

**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, KENDRAPARA**

email ID: [cdvokendrapara@gmail.com](mailto:cdvokendrapara@gmail.com)

Short Tender Call Notice No. 7172 /CDVO (KPD) Dated. 26.12.25

Bids in sealed cover are invited from reputed Suppliers/Firms/Agencies for "SUPPLY OF KIT BAGS AND ACCESSORIES FOR DISTRICT LEVEL KRUSHI JANTRAPATI MELA & MATSYA O PRANI SAMPAD MELA- 2025-26" at Autonomous College Ground, Kendrapara, which will be held from dt. 03.01.2026 to dt. 07.01.2026 tentatively. The details of bidding process are as follows:

Sl. No.	Bidding Schedule	Deadline
1	Date of floating of tender	26.12.2025
2	Last date and time for submission of tender documents	31.12.2025, 5.00 PM
3	Date and time of opening of Technical BID	01.01.2026, 02.30 PM
4	Date and time of opening of Financial BID of eligible bidders	01.01.2026, 04.30 PM

Bidders are required to submit the technical and financial bids separately. The bids in sealed **Cover-A** containing "Technical Bid" and sealed **Cover-B** containing "Financial Bid" should be placed in a third sealed cover super-scribed "SUPPLY OF KIT BAGS AND ACCESSORIES" must reach the undersigned on or before due date & time i.e. 31.12.2025, 5 PM by **Speed Post/ Registered Post/ Courier/ by hand**.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and formats can be downloaded from the website ([www.kendrapara.odisha.gov.in](http://www.kendrapara.odisha.gov.in)).

**Complete address for submission of bid- Chief District Veterinary Officer, Kendrapara  
Near old Medical, Suneilo, Kendrapara, Pin-754211**

  
Chief District Veterinary Officer  
Kendrapara

Memo No. 7173 /CDVO(KPD) Date 26.12.25

Copy to Office notice board of CDVO, Kendrapara; DFO, Kendrapara & Collectorate, Kendrapara for wider publication.

  
Chief District Veterinary Officer  
Kendrapara

Memo No. 7174 /CDVO(KPD) Date 26.12.25

Copy to the DeGM, Kendrapara, for information and necessary action. He is requested to upload the same in the Official Website of Kendrapara district on or before 26.12.2025 ([www.kendrapara.odisha.gov.in](http://www.kendrapara.odisha.gov.in)). The Tender Paper in PDF format is enclosed here with for needful action.

  
Chief District Veterinary Officer  
Kendrapara

Memo No. 7175 /CDVO(KPD) Date 26.12.25

Copy submitted to the Director, AH & VS, Odisha, Cuttack, for favour kind information and necessary action.

  
Chief District Veterinary Officer  
Kendrapara





## 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 Kendrapara who on behalf of 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 Committee so constituted by the CDVO Kendrapara, 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 5 days “**DISTRICT LEVEL KRUSHI JANTRAPATI MELA & MATSYA O PRANI SAMPAD MELA-2025-26**”.
- 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.

  
26/11/24



### 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 AND ACCESSORIES”** for **“DISTRICT LEVEL KRUSHI JANTRAPATI MELA & MATSYA O PRANI SAMPAD MELA - 2025-26”** to be organized in the Autonomous College Ground of Kendrapara, tentatively from **03.01.2026 to 07.01.2026** of Kendrapara district.
- 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 **31.12.2025, 5 PM through** Speed Post /Regd. Post/ Courier/ by hand.
- 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 (Financial Bids).”** The technical Bid and price Bid (or Financial Bid) should be put into a third Cover, which should be super-scribed as **“BID FOR SUPPLY OF KIT BAGS AND ACCESSORIES”** for **“DISTRICT LEVEL KRUSHI JANTRAPATI MELA & MATSYA O PRANI SAMPAD MELA- 2025-26”** and should be addressed to:

**Chief District Veterinary Officer, Kendrapara,**

**Near Old Medical, Suneilo, Kendrapara, PIN- 754211,**

- The Sealed tenders **“Cover A”** (Technical Bid) submitted by the bidders will be opened in the Office of the **CDVO, Kendrapara** on dt. **01.01.2026, 02.30 PM.**
- The bidders or their duly authorized representatives will have to 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 [www.kendrapara.odisha.gov.in](http://www.kendrapara.odisha.gov.in) and submit the tender paper along with required documents and all the requested fees.
- The bidders must deposit Rs 1000.00 (Rupees One thousand only) in shape of Demand Draft at any Nationalised bank in favour of **“Chief District Veterinary Officer, Kendrapara”** towards cost of a tender processing fee which is non-refundable.

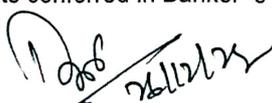
  
26/12/22



## 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 and accessories for **“DISTRICT LEVEL KRUSHI JANTRAPATI MELA & MATSYA O PRANI SAMPAD MELA- 2025-26”** to be held in the Autonomous College Ground of Kendrapara, tentatively from **03.01.2026 to 07.01.2026**.
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 documents furnished by the bidder is found to be misleading / incorrect at any stage, the bid will be rejected.
10. 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.
11. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
12. The bidder should submit / furnish a certificate to the effect that the price quoted by them is not more than the open market price.
13. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Kendrapara or Hon'ble High Court of Odisha.
14. 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 suppliers 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,

  
A handwritten signature in black ink, followed by a date that appears to be 26/12/25.



15. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.

**16. Tender processing Fee and EMD:**

- a) The bidder shall deposit an amount of **Rs. 1000/- (Rupees One Thousand only)** toward BID processing fee (**non-refundable**) in shape of **Account payee demand draft**.
- b) An amount of **Rs. 5,000/- (Rupees five thousand)** towards **BID security** through Account payee demand draft/ fixed deposit pledged to CDVO Kendrapara / bank guarantee from any commercial bank need to be submitted along with the bid documents. The BG 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.

**17. Documents to be submitted with the Technical Bid (with Annexure-1 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, Fax, e-mail of the firm in the format <b>Annexure-I</b>
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 blacklisted by any Govt. institution in <b>Annexure-II</b> .
10	Declaration that price quoted by them is not more than the open market price in <b>Annexure-III</b> .
11	Copy of 1 <sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank account details

*Handwritten signature and date: 26/12/25*

## **18. COVER-B (FINANCIAL BID)**

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover herein after called Cover" B" (Financial Bids) format at **Annexure-IV**.
- b. **Cover -B (Financial Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee on 01.01.2026 at 04.30 PM** in the Office of the CDVO, Kendrapara.
- C. The Financial Bid should be quoted inclusive of insurance, packing, forwarding, transportation, installation 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.

## **19. 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-17**.
- b. 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 should mandatorily be submitted along with the bid document. In the absence of sample, the financial bid will not be opened.
- c. Such samples submitted by bidder will be evaluated by the Tender Evaluation Committee and marks will be awarded as per the following criteria.

<b>Sl. No.</b>	<b>Parametres</b>	<b>Maximum marks</b>
1	Aesthetic look of the products like bag, I-card with lace & hook, pen, note pad etc.	5
2	Fineness/ Finish/Expected durability of materials used	5
3	Stitching quality of the bag	5
4	Overall utility	5
	<b>TOTAL MAXIMUM MARKS</b>	<b>20</b>

*108*  
*26/12/23*

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

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

- d. 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:

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

- e. 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.**

- f. 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.

## **20. Delivery**

**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 7 days of receipt of letter of Award and executing agreement with the Tender Inviting Authority**

## **21. Payment:**

After completion of delivery and all formalities mentioned above, 100% payment shall be made by the CDVO Kendrapara through electronic transfer within 15 days of submission of the bills. No Advance payment will be made by the Authority.

**22. 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.

**23.** All legal disputes, if any relating to purchase etc., are subject to jurisdiction in the courts of law situated at Kendrapara or the Hon'ble High Court of Odisha.

*[Handwritten signature]*  
26/12/21

## SECTION V

### SCHEDULE OF REQUIREMENTS

- Kit bag will contain a bag printed with logo and mascot, I Card with printed lace (Matsya O Pranisampad Mela-2025-26, F & ARD Department, Kendrapara) and hook for participants, pen, Note book, programme of the Mela for farmer/ participants in the **“DISTRICT LEVEL KRUSHI JANTRAPATI MELA & MATSYA O PRANI SAMPAD MELA- 2025-26”**
- Quantity Required 1400 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 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

  
28/12/24

## COVER-A

## Technical Bid (Please see Section IV-17)

(To be filled in &amp; 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.	<u>Declaration for price</u> quoted not more than open Market Price
11.	BANK details: Bank name, AGcount No. IFSC code (Copy of pass book/ Cancelled Cheque)

*[Handwritten Signature]*  
26/12/22

## 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 these 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**

**Signature of Authorized person**

**Date**

**Full Name:**

**Seal**

*[Handwritten Signature]*  
*26/12/28*



Annexure- II

**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 the \_\_\_\_\_. 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, 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 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:

  
26/12/22

**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

Name of the  
Manufacturing Unit/ Wholesaler/  
Distributor/ C & Agent

**COVER-B**  
**Financial Bid**

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 mentioned 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

Date

Signature of Authorized person

Full name:

 Seal