



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, BALASORE

SHORT TENDER CALL NOTICENO-12887/CDVO;BLS/Dt: 16.12.2025

SHORT TENDER CALL NOTICE FOR INSTALLATION OF TENTAGE AND RELATED WORKS INCLUDING SECURITY, SUPPLY OF FOOD AND KIT BAGS FOR DISTRICT LEVEL MATSYA O PRANEE SAMPAD MELA-2025, BALASORE.

The Chief District Veterinary Officer, Balasore intends to invite sealed Tender from reputed Event Management/ Tent House/Decorator for installation of Tentage and related works including Security, supply of food and kit bags for "District level Matsya O Pranee Sampad Mela- 2025" to be held at ITI, Field, Balasore, from 24th to 25th Decemebr, 2025.

Important Date of the Tender

Date of Publication of Tender call Notice	16.12.2025
Last Date & Time of Submission of Tender Document	22.12.2025, 11.00 AM
Date and Time of Opening of Tender (Both Technical & Financial Bid)	22.12.2025, 5.00 PM
Place of opening of Bid and address for Communication	Office of the CDVO, Balasore At- Ranipatna, Balasore

Section-I

General Instruction

- The Bids are invited for installation of Tentage and related works including security service, supply of food and kit bags for organization of two days District level Matsya o Pranee Sampad Mela-2025 from 24.12.2025 to 25.12.2025 at Balasore ITI Ground Balasore.
- The Bidders cannot withdraw their bids after opening of technical bid 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.
- The Bids complete in every respect should reach the **O/o the Chief District Veterinary Officer, Balasore latest by 22.12.2025, 11.00 AM through speed post/Regd post/couriers/by hand in the drop box at O/o CDVO, Balasore.**
- Any tender received after the due date and time will be rejected and this Office shall not be responsible for any delay.
- A consortium/Joint venture is not allowed.
- The Bidders shall have to submit their tender in two separate sealed envelopes. One for technical Bid by superscribing "Cover A (Technical Bid)" and others for Cover B by superscribing "Cover B (Financial Bid)". Both the Technical Bid and Financial Bid should be put in a third cover which should be superscribed as "Bid for Tentage and related works, supply of food and kit bags for organization of District level Matsya o Pranee Sampad Mela-2025, Balasore." And should be addressed to- Chief District Veterinary Officer, Balasore.
- The Bidders or their duly authorized representative may remain present during the tender evaluation. 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 <https://Balasore.odisha.gov.in> and submit the tender paper along with required documents and cost of Tender Paper and Tender processing fees (non refundable) of Rs. 1000/- in shape of DD in favour of Chief District Veterinary Officer, Balasore payable at Balasore.
- The bidders can take the tender documents from the office of CDVO, Balasore by submitting a Rs.1000/- (Rupees one thousand only) in shape of DD in favour of Chief District Veterinary Officer, Balasore payable at Balasore towards cost of tender paper and tender processing fees.
- Rate should be quoted in Indian National Currency.
- The Bidders should have valid GST and PAN. The GST shall be charged as per the norms of GOI/GOO.

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- The Bidders should have valid up-to-date Tax(GST & IT) return certificate.
- The Bidders should have minimum one year of experience of organizing such events preferably MOPSM in district/State/National level and should submit the copy of work order as proof.
- The Tender documents (each page) should be signed with date by Bidder with paging.
- If any information of documents furnished by the Bidders found incorrect or incomplete, their tender will be rejected.
- The quoted rate should be final and shall not be subject to any escalation during the validity of the Bid(180 days)
- All legal disputes, if any relating to arrangement of event etc are subject to jurisdiction in the court of Law situated at Balasore.
- If the approved lowest eligible Bidders fails to supply item wise within the stipulated period, the Tender inviting Authority reserves the right to procure the same from H2/H3 at H1 rate, if they agree to supply at H1 approved rate.
- The Authority reserves the right to accept/reject all the bids or any part of it without assigning any reason thereof.
- An amount of Rs.5000/- (Rupees Five Thousand only) towards BID Security through DD in favour of Chief District Veterinary Officer, Balasore payable at Balasore on any commercial Banks need to be submitted along with the Bid documents.
- The Bid security will be returned to unsuccessful bidders without interest.
- The authority has sole rights to reject or cancel the Tender process if any reason thereof.

Additional Instruction for supply of Food items:

- The firm should have adequate man power to supply the food in time.
- 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 GST bill. No Advance payment will be made by the Authority.
- The firm shall supply the food at the designated venue i.e. at Balasore ITI Ground, Balasore with crockery, serving dishes and with manpower for serving of food to the attending farmers, delegates and officials.
- The food will be served in two separate dining halls one for Guests, Journalists and officials and one for participants.
- The caterer has to prepare food at the site and delivery of pre-prepared and packaged food in plates is not allowed.
- The firm shall supply the hygienic food and the utensils used shall be clean and sterile.
- 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.
- After completion of program the bidder has to maintain the cleanliness of the area.
- The staffs of the firm must be well dressed and well behaved.
- No adulteration and colour will be used.

Additional Instruction for supply Kit Bags:

- Kit bags should be supplied as mentioned in schedule of Requirements.

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Section-II

Documents to be submitted with the Technical Bid-cover-A (with annexure-1 in Cover-A)

Sl No.	Document 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 No.:- e-Mail ID:-
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 returns
9.	Declaration for not being black listed
10.	Proof of Experience for last three years(Work order of Govt/Public sector)
11.	Bank details : Bank name, Account No., IFSC code (Copy of pass Book / Cancelled Cheque)
12	Declaration for price quoted not more than open Market Price in respect of Food items

Financial Bid-Cover-B

- The Tender format giving the quoted rate for the items required should be sent in a separate sealed cover called Cover-B at Annexure- IV.
- Cover B will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender evaluation Committee.
- The price Bid should be quoted inclusive of all Taxes, transportation etc.
- The Bid shall be valid a period of 180 days from the date of opening.
- The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

Section-III

Evaluation

- The Technical Bids will be opened and evaluated by the Tender Evaluation Committee at the pre scheduled date and Time mentioned in the Tender document.
- The Successful bidders shall be selected on the **Combined Quality and Cost Based Selection (CQCBS) method**. A three stage process will be adopted as explained below for evaluation of the proposals.

Preliminary Evaluation (1st Stage):

- Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of documents / information mentioned at section- II will be verified:
- The tender inviting authority reserves the right to select or reject a bidder if not satisfied with the presentation of works to be done, though having lowest quoted price. Bidders having offer of use of German Hanger will be given preference.


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- A representative sample of each item like kit bag, I Card lace with hook, pen Note book for which the price is quoted by the bidder must be submitted along with the bid document. In the absence of sample, the financial bid will not be opened.

Technical Evaluation (2nd Stage):

- Technical proposal evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Bid Evaluation Parameters	Description	Max. Marks
Past Experience of the Bidder		
1. Number of years of experience	One year	10
	Two years	20
	Three or more years	30
2. Type of experience	Dist. level	10
	State level	20
	National/ International level	30
<p>Note- Even if an organisation has all the three dist. Level, state level and national/ international level, then also the maximum marks awarded will not be more than 30 in this category. Similarly, if an organisation has both dist. Level, state level maximum marks awarded will not be more than 20.</p>		
Technical Presentation (Restricted to 10 minutes for each bidder)	40	<ul style="list-style-type: none"> • Understanding client's needs and scope of work and Understanding of approach and methodology to accomplish the task- 20 • Infrastructure available, manpower status, qualification of manpower, special license from any organization (ex- electrical license)- 10 • Excerpts from past projects-10
Grand Total	100	

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FINANCIAL EVALUATION (3rd Stage):

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Evaluation Process:

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (S_T) in accordance to the marks obtained during the technical evaluation stage. There shall be 70 % weightage to technical score and 30 % weightage to financial score.

FINAL EVALUATION-

The individual bidder's financial score (S_F) will be evaluated as per the formula given below:

$S_F = [F\text{-min} / F\text{-bid}] \times 100$ (rounded off to two decimal places) where,

S_F = Normalized financial score of the bidder under consideration

F-min= Minimum financial quote among the technically qualified bidders

F-bid= Financial quote of the bidder under consideration

Combined Score (S) = $S_T \times 0.7 + S_F \times 0.3$

Where S_T = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the Contract observing due procedure.


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Section-IV

Delivery

- The Successful Bidders shall have to install the tentage and related activities including supply of food & kit bags as per the requirement at Balasore ITI Ground, Balasore for two days i.e on 24th and 25th December, 2025.
- The Bidders will be allowed to start his tentage work in the ground from 23.12.2025 and the work should be completed in all respect by 23th December, 2025 positively including supply of Kit Bags.
- The Food items have to be supplied on 24th & 25th as per requirement.
- The Bidder shall have to arrange personnel for watch and ward of this tentage materials. The Tender Inviting Authority will be no way responsible for any theft or fire or any unforeseen events thereof.
- The Bidders should keep in readiness adequate manpower/technician to address any eventualities like snags in audio-visuals system, electrical wiring or any short comings in the tentage.
- The Bidder shall have to keep a power back up system (Genset) for uninterrupted supply of power during organization of the event.
- If the Bidders fail to execute the work as per agreed terms and conditions, he shall be blacklisted and will be debarred to participate in any tender for three years.

Payments:

After successful implementation of the event and production of Bills by the successful Bidder, Payment as per approved price shall be made by the CDVO, Balasore.

Penalties:

Violation of any terms and Conditions laid down as above shall make liable the Bidder to have the forfeiture of Bid security and to be blacklisted.

Section-V

SCOPE / SCHEDULE OF WORK

Following works are required to be taken up:

A. Tentage Related Works:

1. Erection of 30nos of rain proof Stalls for Line department and 1200 sq. Meter area (three side closed with rain proof roof) for Live demonstration of Fisheries & ARD department as per the requirement of Animals/poultry.
2. VIP Lounge, Control Room and Coordination Room
3. Gates and Hoardings
4. Main Stage
5. Meeting Hall (for 600 participants) in front of Main stage preferably German Hanger
6. Ground Electrification and ground carpeting.
7. Four number Temporary Toilet for men and women.
8. Light and Sound
9. Security Services
10. LED Video panel
11. Generator
12. Selfie Point

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Details of Work:

1	Rain proof Stall of size 12 ft x 10ft for line department with rack and electrification (light & Fan)	30nos
2	Stall of size 1200 sq.meter for Live demonstration with electrification (light & Fan)	01
3	VIP Lounge (Rain proof Close room with VIP Chair and Tea table) with light and stand A.C	01
4	Control Room/Coordination Room with electrification Light & Fan	01
5	Registration Hall with Light and Fan(60ftx30ft)	01
6	Dias(water proof ceiling) in front of Dias with Backdrop(40ftx25 ft)	1
7	Meeting Hall for 1000 participants with light, fan, Chair. Water proof ceiling preferably German Hanger	1
8	Entire MOPS ground Carpeting and electrification with halogen/LEDlight	
9	Box Gate as per design	2
10	Installation of one 12'x8' LED panel in meeting Hall and two LED 52" TV in front of podium for display of video/success stories	
11	Mascot in vinyl board	2
12	Running Facia on entire stall, Flex for Live demonstration, Backdrop etc	As per requirement
13	Standee(6ftx3ft)	10no's
14	Generator-125 KVA	1
15	Flower decoration and bouquet in Dias and VIP lounge and Entrance gates	As per requirement
16	Security Service	As per requirement
17	Selfie point as per design	1
18	Temporary Toilet for male and Female	4
19	Dining Hall- Dining hall with side wall and top rain proof ceiling. Sufficient no of counters will be made to serve food to 1000 participants	1
20	Hoarding (12 ft* 8 ft)	4

B.Food Related Works:

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast and lunch on both days from 14.12.2025 to 15.12.2025.

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	1000pkts	2000pkts	8 am	
3	Lunch	1000	2000	1 pm	

MINIMUM MENU OF BREAKFAST (Package)

- Upma/Puri/ Bada
- Curry
- Sweet
- Drinking Water facility with disposable paper glass (sufficientcounters) (plastic free)
- 40no's of glass bottles of 1 lit capacity for guests
- Freshly prepared items should be served to the participants along with hand napkin sufficiently. (Food Safety Officer, Balasore with examine the food quality)

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MINIMUM MENU OF LUNCH (Package)

- Plain rice (Banshi Wala Boiled Rice)
- Dal
- Chicken curry
- Fish Fry
- Paneer/Mushroom
- Mix Veg (Fresh Vegetables)
- Vegetable Chips(Fresh Vegetables)
- Khata
- Kheer
- Papad (Triangle)

B. Kit Bags supply

- Kit bag will contain a bag printed with logo and mascot.
- I Card with printed lace (Matsya O Pranee Sampad Mela-2025, F & ARD Department, Balasore) and hook for participants,
- Pen, Note book, programme of the Mela for farmer/ participants in the MATSYA O PRANEE SAMPAD MELA-2025
- Quantity Required 1600 pieces
- 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
- Made up of high-quality Jute.
- Should have fine durable inner liners and quality Zips
- Should have sturdy handles for carrying and detachable strap for hanging on the shoulders.
- It has to be printed with Name of the Mela and logo and Mascot at the cost of the bidder (to be provided by the Tender Inviting Authority to successful bidders)
- A representative sample for which the price is quoted by the bidder must be submitted along with the bid document. In the absence of Sample the financial bid will not be opened.
- Such samples submitted by bidder will be evaluated by the Tender Evaluation Committee for its quality.


 Tender Inviting Authority
 Chief District Veterinary Officer,
 Balasore

COVER-A

Technical Bid (Please see Section II)**(To be filled in & returned with all the documents DULY SELF-ATTESTED)**

Sl No.	Document 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 No.:- e-Mail ID:-
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 returns
9.	Declaration for not being black listed
10.	Proof of experience of having completed such works in last 3 years
11.	Bank details : Bank name, Account No., IFSC code (Copy of pass Book / Cancelled Cheque)
12.	Declaration for price quoted not more than open Market Price in respect of Food items

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 these 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

(BIDDER'S PAST EXPERIENCE DETAILS)

(Lists of completed/ongoing Assignments of similar nature during last 5 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	Contract Value (in INR)	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

Copies of the Work order / Contract Document/ Invoice need to be furnished along with the above information.

Assignments of similar nature means organization of melas, fairs, exhibitions, samavesh etc. at international, national and state/regional level, operation of Project or Programme Management Unit/State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

DS
1/2/25

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, Balasore, Odisha, for **INSTALLATION OF TENTAGE AND RELATED WORKS INCLUDING SECURITY, SUPPLY OF FOODS & KIT BAGS FOR MATSYA O PRANEE SAMPAD MELA-2025** of Balasore 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 of 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 items 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:

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A/M

DECLARATION FOR LOWER THAN MARKET PRICE

We, M/S-----whois 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

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COVER B

A. Financial Bid For Tentage Related Work

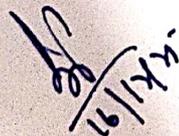
Agency/Firm name:

Address:

Sl. No.	Name of the work	Quoted Rate in Rs.
1	Erection of stall (30nos)	
2	VIP Lounge	
3	Control Room/ Coordination Room	
4	Registration Hall	
5	Dining hall	
6	Gates 2 Nos. and Hoarding- 4 nos	
7	Dias/Stage	
8	Seating Arrangement for 1000 persons in front of the Main stage (Meeting Hall preferably German Hanger)	
9	Ground Electrification and Sound	
10	Temporary Toilets (10nos) along with water facility	
11	Generator	
12	Open space for live animal and fish exhibition	
13	Security services	
14	LED and video Panel	
15	Flower Decoration and Buckey	
16	Entire Mela premises Carpeting	
17	Facia, mascot, Flex, Backdrop, Standee	
18	Miscellaneous items	
	Total Cost of Tentage in Rs.	
	Add GST in Rs.	
	Grand Total in Rs.	

(Total Rupees)

- NB: 1. The price quoted should include all hidden expenses like transportation, onsite installation, maintenance, watch and ward etc.
2. The bidder should carefully read the schedule of requirement in section V and quote the rate accordingly.



B. Financial Bid for Food Items:

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.

C: Financial Bid for Kit Bags

Agency/Firm name-

Address

Sl. No	Name of the item	Quoted Base price per piece along with printing***	GST	Total price in Rs
1	Kit bag and other items as mention in the Section V			

(Total Rupees -----)

NB: 1. The price quoted should include printing of Name of the Mela, dates and logo and Mascot of the Mela (to be provided by the Office to the Successful bidders)

2. The bidder shall deliver the product after completion of the printing job to the Tender Inviting Authority.

Place

Signature of Authorized person

Date

Full Name:

Seal

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