



CHIEF DISTRICT VETERINARY OFFICER, JAJPUR

FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT, GOVERNMENT OF
ODISHA

Bid Reference No: 6792 Date: 18.12.25

**TENDER FOR "CATERING SERVICES FOR MATSYA O PRANEE SAMPAD MELA
2025".**

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, JAJPUR

E-mail- cdvojajpur@gmail.com

SECTION I

IMPORTANT DATES WITH TOTAL COST OF WORK OF THE TENDER

Total cost of work	: Rs.6,40,000/-
Date of publication of Bid Document in Website	: 18.12.2025
Last Date & Time of Receipt of Bid Document	: 29.12.2025, 5.30 PM
Date & Time of Opening of Tender Technical BID (Cover-A)	: 30.12.2025, 11.00 AM at Collectorate, Jajpur
Date & Time of Opening of Financial Bid (Cover-B)	: 30.12.2025, 12.30 PM

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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** – In the event if any deviation /violation of the condition 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 O PRANEE SAMPAD MELA-2025 from 06.01.2026 to 07.01.2026.
 - 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.
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SECTION III
GENERAL INSTRUCTION TO BIDDERS

- Sealed Tender are invited from registered suppliers/ agencies/ firms (with GST registration having GSTIN) for supply of food for **CATERING SERVICES** in the **MATSYA O PRANEE SAMPAD MELA 2025** to be organized in the Kusuma Ground from **06.01.2026 to 07.01.2026** of Jajpur district.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **29.12.2025, 5.30 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 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 2025**" and should be addressed to:

Chief District Veterinary Officer Jajpur, Mansapola, Jajpur town, Dist-Jajpur , PIN-755001, Tel. No.- 91-7978145187

- The Sealed Tender "**Cover A**" (**Technical Bid**) submitted by the bidders will be opened in the Collectorate, Jajpur on 30.12.2025, **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 Jajpur District website www.jajpur.odisha.gov.in and submit the Tender paper along with required documents and all the required 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.
- The financial bid should not exceed **Rs.6,40,000/- (Rupees Six lakh forty thousand)** only



**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 (30 nos plate with cover) along with coffee per day for the Guest and to be served at the stage during the meeting. (Total 2 days)
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 quotes lowest rate for the items including GST.
14. In case more than one bidder quoting same price for the aggregate supply, bidder having maximum turnover during the last 3 financial years shall be selected.
15. Bidder should have a turnover of at least average annual turnover of Rs.30.00 lakh during last 3 financial years.
16. 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 2025 to be organized from 06.01.2026 to 07.01.2026 for 2 days.
17. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within 3 days.
18. The firm will be black listed for any deviation of above terms and conditions, if found during contract period.
19. 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.
20. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Jajpur.
21. 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.
22. The authority reserves the right to accept /reject/cancel all the bids or any part of it at any time without assigning any reason thereof.
23. FSSAI certification (license) must be valid issued in the name of the bidder.
24. No adulteration and colour will be used.
25. 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.20,000/- (Rupees Twenty 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.
12	Average Annual Turnover of last 3 years duly certified by Chartered Accountant

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 30.12.2025 at 11.00 AM in the Collectorate, 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.



- e. 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 scheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters as per **Section IV**.
- 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 06.01.2026 to 07.01.2026.

NAME OF THE EVENT: MATSYA O PRANEE SAMPAD MELA-2025

VENUE: Kusuma Ground, Jajpur town, Jajpur

DATE: 06.01.2026 to 07.01.2026.

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.

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MINIMUM MENU OF LUNCH (Package)

1. Plain rice (Boiled Rice)
2. Dal
3. Fish curry/chicken 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.

(Signature)
Tender Inviting Authority

COVER-A**Annexure-I****Technical Bid (pl see Section IV)**

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

Sl 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)
13.	Copy of valid FSSAI certificate issued by Competent Authority

(Signature)

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



Annexure-II

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

