



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

FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF ODISHA

Bid Reference No: 5260 Date: 11/11/2024

**SHORT TENDER CALL NOTICE**  
Re Tender for  
“PRINTING, FIXATION AND ALLIED WORKS FOR 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: 6, 44,000/-

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

**SECTION-I**

**IMPORTANT DATES OF THE TENDER**

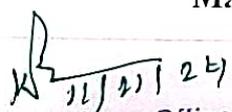
Date of publication of Bid  
Document in Website : 11.11.2024

Last Date & Time of Receipt of Bid  
Document : 14.11.2024, 12 Noon

Date & Time of Opening of Tender  
Technical BID (Cover-A)  
And  
Financial BID (Cover-B) : 14.11.2024, 01 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/services.
- **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:

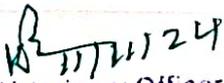
- The bids are invited for Printing, Fixation and Allied works for "MATSYA O PRANI SAMPAD MELA-2024" to be organized on 19<sup>th</sup> and 20<sup>th</sup> NOVEMBER 2024 at COLLEGE FIELD, BARIPADA, Mayurbhanj
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid 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.

  
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## SECTION-III

### GENERAL INSTRUCTION TO BIDDERS

- Sealed tenders are invited from reputed firms/ suppliers/ agencies having valid PAN and OGST registration for Printing, Fixation and Allied Works for 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 COLLEGE FIELD, BARIPADA, Mayurbhanj.
- The bids complete in all respect should reach the O/o the Tender Inviting Authority latest by 14.11.2024 till 12 Noon 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 Printing, Fixation and Allied Works for MATSYA O PRANI SAMPAD MELA- 2024, Mayurbhanj)" & second for financial bid "Cover B (Price Bid for Printing, Fixation and Allied Works for 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 Printing, Fixation and Allied Works for 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 14.11.2024, at 01 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.

  
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## SECTION IV

### GENERAL TERMS AND CONDITIONS

1. The Tender Inviting Authority working in the F&ARD Department, Govt. of Odisha requires Printing, Fixation and allied works on the eve of MATSYA O PRANEE SAMPAD MELA 2024" to be held in the COLLEGE FIELD, BARIPADA, Mayurbhanj for two days on 19<sup>th</sup> and 20<sup>th</sup> NOVEMBER 2024.
2. Rate should be quoted in Indian Currency with paisa in two decimals only against each item as the payments will be made in Indian currencies only.
3. The bidder shall not quote the rate for any item other than the item specified in the list.
4. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/ India from time to time.
5. The bidder should have valid PAN & OGST registration.
6. The bidder should have valid up-to-date TAX (Income Tax & GST) return certificate.
7. The bid shall have a validity period of 180 days from the date of opening of the technical bid. The bidders can't withdraw their bid after opening of technical bid or after accepting the Letter of Award.
8. The tender documents should be clearly written /typed without any correction, interpolations, and overwriting. Each page of the tender document should bear the dated signature of the bidder and should be clearly numbered.
9. If any information or document furnished by the bidder is found to be misleading / incorrect at any stage, the bid will be rejected.
10. The bidder has to abide by the terms and conditions of the bid document and cannot keep any preconditions.
11. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
12. 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.



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*13. The bidder should submit/furnish a certificate to the effect that the price quoted by them is not more than the open market price.*

14. 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.

15. If the approved lowest eligible supplier fails to supply desired items within the stipulated period the Tender Inviting authority reserves the right to procure the same from the L2/L3 suppliers at L1 rate, if they agree to supply at L1 approved rate or negotiated rate or their quoted rate.

*16. No precondition by the bidder shall be acceptable and in such cases the tender will be rejected out rightly. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*

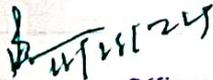
**17. Tender processing Fee and EMD:**

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. 20,000/- (Rupees twenty 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 refunded 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.

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

SI No	Document type (To be self-attested and numbered)
1	Forwarding letter in the letter 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 of name, address, telephone no, Fax, e-mail of the firm in the format in Annexure-I
5	Copy of PAN CARD & OGST registration certificate.
6	Copy of latest GST payment receipt.
7	Copy of latest IT return
8	Proof of registered Office/outlets in Baripada/Odisha
9	Declaration for not being blacklisted by any Govt. institution/PSU 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.

**18. 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 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.



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**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-17.**
- b. A representative sample for which the price is quoted by the bidder should mandatorily be submitted along with the bid documents. In the absence of sample the financial bid will not be opened.
- c. Such samples submitted by bidder will be evaluated by the Tender Evaluation Committee and marks will be awarded as per the following criteria.

Sl No	Parameters	Maximum marks
1	Aesthetic look of the product	5
2	Fineness/ Finish/ Expected durability of the material used	5
3	Stitching	5
4	Overall utility	5
5	Make and Overall quality of the item	5
<b>TOTAL MARKS</b>		<b>25</b>

Sample evaluation score (SE Score) of the bidder will be calculated as:

$$\text{SE Score} = \frac{\text{Marks awarded}}{\text{Maximum marks}} \times 100$$

Maximum marks

- d. Following technical bid and sample evaluation the financial bids will be opened and a comparative statement will be prepared. Out of the comparative statement the Financial Bid score will be calculated as:

$$\text{Financial Bid Score} = \frac{\text{Lowest quote}}{\text{Bidder's Quote}} \times 100$$

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e. The successful bidders will be selected on the basis of QCBS method (Quality Cost Based Selection). The QCBS score of the bidder will be calculated by giving 80% weightage to SE Score and 20% weightage to Financial bid score:

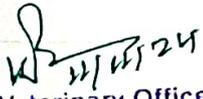
**Final QCBS Score of the bidder**

$$= \text{SE score} \times 0.80 + \text{Financial Bid score} \times 0.20$$

In all the calculations decimals up to 2 digits will be taken into consideration.

20. If the approved lowest eligible bidder fails to supply items within the stipulated period, to meet the requirements, 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 or their quoted rates.
21. 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 work, in go-down of the bidders by nominating a Committee to ascertain the credibility of the Firm.
22. **Delivery:** The approved bidder has to deliver the finished products (printing of the name of the Mela, logo, mascot, packing where ever required etc.) to the office of the Tender Inviting Authority within 7 days/ one day before organization of the Mela, whichever is earlier, of receipt of letter of Award at his own costs or as directed by the Officer In Charge.
23. **Payment:** On receipt of the goods, a committee constituted by the tender inviting authority will verify the goods and issue a certificate regarding the quantity and quality of materials supplied by the agency with a recommendation for release of payment.

After completion of delivery and all formalities mentioned above, the agency will submit the bills in duplicate CDVO, Mayurbhanj along with the verification report. Thereafter, 100% payment shall be made to the agency through online mode. No advance or part payment will be made.

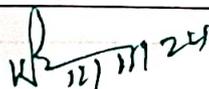
  
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24. **Penalties:** Violation of any term and condition laid down as above shall make the bidder liable to be blacklisted.

25. All legal disputes, if any relating to purchase etc., are subject to the jurisdiction of the courts of law situated at Baripada or The High Court of Odisha.

**SECTION V**  
**SCHEDULE OF REQUIREMENTS**

Sl No	Nature of works	Specifications
01	Supply of farmers' Kit Bag (The farmers' kit bag shall be printed with the name of the mela, Logo and Mascot. The kit bag shall contain the programme of the mela, farmer ID card, Leaflets/brochures, Handouts etc.)	<ul style="list-style-type: none"> <li>-Quantity: 2010 pieces</li> <li>Material: Coarse Cotton/ Handloom/ Jute/ Paper</li> <li>Size: 15 inches long and 12 inches wide in the landscape orientation.</li> <li>-Writing Pad: 2000 Pieces</li> <li>-Ball Pen: 2000 Pieces</li> <li>-Farmer ID Card: 2000+8 Pieces</li> <li>-Programme of the Mela: 2200 pieces</li> <li>-Leaflets/Brochures: 2200 pieces</li> <li>-Handouts: 2200 pieces</li> <li>-Folder for delegates- 100 Nos*</li> <li>Material: Paper</li> <li>Size: 9" X 12"</li> <li>*The folder for delegates shall contain one good quality Ball pen, writing pad and programme of the mela with Leaflets/ brochures, Handouts etc.</li> </ul>
	Printing and Fixation Works	<ul style="list-style-type: none"> <li>- Invitation Card: 100 Pieces</li> <li>- Farmer ID Card-2000+8 Pieces</li> <li>- Officers' ID Card- 200 Pieces Appx.</li> <li>- Programme of the Mela: 2200 pieces</li> <li>- Leaflets/Brochures-5000 pieces</li> <li>- Handouts-2200 Pieces</li> <li>- Banner/ Facia/ Hoarding/ Standee/ Mascot etc.</li> <li>-Badges- 200 Pieces</li> </ul>



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	Photography and Video documentation	-Still photographs (maximum of 100 Pcs.) as required by the mela authority. - A small documentary film/ movie of each activity of mela with minimum 5 minutes duration for each day.
	Supply of Felicitation materials	Shawl, Citation and memento for for 08 numbers of awardee farmers have to be supplied. 08 numbers of award cheques to be prepared and supplied. 20 numbers of shawls and 20 numbers of Flower Bouquet for VIP guests to be supplied.

- Kit bag for farmer participants in the MATSYA O PRANI SAMPAD MELA 2024, Mayurbhanj
- The quantity of materials mentioned above is indicative only and may vary as per actual requirement.
- Bag should be of high-quality material and well stitched
- Should be decent looking
- Should have a minimum dimension of 15 inches long and 12 inches wide in the landscape orientation.
- Made up of high-quality Coarse Cotton/Handloom/Jute/Paper.
- Should have fine durable inner liners.
- Should have sturdy handles for carrying.
- It has to be printed with Name of the Mela, logo and Mascot.
- The content for all kinds of printing, design, specifications etc. shall be provided by the authority to the successful bidder.
- Banners, Hoardings & Mascot of different sizes are to be printed as per design and fixed for display at various conspicuous places in the ground. The firm will ensure proper installation & maintenance of the same during the mela period.
- All types of printing works shall be multi colour, if otherwise not mentioned. The designs and specifications wherever necessary will be provided by the authority.
- The still photographs should cover all aspect of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live

  
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demonstration, Success Stories, etc. 2 sets of *still photos in mat finishing paper* of 4" X 6" size in an album with digital copy should be submitted to the CDVO, Mayurbhanj within 7 days of completion of the event. The photo should be of excellent quality, so that it can be used, for documentation purpose.

- A small documentary film/movie of each activity of mela with minimum 5 minutes duration for each day should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Cultural events, farmer scientist interaction, live demonstration, Success stories, etc. This should be done with video editing, applying special effects, music, voiceover and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer. Necessary actions should be taken during final post production and final preview of the documentary in consultation with CDVO, Mayurbhanj/ Officer In charge & should be submitted to the CDVO, Mayurbhanj within 7 days of completion of the event.
- *A representative sample for all the items (where ever applicable) for which the price is quoted by the bidder should mandatorily be submitted along with the bid documents. In absence of the samples, the financial bid shall not be opened.*
- *Such samples submitted by the bidder will be evaluated by the Tender Evaluation Committee for final selection.*
- The samples will be retained by the Tender Inviting Authority and are non-refundable.

**Tender Inviting Authority**

  
Chief District Veterinary Officer  
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Annexure-I

COVER-A

Technical Bid (please see Section IV-17)

(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 BID Processing Fee
4.	Details of amount of Earnest Money Deposit
5.	GST Registration Number (Enclose Photo copy of OGST certificate)
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 black listed
10.	Declaration for price quoted not more than open Market Price
11.	BANK details: Bank name, Account No. IFSC code (Copy of pass book/ Cancelled Cheque)
12.	Copy of tender document signed by the bidder or his authorized representative in every page with organization seal

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 bid documents.

  
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2. I have carefully read and understood all the terms and conditions of the bid 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 bid at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:

Signature of Authorized person

Date:

Full Name:

Seal:

  
11/11/24  
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Annexure-II

(DECLARATION for not being black listed)

(Affidavit 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 tender of the Chief District Veterinary Officer, Mayurbhanj, Odisha, for Printing, Fixation and Allied Works in MOPSM-24 of Mayurbhanj 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) 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 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/Authorized Representative:

Date:

Seal:

Name & Address of the Firm:

  
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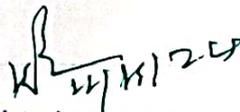
Annexure-III

**SELF DECLARATION FOR LOWER THAN MARKET PRICE**

We, M/S-----who is a manufacturing unit/ wholesaler/ distributor/ supplier/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 where such rate exists.

Signature of Proprietor/ Authorized person  
with seal of organization

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



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Annexure-IV  
COVER-B  
Financial Bid

Agency/Firm name-

Address

Sl. No	Name of the item/ Work	Quoted Base price (Rs)	GST (Rs)	Total price in Rs
1	Supply of Farmer Kit bag			
2	Printing and Fixation Works			
2	Photography and Video documentation			
3	Supply of Felicitation materials			
GRAND TOTAL				

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

NB: 1. The price quoted shall include all expenses)

2. The bidder shall deliver the products after completion of the printing / packing etc. of all items to the Tender Inviting Authority at his own cost.

Place:

Signature of the bidder/ Authorized person

Date:

Full Name:

Seal

  
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