

Tender Notice No: **32257**CDVO (K)

Date : **30-10-2023**

OPEN TENDER INVITATION FOR SUPPLY OF
CATERING SERVICES FOR ORGANIZATION OF
DISTRICT LEVEL
MASTYA O PRANISAMPAD MELA

Tenders are invited in sealed cover in two bid system from different bidders dealing with supply of Catering Services for Matsya o Pranisampada Mela 2023. The Bidders have to submit Technical bids and Financial Bids in separate envelop for all categories.. Tender papers can be downloaded from web site www.koraput.nic.in from **31.10.2023 11A.M. to 08.11.2023 3 P.M.** Other detail information about this tender is available on this website. Bid document will not be sold in the Office of the undersigned. The Technical bid and Financial Bids packed in separate envelope duly mentioned and enclosed in another sealed envelope can be submitted to the undersigned through Regd. Post/Speed Post or courier services/drop box only .Tender/ Bid documents will not be received by hand of the office. The Tenders can be submitted from 11A.M of 31th October 2023 to 8th November 2023 up to 3 P.M. The last date of receipt of bid documents by the undersigned is 8th November 2023 **up to 3 P.M.** The Technical bids of the Tender will be opened on 9th November 2023 at **12noon** by the district level Tender Evaluation Committee in presence of bidder or his authorized representative at O/o, the undersigned. The Bid processing fee of Rs. 1000/- in shape of demand draft should be enclosed with requisite documents in the Technical bid. The Bid processing fee in shape of demand draft drawn from any schedule Commercial Bank, should be in favour of "Chief District Veterinary Officer, Koraput" payable at Koraput. The bidder has to submit all the required tender documents mentioned in Section. Non submission of any document and tender submitted in any inappropriate manner may be liable for rejection.

Chief District Veterinary Officer,
Koraput



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, KORAPUT
Tel. Ph. No.- 06852 -299948 //E-mail ID: cdvokoraput1@gmail.com



**TENDER INVITATION FOR SUPPLY OF CATERING SERVICE
FOR ORGANIZATION OF DISTRICT LEVEL
MASTYA O PRANISAMPAD MELA**

Name & Address of the Tender inviting Authority:

Chief District Veterinary Officer, Koraput
Koraput Road

Koraput - 764020

Tel:06852- 299948

E-Mail-cdvokoraput1@gmail.com

Handwritten signature and date
30.10.25

SECTION I

IMPORTANT DATES OF THE TENDER

Sl.No.	Particulars of important events	Date	Time
1	Date and time of Release of Bid	31.10.2023	11 AM
2	Date from which the bid document will be submitted	31.10.2023	11 AM
3	Last date of submission of BID documents	08.11.2023	3 PM
4	Date and time of opening of technical Bid	09.11.2023	12 Noon
5	Date of Opening of Financial Bid	09.11.2023	4 PM
6	Presentation of List and quality of Food to be served to Tender Committee (catalog/ video)	08.11.2023	4 PM
7	Handing over of complete frame work for Catering to CDVO Koraput	09.11.2023	5 PM
8	Catering in the Main Event to be Organized	18.11.2023 – 19.11.2023	

**Place for Opening of Documents,
Pre-Bid Conference And
Address For Communication
For Receipt of Bid Document :**

**Office Chamber of the
Chief District Veterinary Officer,
Koraput**

[Handwritten signature]
30/10/23

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, Koraput 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, Koraput 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 2200 person for organization of 2 days MATSYA O PRANISAMPAD MELA from **18.11.2023 to 19.11.2023**.
- 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.

[Handwritten signature]
20/11/23

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 OF PRANISAMPAD MELA to be organized from 18.11.2023 to 19.11.2023 in RTO Ground, Koraput
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **08.11.2023, 3PM** by Speed Post /Regd. Post/Directly dropped in the drop box at office of CDVO, Koraput
- 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 supers-cribing "**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 2023**" and should be addressed to:

**Chief District Veterinary Officer,
At/Po/ Dist- Koraput
Pin- 764020**

- The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Koraput on **09.11.2023, 12.00 Noon**.
- 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://koraput.nic.in> and submit the tender paper along with required documents and all the requested fees.
- The bidders can deposit Rs 1000.00 (Rupees one thousand only) in shape of demand draft from any Nationalised bank in favour of "Chief District Veterinary Officer, Koraput" towards cost of tender processing fee.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

[Handwritten Signature]
20-10-23

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 RTO Ground, Koraput 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 order will be given to L1 bidder who quote lowest rate for the items including GST.**
12. In case 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, Koraput for supply Tea, breakfast and lunch for two days of the MATSYA O PRANISAMPAD MELA 2023 to be organized from 18.11.2023 to 19.11.2023 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 Koraput 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 authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.
20. **No adulteration and colour will be used.**
21. **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 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.1000/- is to be attached with the technical bid documents.
- c) An amount of **Rs.15,000/- (Rupees fifteen thousand only)** towards **BID security** through Account payee demand draft pledged to CDVO Koraput / Bank Guarantee from any commercial bank need to be submitted along with the bid documents. The Bank Guarantee 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 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.
- f) The online transfer of money made and A/C payee demand draft can be in favor of the following bank particular of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents

Special-Central Assistant CDVO, Koraput

Account No: 700968882

IFSC: IDIB000K064

Indian Bank, Koraput

104
30.10.25

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 pad of the firm with check list of following Documents
2	Tender processing fee as mentioned above
3	Original DD/ online transfer receipt against EMD and BID processing fee.
4	Details name, address, telephone, no Fax, e-mail of the firm in the format Annexure-1
5	Copy of PAN CARD & GST registration certificate.
6	Copy of latest GST payment receipt.
7	Copy of latest I.T Rerun of 3 years 2020-2021, 2021-2022, 2022-2023
8	Proof of experience of having completed similar works in last 3 years if any
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	Experience of having of similar work with supporting photographs if any.
13	Self declaration form of the bidder as per the format enclosed regarding not blacklisted
14	Letter to CDVO Koraput regarding experssion of interest to for participating

25. COVER-B (PRICE BID)

- 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.
- 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.**
- The Price Bid should be quoted inclusive of all expenses and inclusive of GST (mentioned separately) if any.
- The bid shall be valid for a period of 15 days from the date of opening of the bid.
- The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

26 Evaluation:

- 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.
- The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the Financial bid evaluation.
- 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.

30-10-24

27 Delivery

- a. The Successful bidder shall have to cook the food with all hygienic fresh materials, catering of all food items must be done at the site of Event management programme for two days from 18.11.2023 to 19.11.2023.
- b. The bidder will be allowed to start his work in the RTO ground, Koraput by 17.11.2023 and the work should be complete in every respected by 9.00 AM on 18.11.2023 & 19.11.2023
- c. **The bidder shall have to arrange his personal for watch and ward of his material and articles and the Tender Inviting Authority will be no way responsible for any theft or fire or any unforeseen events thereof.**
- d. If the bidder fails to execute the work as per agreed terms and condition after getting work order within the stipulated time period or violates the bidder term & conditions, he shall be blacklisted and will be debarred to participate in any tender and the Performance Security shall be forfeited and the amount will be claimed by invoking the right conferred in Bankers Guarantee form.

28 Payment

After successful implementation of the event and production of bills by the successful bidder, 100% payment shall be made by the CDVO, Koraput through electronic transfer.

29 Penalties

Violation of any terms and condition laid down as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.

Handwritten signature and date:
30.10.23

SECTION V
SCHEDULE OF REQUIREMENT

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast and lunch on both days from 18.11.2023 to 19.11.2023.

NAME OF THE EVENT: MATSYA O PRANISAMPAD MELA

VENUE: RTO Ground, Koraput

DATE: 18.11.2023 to 19.11.2023.

Sl No	Food items required	Minimum menu	Quantity per day	Total Qty for 2 days	Time of serving	Remarks
1	Tea	Milk Tea/ Coffee	1100 cups	2200 cups	9 to 11 am	
2	Breakfast	1. VADA-1 2. SAMOSA-1 3. ALUCHAP-1 4. SWEET-1 5. Drinking Water Bottle/Jar (sufficiently)-ISI Mark Freshly prepared items should be packed in adequate size paper packets and given to the participants along with hand napkin.	1100pkts	2200pkts	9am	Extra Drinking actual requirement & other requirement may vary and will be intimated in time.
3		1. Plain rice. 2. Dal (Arnapurna Arhar) 3. Chicken Masala (150 gm /person) 4. Fish Fry (80 gm /person) 5. Mix Veg with paneer				

Lunch	Curry(Fresh Vegetables) 6. Vegetable Chips(Fresh Vegetables) 7. Tomato Khata and Khajara Khata 8. Papad (Triangle) 9. Drinking Water Bottle/Jar (sufficiently)-ISI mark 10. Mix Pickles (Lemon/ Mango/ Tamarind	1100kpts	2200kpts	1PM	
-------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	----------	-----	--

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 are not allowed.


**Chief District Veterinary Officer,
Koraput**

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) 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)

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**Signature of Authorized person****Date****Full Name:****Seal**

Handwritten signature and date
30/10/25

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, Koraput, for supply of Catering Service. 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, Koraput, 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:

Handwritten signature and date: 30.10.25

COVER-B

Annexure-III

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/Coffee					
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:

Evaluation:

- 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.
- The successful bidder will be selected on the basis of LCBS method (lowest Cost Based Selection) in the financial bid evaluation.
- If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet 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 and claim the performance security amount by invoking the right conferred in Bankers Guarantee form.


 Chief District Veterinary Officer,
 Koraput.