



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

Bid Reference No: **5195** Date: **08-12-2025**

Tender Call Notice for

"SUPPLY OF KIT BAG FOR MATSYA O PRANISAMPAD MELA 2025".

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, SUNDARGARH

Maximum Tender Value: 8,00,000/-

E-mail-odisun-nadrs@nic.in

Contact person:

Chief District Veterinary Officer, Sundargarh

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 or 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 and Technical 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 procurement of kit bags for organization of 2 days **MATSYA OF PRANISAMPAD MELA** from **23.12.2025 TO 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.

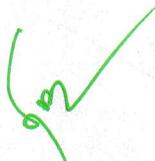


SECTION III
GENERAL INSTRUCTION TO BIDDERS

- Sealed tenders are invited in two bid system from reputed firms having valid GST Registration for "SUPPLY OF KIT BAGS" for 'MATSYA O PRANISAMPADA MELA 2024' to be organized in the **Ground in front of Narikalyan Kendra, Sundargarh** from **23.12.2025 TO 24.12.2025**.
- The bidder has to submit sample of the bag for evaluation by the Tender Evaluation Committee.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **12.12.2025, 5 PM** Speed Post /Regd. Post/ directly put in to 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 SUPPLY OF KIT BAG" for 'MATSYA O PRANISAMPADA MELA 2025' and should be addressed to:

Chief District Veterinary Officer,
At/Po/ Dist- Sundargarh
Pin- 770002

- 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, 11 AM**.
- The bidders or their duly authorized representatives may remain present during the opening of tender. 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://sundargarh.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 at any Nationalised bank in favour of "Chief District Veterinary Officer, Sundargarh" towards cost of a tender processing fee.



SECTION IV
GENERAL TERMS AND CONDITIONS

1. The Tender Inviting Authority working in the F&ARD Department, Govt. of Odisha requires supply of kit bags for MATSYA O PRANISAMPAD MELA" to be held in the **Ground in front of Narikalyan Kendra, Sundargarh** from **23.12.2025 TO 24.12.2025**.
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 & GST 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 not be misleading / incorrect at any stage, the bid will be rejected.
10. If any information or documents furnished by the bidder found to be misleading/incorrect at any stage, their tender will be rejected.
11. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date of submission of bids and opening of bids will be the following next working date & same time.
12. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
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 jurisdiction in the courts of law situated at Sundargarh.
15. 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.
16. *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) toward cost of tender paper and BID processing fee (non-refundable) in shape of Account payee demand draft at any Nationalised bank in favour of "Chief District Veterinary Officer, Sundargarh" towards cost of a tender processing fee. The demand draft is to be attached with the technical bid documents.



- b) **An amount of Rs.10,000/- (Rupees Ten thousand) towards BID security** through Account payee demand draft/ fixed deposit pledged to "Chief District Veterinary Officer, 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.
- c) 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.
- d) 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.
- e) 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

18. 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	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 IT return
8	Proof of registered Office/outlets in Odisha
9	Declaration for not being backlisted by any Govt. institution 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 st page of bank pass book or a cancelled cheque as proof of Bank account details.

19. 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 for Kit Bag printed with logo & Mascot, One I Card for Participant, writing pad, pen etc. with packing & transportation to the office of CDVO Sundargarh 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.

20. 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.

A representative sample for which the price is quoted by the bidder should mandatorily 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 and marks will be awarded as per the following criteria.

SI No	Parameters	Maximum marks
1	Aesthetic look of the product	5
2	Fineness/Finish/ Expected durability of the material used	5
3	Stitching of the bag	5
4	Overall utility	5
TOTAL MAXIMUM MARKS		20

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

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

- a. 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:

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

- b. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the Financial bid evaluation based on the final LCBS score of the bidder which will be calculated by giving 20% weightage to SE Score and 80% weightage to Financial bid score:

$$\text{Final LCBS Score of the bidder} = \text{SE score} \times 0.20 + \text{Financial Bid score} \times 0.80$$

In all the calculations decimals up to 4 digits will be taken into consideration.

- 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 and claim the performance security amount by invoking the rights conferred in Bankers Guarantee form.

32. Delivery

- a. The approved firm has to deliver the product after printing of the name of the Mela with logo and mascot to the O/o the Tender Inviting Authority within **5 days of receipt of letter of Award by 20.12.2025 5 PM positively** and executing agreement with the Tender Inviting Authority.

33. Payment:

After completion of delivery and all formalities mentioned above, 100% payment shall be made by the CDVO Sundargarh through electronic transfer.

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

35. All legal disputes, if any relating to purchase etc., are subject to jurisdiction in the courts of law situated at Sundargarh.

SECTION V

SCHEDULE OF REQUIREMENTS

- Kit bag for farmer participants in the MATSYA O PRANISAMPAD MELA
- Quantity Required 2000 pieces
- Kit Bags for Participants shall contain a bag Printed with logo & Mascots, I Card, Pad, Pen & Programme details, Leaflets/ Brochures duely packed.
- Programme details & Leaflets/ Brochures on Govt Schemes which are to be received from the concerned department.
- Bag should be of high-quality material and well stitched defect are to be replaced immediately.
- Should be decent looking.
- ***The Items to be delivered within 5 days of receipt of letter of Award by 20.12.2025 5PM positively..***
- Should have a minimum dimension of 15 inches long and 12 inches wide with flip cover.
- Made up of high-quality Coarse Cotton or 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 should mandatorily 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 and marks will be awarded.

Tender Inviting Authority

A handwritten signature in green ink, consisting of a stylized 'V' shape with a small circle at the top left and a long diagonal stroke extending to the right.

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 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)

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.

4.
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	Quoted Base price per piece along with printing, Kit (I Card, Writing Pen , Pad), Packing and Delivering at the O/o CDVO Sundargarh	GST	Total price in Rs
1	Kit bag			

(Total Rupees -----)

NB: 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)

Place

Signature of Authorized person

Date

Full Name:

Seal