



**CHIEF DISTRICT VETERINARY OFFICER,**  
**MAYURBHANJ, BARIPADA**

FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF ODISHA

Bid Reference No: **5088** Date: **01-11-2024**

Short Tender call notice for supplying  
"FOOD & CATERING SERVICES IN MATSYA O PRANI SAMPAD MELA 2024"

Name and Address of the Tender Inviting Authority:  
CHIEF DISTRICT VETERINARY OFFICER, MAYURBHANJ  
BARIPADA  
E-mail-cdvombj@gamil.com

Maximum Tender Value: 7, 50,000/-

Contact person:  
ADVO (DC), Mayurbhanj  
Tel: 06792-252728

**SECTION-I**

**IMPORTANT DATES OF THE TENDER**

Date of publication of Bid Document in Website	: 01.11.2024
Last Date & Time of Receipt of Bid Document	: 11.11.2024, 01 PM
Date & Time of Opening of Tender Technical BID (Cover-A) And Financial BID (Cover-B)	: 11.11.2024, 04 PM Onwards
Place for Opening of Documents, And Address for Communication for Receipt of Bid Documents:	Dist. Training Centre, O/O Chief District Veterinary Officer, Mayurbhanj, Baripada

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada

**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 Chief District Veterinary Officer (CDVO), Mayurbhanj who on behalf of the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee** is the Committee so constituted by the Collector and District Magistrate, Mayurbhanj 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 supplying Food and Catering Services for two days in the "MATSYA O PRANI SAMPAD MELA-2024" to be organized on **19<sup>th</sup> and 20<sup>th</sup> NOVEMBER 2024 at CHHOUPADIA, BARIPADA, Mayurbhanj**
- 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.

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada

## SECTION-III

### GENERAL INSTRUCTION TO BIDDERS

- Sealed tenders are invited from registered suppliers/ / firms/ catering agencies (with GST registration having GSTIN and FSSAI registration) for supply of food/ catering services in the MATSYA OF PRANI SAMPAD MELA- 2024 to be organized for two days on 19<sup>th</sup> and 20<sup>th</sup> NOVEMBER 2024 at CHHOUPADIA, BARIPADA, Mayurbhanj.
- The bids complete in all respect should reach the O/o the Tender Inviting Authority latest by 11.11.2024 till 01 PM through Speed Post /Regd. Post or may be submitted directly in the office of the CDVO, Mayurbhanj.
- Any tender received after the due date & time will be rejected and the tender inviting authority 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 for supplying food and catering services in MATSYA O PRANI SAMPAD MELA- 2024, Mayurbhanj)" & second for financial bid "Cover B (Price Bid for supplying food and catering services in MATSYA O PRANI SAMPAD MELA- 2024, Mayurbhanj)." The technical Bid and price Bid (or Financial Bid) should be put into a third Cover, which should be super-scribed as "BID FOR SUPPLYING FOOD AND CATERING SERVICES IN MATSYA O PRANI SAMPADA MELA 2024, MAYURBHANJ" and should be addressed to:  
Chief District Veterinary Officer,  
At/Po: Baripada  
Dist- Mayurbhanj  
Pin- 757001
- The Sealed tenders submitted by the bidders will be opened in the District Training Centre, in the Office of the CDVO, Mayurbhanj on 11.11.2024, at 04 PM onwards.
- 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://mayurbhanj.odisha.gov.in> and submit the tender paper along with required documents and all the requisite fees.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada

## SECTION IV

### GENERAL TERMS AND CONDITIONS

1. The firm should be registered under ODISHA GOODS & SERVICES TAX for supply of food.
2. The firm should be registered under FSSAI.
3. The firm should have adequate man power to prepare and supply the food in time.
4. The agency will supply food as per requirement & the payment will be made after completion of the relevant assignment and within 15 days of receipt of bill.
5. The firm shall supply food at the designated venue i.e. at the CHHOU PADIA, BARIPADA, MAYURBHANJ with crockery, serving dishes and with manpower for serving of food to the attending farmers, delegates, officials and VIPs.
6. **The firm/ catering agency has to prepare/ cook food at the site and delivery of pre-cooked and packaged food in plates is not allowed.**
7. Before the food (Tea/ Breakfast/ Lunch) is served, the quality and quantity of food will be checked/ evaluated by a food evaluation committee constituted by the Tender Inviting Authority. The food committee will report the quality and quantity of food as detailed in the table below and accordingly recommend for release of payment to the supplying agency.

SI No	Report of the committee	Amount Payable
01	Satisfactory	Full payment will be made
02	Standard	3% deduction will be made
03	Poor	5% deduction will be made
04	Substandard	10% deduction will be made

8. The firm will have to submit an undertaking in the technical bid that the firm/ organization/ catering agency has not been black listed by any Government organization/PSU.
9. The firm shall supply freshly prepared/cooked hygienic food. The utensils used shall be clean and sterile.

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada

10. The bidder has to make his own arrangement for transportation of materials, cooking and serving of food and supply of necessary biodegradable disposable cups, glasses and buffet plates.
11. Sufficient numbers of biodegradable disposable glasses will be provided by the agency/ firm for both the days of the mela.
12. After completion of program, the bidder has to ensure cleanliness of kitchen and dining the area.
13. The staffs of the firm must be well dressed and well behaved.
14. The contract will be awarded to L1 bidder, who quotes lowest price for the items (Price of items in SI No 1 + SI No 2 + SI No 3 in Annexure V) including GST.
15. In case more than one firms quote same price, the firm quoting lowest price for maximum number of items will be selected or the tender evaluation committee may follow any other method not described here.
16. The selected firm will execute an agreement with the Chief District Veterinary Officer, Mayurbhanj for supply of Tea, breakfast, lunch and drinking water for two days in the MATSYA O PRANI SAMPAD MELA 2024 to be organized on **19<sup>th</sup> and 20<sup>th</sup> NOVEMBER 2024**.
17. Additional work of 5% (five percent) if any, over and above the approved contract value, will be executed within the same amount without any financial implications.
18. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of the work order to CDVO, Mayurbhanj within 3 days.
19. The firm will be black listed for any deviation of above terms and conditions, if found during contract period.
20. 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.
21. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at Baripada or The High Court of Odisha.

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada

22. If the L1 bidder fails to supply the items within the stipulated time period, the Tender Inviting authority reserves the right to procure the same from the L2/L3 bidder at L1 rate, if they agree to supply at L1 approved rate or negotiated rate.
23. *Any precondition of the bidder for executing the work shall not be accepted and the tender will be out rightly rejected. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*

**20. 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 demand draft drawn in any nationalized bank in favour of Chief District Veterinary Officer, Mayurbhanj payable at Baripada.
- b) An amount of Rs. 10,000/- (Rupees ten thousand) towards BID security (EMD) (*Refundable*) in shape of demand draft drawn in any nationalized bank in favour of Chief District Veterinary Officer, Mayurbhanj payable at Baripada.
- c) The bid security will be returned to unsuccessful bidders without interest.
- d) Local MSMEs 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.

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

SI No	Document type (To be self-attested and serially numbered)
1	Forwarding letter in the pad of the firm with check list of following
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
5	Copy of PAN CARD & OGST registration certificate
6	Copy of latest GST payment receipt
7	Copy of latest I.T. Rerun
8	Copy of FSSAI registration certificate with water testing report

9	Declaration for not being blacklisted by any Govt. institution/PSU
10	Declaration that price quoted 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 details in the name of the agency/firm.

**22. COVER-B (PRICE BID)**

- a. The tender format giving the quoted rate for the items required should be submitted in a separate sealed cover hereinafter called Cover "B" (price Bid) format at Annexure-IV.
- b. Cover -B (Price Bid) will be opened only if the bidder qualifies in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.
- 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.

**23. 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 requirement, the tender inviting authority reserves the rights to procure the same from the L2/L3 bidder at L1 rate, if they agree to supply at L1 approved rate or negotiated rate or their respective quoted rates.
- 24.** The tender inviting authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this

*Handwritten signature*

work, in go-down of the bidders by nominating a Committee to ascertain the credibility of the Firm.

25. **Payment:** After completion of the assignment, the agency will submit the bills in duplicate to CDVO, Mayurbhanj along with the report & recommendation of the food evaluation committee (As per SI No-7, Annexure-IV). Thereafter, payment shall be made to the agency through online mode accordingly. No advance or part payment shall be made.

## SECTION V

### SCHEDULE OF REQUIREMENT

The agency has to supply the following items to the attending farmers, Officials, delegates and VIPs on both the days of the MELA.

**NAME OF THE EVENT:** MATSYA O PRANISAMPAD MELA 2024

**VENUE:** CHHOU PADIA, BARIPADA

**DATE:** 19<sup>th</sup> and 20<sup>th</sup> November 2024

SI No	Food items required	Quantity per day	Total Qty for 2 days	Time of serving	Remarks
1	Tea/ Coffee	1500 cups	3000 cups	9 to 11 am & 6 pm	Actual requirement may vary and will be intimated in time/ As per instructions of Officer In Charge
2	Breakfast	1500 pkts	3000 pkts	9 am	
3	Lunch	1500 plates	3000 plates	1 pm	

#### MINIMUM MENU OF BREAKFAST (for both the days):

Vegetable Chop- 01, Alu chop-01, Samosa-01, Bread chop-01 & Gulab jamun-01

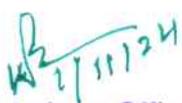
#### MINIMUM MENU OF LAUNCH:

DAY-1	DAY-2
Plain rice, dal, cauli flower/ navaratna kurma/ alu potal/ paneer- green motor curry, vegetable chips, khata , paes, Papad, Chicken/ Fish Masala	Plain rice, dal, cauli flower/ navaratna kurma/ alu potal/ paneer- green motor curry, vegetable chips, khata, paes, Papad, Chicken/ Fish Masala

**IMPORTANT:** The Collector and District Magistrate, Mayurbhanj has specifically instructed that drinking water in disposable plastic water bottles/ plastic glasses shall not be used. Hence the catering agency/ firms has to arrange for RO water Jars and adequate number of dispensers and biodegradable glasses for the purpose.

- The Tea/ coffee, Breakfast and launch has to be prepared on the site and served as buffet lunch over sufficient number of counters to the participants, delegates and guests. Serving pre cooked and pre packed lunch in plates is not allowed. The number of serving counters may be decided as per instructions of the Officer In charge.
- The bidder has to make adequate arrangements for washing of hands with movable basins as per instructions of the Officer In charge.
- The water required for cooking and washing of utensils shall be arranged by the bidder.
- The bidder has to provide at least 25 numbers of snacks packets and high tea and drinking water bottles (other than plastic) for VIPs or as per instructions of the Officer In charge.
- The officials will be provided tea/coffee throughout the day in both the days.
- Separate counter for serving Tea/Coffee shall be made.
- The caterer has to make all arrangements at the site for cooking and has to arrange all equipments, utensils and furniture for serving of tea breakfast and buffet lunch.
- The tentage works for cooking and dining site, will be provided by the agency engaged for "Tentage and allied works". The location, dimensions, lay out may be finalized in consultation with the said agency and the Officer in Charge.

**Tender Inviting Authority**

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada

Annexure-I

**COVER-A**

**Technical Bid (please see Section IV-21)**

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

Sl no	Document type to be submitted
1.	Forwarding Letter in the letter 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.	OGST 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	Copy of FSSAI registration certificate
10.	Declaration for not being black listed
12.	Declaration for price quoted is not more than open Market Price
12.	BANK details of the organization/Agency: Bank name, Account No. IFSC code (Copy of pass book/ Cancelled Cheque)
13.	Copy of tender document signed by the bidder or his authorized representative in every page with organization seal

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada

## 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:

Signature of Authorized person

Date:

Full Name:

Seal:

  
Chief District Veterinary Office,  
Mayurbhanj, Baripada

## Annexure-II

### DECLARATION for not being black listed

(Affidavit is to be made before the Executive Magistrate/ Notary Public in non judicial stamp paper worth Rs 10/-)

I/We.....( Name & Designation) having My/our firm at..... do hereby declare that, I/We have carefully read all the terms & conditions of the tender of the Chief District Veterinary Officer, Mayurbhanj, Odisha, for supply of Food and Catering Services in MOPSM-2024, Mayurbhanj District. I shall abide by 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, Mayurbhanj, 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 being prepared by ourselves 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 with seal:

Date:

Name & Address of the Firm:

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada

Annexure-III

**SELF-DECLARATION FOR LOWER THAN MARKET PRICE**

We, M/S \_\_\_\_\_ who is a  
\_\_\_\_\_ (manufacturing unit/ Catering  
Agency/Event Management Agency etc.) 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 where such rate exists.

Signature of Proprietor/ Authorized person  
with seal of the organization

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



Chief District Veterinary Officer  
Mayurbhanj, Baripada

COVER-B

Annexure-IV

Financial Bid

Agency/ Firm name-

Address:

Sl. No	Name of the items	Price quoted per unit (Rs)	Total Units	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, glasses, cups, cleaning of site, drinking water etc.
2. The bidder should carefully read the schedule of requirements in section V and quote the rate accordingly.

Place:

Signature of the bidder/ Authorized person

Date:

Full Name:

Seal:

  
Chief District Veterinary Officer  
Mayurbhanj, Baripada