) 1 litre * 1240	During breakfast , lunch & Tiffin	

**MINIMUM MENU OF BREAKFAST**

- a. VADA-1
- b. SAMOSA-1
- c. VEGETABLE CHOP-1
- d. SWEET (KALA JAMUN)-1
- e. Drinking Water Bottle/Jar (sufficiently)

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

**MINIMUM MENU OF LUNCH**

Day-1	Day-2
<ol style="list-style-type: none"> <li>1. Plain rice</li> <li>2. Dal</li> <li>3. Chicken Masala</li> <li>4. Fish Fry</li> <li>5. Mix Veg with paneer Curry</li> <li>6. Vegetable Chips</li> <li>7. TomatoKhata(Without Sugar)</li> <li>8. Papad</li> <li>9. Drinking Water Bottle/Jar (sufficiently)</li> </ol>	<ol style="list-style-type: none"> <li>1. Plain rice</li> <li>2. Dal</li> <li>3. Paneer Butter Masala</li> <li>4. Chilly Mushroom</li> <li>5. Mix Veg curry</li> <li>6. Vegetable Chips</li> <li>7. Dahiboondi</li> <li>8. Papad</li> <li>9. Drinking Water Bottle/Jar (sufficiently)</li> </ol>

**N.B. 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.**

*Umesh*  
30.10.2023

**COVER-A**

**Annexure-I**

**Technical Bid (pl see Section IV-25)**

(To be filled in & returned with all the documents **DULY SELF-ATTESTED**)

<b>Sl no</b>	<b>Document type to be submitted</b>
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 I.D.: -
3.	Details of Tender Processing Fee
4.	Details of amount of Earnest Money Deposit
5.	GST Registration Number (Enclose Photo copy of GST certificate)
6.	Income Tax Account No. (Enclose Photo copy of PAN)
7.	Copy of updated GST payment receipt.
8.	Copy of IT return last 3 years (2020-21,2021-22 & 2022-23).
9.	Declaration for not being black listed
10.	Proof of experience of having completed such works in last 2 years
11.	Declaration for price quoted not more than open Market Price
12.	BANK details: Bank name, Account No. IFSC code (Copy of pass book/ Cancelled Cheque)

**DECLARATION**

1. I/ We..... Son/ Daughter/ Wife of Shri..... Proprietor/ Partner/ Director/ authorized signatory of the agency mentioned above state that I/We am/are competent to sign this declaration and execute this tender document.
2. I/ We 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**

**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 terms & conditions of tender of the Chief District Veterinary Officer, Deogarh, Odisha, for supply of food items for “**Matsya O PranisampadaMela- 2023**” of Deogarh District. I will abide with all the terms & conditions set for in the tender paper **Reference no.....**

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

That, I/ We am/are not a defaulter in supply of any items to Chief District Veterinary Officer, Deogarh, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in the 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 food item after getting order from the purchaser. I/ We further declare that we will supply the ordered food items prepared at the site of the mela.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for a 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/ Individual(s):**

**Affidavit before Executive Magistrate/ Notary Public**

**DECLARATION FOR LOWER THAN MARKET PRICE**

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

**Signature of Proprietor/ Authorised person**

**With seal**

**Name of the**

**Manufacturing Unit/ Caterer/ Supplier**

**Wholesaler/ Distributor/**

**C & F 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					
4	Tiffin					
5	Water bottle					
			<b>TOTAL</b>			

(Total Rupees -----)

1. The price quoted should include all expenses including arranging dishes, gas, food preparation, transportation, man power for serving, buffet plates, cleaning of site etc.

2. The bidder should carefully read the schedule of requirement in section V and quote the rate accordingly.

Place

Signature of Authorized person

Date

Full Name:

Seal