



**CHIEF DISTRICT VETERINARY OFFICER, BALASORE**  
FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA  
Bid Reference No:03(MOPSM)/ Date:07.12.2024

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

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, BALASORE

Maximum Tender Value: 6,40,000/-

E-mail-cdvobls@gmail.com

Contact person:

Chief District Veterinary Officer, Balasore

Tel :9437204947

District Fishery Officer, Balasore

Tel:8328926760

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

Date of publication of Bid  
Document in Website :07.12.2024

Last Date & Time of Receipt of Bid  
Document : 16.12.2024, 05:00 PM

Date & Time of Opening of Tender  
Technical BID (Cover-A) :17.12.2024, 11:00AM

Date & Time of Opening of Price Bid (Cover-B) :17.12.2024, 1:00 PM

Place for Opening of Documents,  
Address For Communication  
For Receipt of Bid Document :

Office Chamber of the  
Chief District Veterinary Officer,  
Ranipatna, Balasore, Pin-756001

*[Signature]*

## 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, Balasore 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, Balasore 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 O PRANISAMPAD MELA from **22.12.2024 to 23.12.2024**.
- 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**

- Sealed tenders are invited from registered suppliers/ agencies/ firms (with GST registration having GSTIN for supply of food for CATERING SERVICES in the MATSYA O PRANISAMPAD MELA to be organized from 22.12.2024 to 23.12.2024 in the Police Line ground, Balasore.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **16.12.2024, 5:00PM** 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 superscribing "**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 2024**" and should be addressed to:

**Chief District Veterinary Officer,**  
**At-Ranipatna, Po/ Dist-Balasore**  
**Pin- 756001**

- The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Balasore on **17.12.2024, 11:00A.M.**
- 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://balasore.odisha.gov.in/> and submit the tender paper along with required documents and all the requested fees.
- The bidders can take the tender documents from of the O/o the CDVO, Balasore from account section by making a Govt. deposit of Rs.500 /- (Rs- five hundred only) towards cost of tender paper and tender processing free.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.



## 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 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.
4. The firm shall supply the food at the designated venue i.e at the Police Line Ground, Balasore 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 will have to submit an undertaking in the technical bid that the firm/organization has not been black listed by any Government organization
7. The firm shall supply the hygienic food and the utensils used shall 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 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 L1 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 quoted lowest for maximum number of items will be selected.
13. The selected firm will execute an agreement with the Chief District Veterinary Officer, Balasore for supply Tea, breakfast and lunch for two days of the MATSYA O PRANISAMPAD MELO 2024 to be organized from 22.12.2024 to 23.12.2024 for 2 days.
14. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within 3 days.
15. The firm 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 Balasore or Hon'ble High Court of Odisha.
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 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.
19. The Annual Turnover of the Bidder should be not less than one crore for last three years which is duly audited by CA.
20. The Bidder should have IT Returns along with Balance sheet for last three years.
21. The Main office/Branch office must be situated at Balasore.
22. Preference will be given to the Bidder being an Event Management Agency.
23. The Bidder should have a single work order value not less than 25 lakhs or minimum

- three work orders value not less than Fifteen lakh each.
24. The Bidder should have valid Trade License and registered under MSME
25. The committee has every right to cancel the tender and the lowest bidder considering past experiences /performance without citing any reason thereof.
26. Preference will be given to the bidder who have performed similar events in Balasore district previously
27. *The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*
28. **Tender processing Fee and EMD:**
- a) The bidder shall deposit an amount of **Rs.500/- (Rupees five hundred only)** toward 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 or Govt. money receipt of Rs.500/- 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 Balasore/bank guarantee from any commercial bank need to be summited along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
- d) 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.
- e) 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.
- f) 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, Balasore**

**Account No: 11157506426**

**IFSC: SBIN0000016**

**SBI Main Branch Balasore**



**29. 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 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. |

**30. 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 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.

**31. 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 22.12.2024 to 23.12.2024.

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

**VENUE: Police Line Ground, Balasore**

**DATE: 20.11.2023 to 21.11.2023.**

| Sl No | Food items required | Quantity per day | Total Qty for 2 days | Time of serving | Remarks   |
|-------|---------------------|------------------|----------------------|-----------------|---|
| 1     | Tea                 | 800 cups         | 1600 cups            | 9 to 11 am      | Actual requirement may vary and will be intimated in time |
| 2     | Breakfast           | 800 pkts         | 1600 pkts            | 9 am            |   |
| 3     | Lunch               | 800              | 1600                 | 1 pm            |   |

#### MINIMUM MENU OF BREAKFAST

- VADA-1
- SAMOSAS-1
- ALUCHOP-1
- VEG.CHOP-2
- SWEET-2(kalakand/Sandesh/cream chop/Cashew burfee)
- Drinking Water Bottle(500ML)

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

#### MINIMUM MENU OF LUNCH

- Plain rice.
- Roti.
- Dal
- Chicken Masala
- Mushroom Chilly
- Fish Masala
- Phulakobi curry
- Mix Veg
- Paneer Curry
- Vegetable Chips
- Salad
- Khata
- Papad
- Kheer/Dahi
- Drinking Water Bottle (500ML)

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 is not allowed.

COVER-A

**Annexure-I**  
**Technical Bid (pl 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 pad of the firm with all the relevant documents.  |
| 2.    | Details of name of the firm and address (Registered office and Operating Branch)<br>Office: -<br>Residence: -<br>Mobile: -<br>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**

- 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.
- I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.
- 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



Annexure-II

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, Balasore Odisha, for **CATERING SERVICES FOR MATSYA O PRANISAMPADA MELA 2024** . 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, Balasore, 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 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.

Signature of Proprietor/ Authorized person  
with seal of

Name of the  
Manufacturing Unit/ Wholesaler/  
Distributor/ C & 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            |                             |                |                |        |                |
|        | <b>TOTAL</b>     |                             |                |                |        |                |

(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**

