



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, KENDRAPARA

TENDER CALL NOTICENO- **4617** /Dt **30/11/2024**

TENDER CALL NOTICE FOR INSTALLATION OF TENTAGE AND RELATED WORKS INCLUDING SECURITY, SUPPLY OF FOOD AND KIT BAGS FOR DISTRICT LEVEL MATSYA O PRANI

SAMPAD MELA-2024, KENDRAPARA.

The Chief District Veterinary Officer, Kendrapara 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 Pani Sampad Mela- 2024" to be held at Kendrapara Autonomous College Ground, Kendrapara, from 17th to 18th Decemebr, 2024.

Important Date of the Tender

Date of Publication of Tender call Notice	30.11.2024
Pre Bid Enquiry	07.12.2024 (11 AM to 1 PM)
Last Date & Time of Submission of Tender Document	10.12.2024, 5.00 PM
Date and Time of Opening of Tender (Both Technical & Financial Bid)	11.12.2024, 11.00 AM
Place opening if Bid and address for Communication	Office of CDVO, Kendrapara

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 Pranisampad Mela-2024 from 17.12.2024 to 18.12.2024 at Kendrapara Autonomous College Ground, Kendrapara.
- 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, Kendrapara latest by 10.12.2024, 5.00 PM through speed post/Regd post/couriors/by hand in the drop box at O/o CDVO, Kendrapara.**
- 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 Pranisampad Mela-2024, Kendrapara.**" And should be addressed to- **Chief District Veterinary Officer, Kendrapara.**
- On Pre-Bid query, interested Bidders may clear their doubt in the Office of CDVO, Kendrapara on 07.12.2024 from 11.00 AM to 1.00 PM.
- The Bidders or their duly authorized representative may remain present during the tender evaluation. However their absence will not delay them from participating in the bidding.

- The interested bidders can download the entire Tender document from the website <https://kendrapara.nic.in> and submit the tender paper along with required documents and cost of Tender Paper and Tender processing fees(non refundable)of Rs. 500/- in shape of DD in favour of **Chief District Veterinary Officer, Kendrapara payable at Kendrapara.**
- The bidders can take the tender documents from the office of CDVO, Kendrapara by submitting a Rs.500/- (Rupees Five hundred only)in shape of DD in favour of **Chief District Veterinary Officer, Kendrapara payable at Kendrapara** 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.
- The Bidders should have valid up-to-date Tax(GST & IT) return certificate.
- The Bidders should have minimum three years experience of organizing such events in district/State level and should submit the copy of work order as proof.
- The Tender documents (each page) should be signed with date by Bidder.
- 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 Kendrapara.
- 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 L2/L3 at L1 rate, if they agree to supply at L1 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.10000/- (Rupees Ten Thousand only)towards BID Security through DD in favour of **Chief District Veterinary Officer, Kendrapara payable at Kendrapara** on any commercial Banks need to be submitted along with the Bid documents.
- The Bid security will be returned to unsuccessful bidders without interest.

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 bill. No Advance payment will be made by the Authority.
- The firm shall supply the food at the designated venue i.e. at Kendrapara Autonomous College Ground, Kendrapara 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.

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 LCBS method (Lowest Cost Based Selection) in the Financial Bid evaluation.

- 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 L2/L3 at L1 rate, if they agree to supply at L1 approved rate.
- A representative sample of each items 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.

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 Kendrapara Autonomous College Ground, Kendrapara for two days i.e on 17th and 18th December, 2024.
- The Bidders will be allowed to start his tentage work in the ground from 12.12.2024 and the work should be completed in all respect by 15th December, 2024 positively including supply of Kit Bags.
- The Food items have to be supplied on 17th & 18th 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, Kendrapara.

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 25 nos 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.
2. VIP Lounge, Control Room and Coordination Room
3. Gates and Hoardings
4. Main Stage
5. Meeting Hall (for 700 participants) in front of Main stage.
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

Details of Work:

1	Rain proof Stall of size 12 ft x 10ft for line department with rack and electrification (light & Fan)	25nos
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 700 participants with light, fan, Chair. Water proof ceiling	1
8	Entire MOPS ground Carpeting and electrification with halogen/Led light	
9	Gate as per design	3
10	Installation of one 12'x8' LED panel in meeting Hall and two LED 52" TV in front of podium for display of video	
11	Mascot in vinyl board	2
12	Facia on entire stall, Flex for Live model, Backdrop etc	As per requirement
13	Standee(6ftx3ft)	14 nos
14	Generator-125 KVA	1
15	Flower decoration and bouquet in Dias and VIP lunge	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 800 participants	1
20	Running flex banner on the top of all the stalls	

B. Food Related Works:

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast and lunch on both days from 17.12.2024 to 18.12.2024.

SI 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	8 am	
3	Lunch	800	1600	1 pm	

MINIMUM MENU OF BREAKFAST (Package)

- Uppama/Puri/ Bada
- Curry
- Sweet
- Drinking Water facility with disposable paper glass (sufficient counters)
- Freshly prepared items should be served to the participants along with hand napkin sufficiently. (Food Safety Officer, Kendrapara with examine the food quality)

MINIMUM MENU OF LUNCH (Package)

- Plain rice (Bansuribala Boiled Rice)
- Dal

- Mix Veg (Fresh Vegetables)
- Vegetable Chips(Fresh Vegetables)
- Khata
- Papad (Triangle)

C. Kit Bags supply

- Kit bag will contain a bag printed with logo and mascot.
- I Card with printed lace (Matsya O Pranisampad Mela-2024, F & ARD Department, Kendrapara) and hook for participants,
- Pen, Note book, programme of the Mela for farmer/ participants in the MATSYA O PRANISAMPAD MELA-2024
- 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.


30.11.24

**Tender Inviting Authority
Chief District Veterinary Officer,
Kendrapata**

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:

**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, Kendrapara, Odisha, for **INSTALLATION OF TENTAGE AND RELATED WORKS INCLUDING SECURITY, SUPPLY OF FOODS & KIT BAGS FOR MATSYA O PRANISAMPAD MELA-2024** of Kendrapara 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, Kendrapara, 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:

Affidavit before Executive Magistrate/Notary Public:

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

Annexure-IV

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	
2	VIP Lounge	
3	Control Room/ Coordination Room	
4	Registration Hall	
5	Dining hall	
6	Gates 2 Nos. and Hoarding	
7	Dias/Stage	
8	Seating Arrangement for 800 persons in front of the Main stage (Meeting Hall)	
9	Ground Electrification and Sound	
10	Temporary Toilets along with water facility	
11	Generator	
12	Open space for live animal and fish exhibition	
13	Stall for Line Department	
14	Security services	
15	LED video Panel	
16	Flower Decoration and Buckey	
17	Entire Mela premises Carpeting	
18	Facia, mascot, Flex, Backdrop, Standee	
19	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