



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER JAJPUR

Email-ID- cdvojajpur@gmail.com Ph/Fax-06728-225175

Letter No. 4439 /CDVO(J)/ Dt. 29.10.2024

SHORT THREE TENDER INVITATIONS FOR TENTAGE, ACCESSORIES AND ALLIED WORKS FOR "DISTRICT LEVEL MATSYA O PRANEE SAMPADA MELA - 2024"

Bids in sealed cover are invited from reputed Tent Houses/firm/decorators for erection of stalls, tentage & accessories and other allied works for District Level Matsya O Pranee Sampada Mela -2024 at Kusuma Ground, Jajpur town which will be held from dt.20.11.2024 to dt.21.11.2024. The intending bidders must apply as per the specification mentioned against each item along with all required documents to the undersigned by Dt. 07.11.2024 during office hours up to 5.00 pm.

The quotations will be opened in Office chamber of CDVO, Jajpur in the presence of the bidders or their authorised representatives. The Committee reserves the right to reject any or all quotations without assigning any reason thereof.

1. Last date of receipt of tender paper- Dt. 07.11.2024 up to 5.00 PM.
2. Opening of tender for Technical Bid- Dt.08.11.2024 at 11.00 AM at Office Chamber of the Chief District Veterinary Officer, Jajpur
3. Opening of tender for Financial Bid of qualified bidders- Dt.08.11.2024 at 12.30 AM at Office Chamber of the Chief District Veterinary Officer, Jajpur
4. Cost of EMD - Rs. 10000.00 (Rupees Ten thousand) only in shape of DD drawn in favour of Chief District veterinary officer, Jajpur payable at Jajpur which is refundable.
5. The complete proposal in all respects as specified must be accompanied with a Non-refundable amount of Rs.2,000/- (Rupees Two Thousand) only towards Bid Processing Fee in form of Demand Draft in favour of "Chief District Veterinary Officer, Jajpur", drawn in any scheduled commercial bank and payable at Jajpur failing which the bid will be out rightly rejected.
6. Duly filled in tender application form along with required documents may be sent through Speed Post/Registered Post/ Courier only to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected. The application should reach the authority by due date & time i.e. dated 07.11.2024 by 05.00 PM. The detail information about this tender is available in the website www.jajpur.odisha.gov.in. The bidder has to submit all the required documents mentioned in the tender document. Non submission of any document and tender submitted in any inappropriate manner may be liable for rejection.
7. A consortium / Joint venture is not allowed.


29/10/2024
Chief District Veterinary Officer
Jajpur

Memo. No. 4440 (2) // CDVO Dt. 29.10.2024

Copy to the Notice Board of CDVO/DFO, Jajpur for wide publicity


29/10/24
Chief District Veterinary Officer,
Jajpur



Memo No. 4441 (11) // CDVO Dt. 29.10.2024.

Copy to DD, DVH & All BVOs/ AFOs of Jajpur district for information. They are requested to display it in their Notice Board for wide publicity.

Jeena
29/10/24

Chief District Veterinary Officer,
Jajpur

Memo No. 4442 /CDVO Date 29.10.2024

Copy to the DeGM, Jajpur for information and necessary action. He is requested to upload the same in the Official Website of Jajpur district on or before 29.10.2024 (www.jajpur.odisha.gov.in). The Tender Paper in PDF format is enclosed herewith for needful action.

Jeena
29/10/24

Chief District Veterinary Officer
Jajpur

Memo no 4443 // CDVO Dt. 29.10.2024

Copy submitted to the Collector & District Magistrate, Jajpur for favour of kind information.

Jeena
29/10/24

Chief District Veterinary Officer
Jajpur

Memo no 4444 // CDVO Dt. 29.10.2024

Copy submitted to the Director of Fisheries/Director, AH & VS, Odisha, Cuttack for favour of kind information.

Jeena
29/10/24

Chief District Veterinary Officer
Jajpur



CHIEF DISTRICT VETERINARY OFFICER, JAJPUR

FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Reference No: **4446** Date: **29.10.2024**

Limited Tender Enquiry for "CATERING SERVICES FOR MATSYA O PRANEE
SAMPAD MELA 2024".

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, JAJPUR

E-mail- cdvojajpur@gmail.com

SECTION I IMPORTANT DATES OF THE TENDER

Date of publication of Bid
Document in Website

: 29.10.2024

Last Date & Time of Receipt of Bid
Document

: 07.11.2024, 5.00 PM

Date & Time of Opening of Tender
Technical BID (Cover-A)

: 07.11.2024, 11.00 AM at CDVO
Office

Date & Time of Opening of Financial Bid (Cover-B) : 07.11.2024, 12.30 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,
JAJPUR

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 Jajpur 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 and Technical Committee** is Committees so constituted by the CDVO Jajpur 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 MATSYA OF PRANEE SAMPAD MELA from **20.11.2024 to 21.11.2024**.
- 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**

- Scaled tenders are invited from registered suppliers/ agencies/ firms (with GST registration having GSTIN) for supply of **food for CATERING SERVICES** in the **MATSYA OF PRANEE SAMPAD MELA** to be organized in the Kusuma Ground from **20.11.2024 to 21.11.2024** of Jajpur district.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **07.11.2024, 5.00 PM** by Speed Post /Regd. Post/Courier.
- 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 (Financial 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 SERVICES FOR MATSYA O PRANEE SAMPADA MELA 2024**" and should be addressed to:

Chief District Veterinary Officer Jajpur, Mansapola, Jajpur town, Dist-Jajpur , PIN-755001, Tel. No.- 91-9437813627
- The Sealed tenders "**Cover A**" (**Technical Bid**) submitted by the bidders will be opened in the Office of the CDVO, Jajpur on **08.11.2024, 11.00 AM**.
- The bidders or their duly authorized representatives may remain present during the opening of tender. However, their absence will not debar them from participating in the bidding process.
- The interested bidders can download the entire Tender Document from the website www.jajpur.odisha.gov.in and submit the tender paper along with required documents and all the requested fees.
- The bidders can deposit **Rs 1000.00 (Rupees One thousand)** only in shape of demand draft at any Nationalized bank in favour of "**Chief District Veterinary Officer, Jajpur**" towards cost of a tender processing fee which is non-refundable.

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 & distribute 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. No Advance payment will be made by the Authority.
4. The firm shall supply the food at the designated venue i.e. at Kusuma Ground, Jajpur with crockery, serving dishes and with manpower for serving of food to the attending farmers, delegates and officials.
5. The food will be served in two separate dining halls one for Guests, Journalists and officials and one for participants.
6. The selected firm should supply the dry fruits (30nos plate with cover) along with coffee per day for the Guest and to be served at the stage during the meeting.
7. The caterer has to prepare food at the site and delivery of pre-prepared and packaged food in plates is not allowed.
8. 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
9. The firm shall supply the hygienic food and the utensils used shall be clean and sterile.
10. 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.
11. After completion of program the bidder has to maintain the cleanliness of the area.
12. The staffs of the firm must be well dressed and well behaved.
13. The award will be given to L1 bidder who quote lowest rate for the items including GST.
14. Incase more than one firm quoting same price for one or more items, the firm quoted lowest for maximum number of items will be selected.
15. The selected firm will execute an agreement with the Chief District Veterinary Officer, Jajpur for supply of Tea, breakfast and lunch for two days of the MATSYA O PRANEE SAMPAD MELA 2024 to be organized from 20.11.2024 to 21.11.2024 for 2 days.
16. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within 3 days.
17. The firm will be black listed for any deviation of above terms and conditions, if found during contract period.
18. Bidders who qualify technically as per submission of valid relevant documents as asked to be submitted in Technical Bid- Tender Form (Cover A) and their Financial Bid (Cover B) shall only be opened.
19. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Jajpur.
20. 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.
21. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.
22. FSSAI certification (license) must be valid issued in the name of the bidder.
23. No adulteration and colour will be used.
24. Packed product must be FSSAI certified and should be 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 BID processing fee (non-refundable) in shape of Account payee demand draft.
- b) An amount of Rs.5,000/- (Rupees five thousand) towards BID security through Account payee demand draft/ fixed deposit pledged to CDVO Jajpur / 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 BID Validity period.
- c) 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.
- d) 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.

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 latest GST payment receipt.
7	Copy of latest I.T Rerun
8	Proof of experience of having completed similar works in last 3 years
9	Declaration for not being blacklisted by any Govt. institution
10	Declaration that price quoted by them is not more than the open market price.
11	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.

25. 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" (Financial 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 on 08.11.2024 at 12.30PM in the Office of the CDVO, Jajpur.
- c. The Price Bid should be quoted inclusive of all expenses 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.

- c. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

26 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 L1 approved rate or negotiated rate.

SECTION V SCHEDULE OF REQUIREMENT

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast and lunch on both days from 20.11.2024 to 21.11.2024.

NAME OF THE EVENT: MATSYA O PRANEE SAMPAD MELA-2024
VENUE: Kusuma Ground, Jajpur town, Jajpur
DATE: 20.11.2024 to 21.11.2024.

SI No	Food items required	Quantity per day	Total Qty for 2 days	Time of serving	Remarks
1	Tea	1000 cups	2000 cups	9 to 11 am	Actual requirement may vary and will be intimated in time
2	Breakfast	1000 pkts	2000 pkts	9 am	
3	Lunch	1000	2000	1 pm	

MINIMUM MENU OF BREAKFAST (Package)

1. Uppama/Puri/ Bada
2. Curry
3. Sweet
4. Drinking Water Bottle (sufficiently)-ISI Mark

Freshly prepared items should be served to the participants along with hand napkin sufficiently.

MINIMUM MENU OF LUNCH (Package)

1. Plain rice (Boiled Rice)
2. Dal
3. Fish curry
4. Paneer/Mushroom
5. Mix Veg (Fresh Vegetables)
6. Vegetable Chips(Fresh Vegetables)
7. Khata
8. Papad
9. Drinking Water Bottle (sufficiently)-ISI mark

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

Qew
29/10/24
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**)

SI no	Document 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 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 Latest GST payment receipt.
8.	Copy of latest IT return
9.	Declaration for not being black listed
10.	Proof of experience of having completed such works in last 3 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..... 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 these 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

Signature of Authorized person

Date

Full Name:

Seal

DECLARATION FOR NOT BEING BLACK LISTED**(RUPEES 20 STAMP PAPER)**

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, Jajpur, Odisha, for the _____. 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) items/ part-supply/non-supply.

That, I am not a defaulter in supply of any items to Chief District Veterinary Officer,
 Jajpur, 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 Caterer/ 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 fixed by Govt. of India where such rate exists and as per the FSSAI standard.

Signature of Proprietor/ Authorized person
with seal of

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

Annexure-IV

COVER-B

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						

(Total Rupees -----)

NB: 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