



**CHIEF DISTRICT VETERINARY OFFICER, SUNDARGARH
FISHERIES & ANIMAL RESOURCES DEVELOPMENT,
GOVERNMENT OF ODISHA**

Bid Refence No: 5191 Date 05.12.2025

Tender Call Notice for
**“CATERING SERVICES
FOR MATSYA O PRANISAMPAD MELA 2025”.**

**Tender Inviting Authority:
CHIEF DISTRICT VETERINARY OFFICER, SUNDARGARH**

Maximum Tender Value: 8,80,000/-

E-mail-odisun-nadrs@nic.in

**Contact person:
Chief District Veterinary Officer, Sundargarh
Tel -9937244821
District Fishery Officer, Sundargarh**

SECTION I

IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document in Website	:	06.12.2025
Last Date & Time of Receipt of Bid Document	:	12.12.2025
Date & Time of Opening of Tender Technical BID (Cover-A)	:	15.12.2025
Date & Time of Opening of Price Bid (Cover-B)	:	15.12.2025

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,
Sundargarh**

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, Sundargarh 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 is Committees so constituted by the CDVO, Sundargarh 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 MEHA from **23.12.2025 & 24.12.2025**.
 - 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

1. 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 **23.12.2025 & 24.12.2025** in Ground in front of **Narikalyan Kendra, Sundargarh**.
2. The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **12.12.2025, 5PM** by Speed Post /Regd. Post/Directly dropped in the drop box.
3. Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
4. 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 superscribed as "BID FOR CATERING SERVICES FOR MATSYA O PRANISAMPADA MELA 2023" and should be addressed to: Chief District Veterinary Officer, At/Po/ Dist- Sundargarh, Pin- 770002
5. The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Sundargarh on **15.12.2025, 11AM**.
6. 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.
7. The interested bidders can download the entire Tender Document from the website <https://sundargarh.odisha.gov.in> and submit the tender paper along with required documents and all the requested fees.
8. The bidders can deposit Rs 1,000.00 (Rupees One thousand only) in shape of demand draft at any Nationalised bank in favour of "Chief District Veterinary Officer, Sundargarh" towards cost of a tender processing fee.
9. 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 **Ground in front of Narikalyan Kendra/ Madri Kalo Bhawan, Sundargarh** 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, Sundargarh for supply Tea, breakfast and lunch for two days of the MATSYA O PRANISAMPAD MELA 2025 to be organized from **23.12.2025 & 24.12.2025** 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 Sundargarh.
 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. Tender processing Fee and EMD:
 - a) The bidder shall deposit an **nonrefundable 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.**
 - b) The demand draft / Govt. money receipt of Rs.1000/- is to be attached with the technical bid documents.
 - c) **A refundable amount of Rs.10,000/- (Rupees ten thousand) towards BID security** through Account payee demand draft/ fixed deposit pledged to CDVO Sundargarh /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) Performance security: A refundable amount of Rs. 20,000/-INR (Rupees Twenty Thousand) in shape of Banker's Cheque / Demand Draft in favour of "CDVO Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh. To be deposited by the successful bidder. The bank guarantee form should have validity of at least 45 days beyond the BID Validity period.
 - e) 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.
 - f) Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission
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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.

- g) 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, Sundargarh

Account No: 10969167920

IFSC: SBIN0000189, SBI Main Branch Sundargarh

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 st page of bank pass book or a cancelled cheque as proof of Bank account details.

21. 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.

- 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.

22. 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 **23.12.2025 & 24.12.2025**.

NAME OF THE EVENT: MATSYA O PRANISAMPAD MELA 2025

VENUE: NKK, Sundargarh

DATE **23.12.2025 & 24.12.2025**.

Sl No	Food items required	Quantity per day	Total Qty for 2 days	Time of serving	Remarks
1	Tea	1200 cups	2400 cups	9 to 11 am	Actual requirement may vary and will be intimated in time
2	Breakfast	1200 pkts	2400 pkts	9 am	
3	Lunch	1200	2400	1 pm	

MINIMUM MENU OF BREAKFAST

- a. VADA-1
 b. SAMOSA-1
 c. ALUCHAP-1
 d. SWEET-1
 e. Drinking Water Bottle 200ml -1
 f. Freshly prepared items should be packed in **adequate size paper Box to be supplied by 9.00AM** to the food in charge for distribution.

MINIMUM MENU OF LUNCH

1. Plain rice (Bansuribala Boiled Rice) (200 gm dry/person)
2. Dal (Arnapurna Arhar) (50 gm dry/person)
3. Chicken Masala (200 gm /person)
4. Fish Fry (100 gm /person)
5. Mix Veg with paneer Curry (Fresh Vegetables) (100 gm /person)
6. Vegetable Chips(Fresh Vegetables) (50 gm dry/person)
7. Tomato & Ladies Finger Khata/ (Without Sugar) (50 gm dry/person)
8. Papad (Triangle)
9. Khiri
10. RO Drinking Water Jar - 50 nos (sufficiently)-ISI mark with 10 no of dispenser and sufficient disposable glasses.

The lunch has to be prepared on the site and served as buffet lunch **over three Non-Veg counters and One Veg Counter to the participants, One Non-Veg counters and One Veg Counter** for delegates and guests. Prepackaged lunch in plates is not allowed. The water requirement for cooking & Cleaning, 10 nos of dust bin, 10 nos of wash basin with hand wash, disposal plates and glass is to be arranged by the catering service.

Tender Inviting Authority

**Chief District Veterinary Officer,
Sundargarh**

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

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
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, Sundargarh, Odisha, for Supply of Veterinary Medicines for use in Veterinary Institutions and MVUs of Sundargarh 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, Sundargarh, 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					
TOTAL						

(Total Rupees _____)

NB: 1. The price quoted should include all expenses including arranging dishes, gas, food preparation, Water for cooking & Cleaning, 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.

Signature of Authorized person

Place

Date

Full Name:

Seal