

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

Bid Reference No: 3622 Date: 17. 12. 2025

Limited Tender Enquiry for

**"INSTALLATION OF TENTAGE AND RELATED WORKS FOR MATSYA O
PRANISAMPAD MELA 2025".**

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, NABARANGPUR

Maximum Tender Value: 3, 90, 000/-

E-mail- cdvonabarangapur@gamil.com

Contact person: District Fisheries Officer, Nabarangpur

Tel: 9178423502

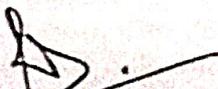
SECTION I

IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document in Website:	18.12. 2025
Last Date & Time of Receipt of Bid Document:	26. 12. 2025 12. 30 PM
Date & Time of Opening of Technical BID (Cover-A):	26. 12. 2025 3 PM
Date & Time of Opening of Price Bid (Cover- B):	26. 12. 2025 5 PM

**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,
Nabarangpur**



SECTION II

GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definition

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/ Tender Inviting Authority** is the CDVO, Nabarangpur who on behalf the Government or the funding agencies calls and finalize bids and ensures supply and procurement under this bid document.
- **Tender Evaluation Committee and Technical Committee** are Committees so constituted by the CDVO Nabarangpur 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 installation of tentage and related activities for organization of 2 days "MATSYA OF PRANISAMPAD MELA" from 04. 01. 2026 to 05. 01. 2026.
- 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 "INSTALLATION OF TENTAGE AND RELATED ACTIVITIES FOR MATSYA OPRANISAMPADA MELA 2025" to be organized in the RCD High School Play Ground, Nabarangpur from 04. 01. 2026 to 05. 01. 2026.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by 26. 12. 2025, 12. 30 PM by Speed Post/ Regd. Post/ by person
- 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 super- scribing "**Cover A (Technical Bid)**" & second for "**Cover B (Price Bids)**." The technical Bid and price Bid (or Financial Bid) should be put into a third cover, which should be supper-scribed as "**BID FOR INSTALLATION OF TENTAGE AND RELATED ACTIVITIES FOR MATSYA O PRANISAMPADA MELA 2024**" and should be addressed to:

**Chief District Veterinary Officer,
At/PO/ Dist. – Nabarangpur, Pin- 764059**

- The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Nabarangpur on 26. 12. 2025, 3 PM.
- The bidders or their duly authorized representatives may remain present during the tender evaluation. 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://nabarangapur.nic.in> and submit the tender paper along with required documents and all the requested fees.
- The bidders can take the tender documents from of the O/o the CDVO, Nabarangpur from account section by making a Govt. deposit of Rs.500/- (Rupees five hundred only) towards cost of tender paper and tender processing free.

SECTION IV

GENERAL TERMS AND CONDITIONS

1. The Tender Inviting Authority working in the F & ARD Department, Govt. of Odisha requires installation of tentage and related works on the eve of "MATSYA O PRANISAMPAD MELA" to be held in the RCD High School Playground, Nabarangpur from 04. 01. 2026 to 05. 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 bidder should have experience of organizing such Melas in Govt. Departments for at least 3 years.
8. The bid shall have a validity period of 180 days from the date of opening of the technical bid.
10. The bidders can't withdraw their bid after opening of technical bid or after accepting the letter of award.
11. The tender documents should be clearly written/ typed without any correction, interpolations, and overwriting.
12. Each page of the tender document should bear the dated signature of the bidder and should be clearly numbered.
13. If any information or document furnished by the bidder is found not be misleading/ incorrect at any stage, the bid will be rejected.
14. 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.
15. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
16. The bidder should submit/ furnish a certificate to the effect that the price quoted by them is not more than the open market price.
17. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Nabarangpur.
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.



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 amount of Rs.500/- (Rupees five hundred 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.500/- is to be attached with the technical bid documents.

c) An amount of Rs. 5, 000/- (Rupees five thousand) only towards BID security through Account payee demand draft/ fixed deposit pledged to CDVO, Nabarangpur/ 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.

d) The bid security will be returned to unsuccessful bidders without interest.

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 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, Nabarangpur

Account No: 11357486832

IFSC: SBIN0001320

SBI Main Branch, Nabarangpur

21. Document type 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, 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 Rerun
8	Proof of experience of having completed similar works in last 3 years
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 in
11	Copy of 1 page of bank pass book or a cancelled cheque as proof of Bank account details.



22. 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 inclusive of insurance, packing, 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.

23. 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.

24. DELIVERY

- a. The Successful bidders shall have to install the tentage and related activities as per the schedule of requirement in the Majhiguda Ground, in front of Circuit House, Nabarangpur for organization of the Mela for 2 days from 04. 01. 2026 to 05. 01. 2026.
- b. The bidder will be allowed to start his work in the ground on the morning of 01. 01. 2026 and the work should be complete in every respect positively by 12 Noon on 03. 01. 2026.
- c. The bidder shall have to arrange his personnel for watch and word of this tent house materials and articles and the Tender Inviting Authority will be no way responsible for any theft or fire or any unforeseen events thereof.
- d. The bidder should keep in readiness adequate manpower/ technicians to address any eventualities like snags in audiovisual system, electrical wirings and any short comings in the tentage.
- e. The bidder shall have to keep a power back up system (Genset) for uninterrupted supply of power during organization of the event.
- f. If the bidder fails to execute the work as per agreed terms and conditions after getting purchase order within the stipulated time period or violates the tender terms & conditions, he shall be blacklisted and will be debarred to participate in any tender.

25. PAYMENT:

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

26. **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.



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

SECTION- V

SCHEDULE OF REQUIREMENTS

NAME OF THE EVENT: MATSYA O PRANISAMPADA MELA

DATES OF THE EVENT: 04. 01. 2026 & 05. 01. 2026

VENUE: RCD HIGH SCHOOL PLAY GROUND, NABARANGPUR

Sl. No	Name of the Work	Work Specifications	
1	Main Stage	The front side of the existing main stage should be decorated properly with a crown of adequate width, Side and bottom properly covered with cloth. Three side walls should be covered with dropped cloth with uniform coloured cloth separated properly for the 2 side green rooms and the total stage including green room are to be properly finished with good quality mat.	
		Truss for stage	A platform is available on the ground with elevated floor, steps on both sides and GI roof, the bidder has to decorate and design it in to a main stage as per the need of the Mela and as per direction of the officer- in- Charge.
		Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
		Step	Concrete steps are available which will be covered with the carpets and decorated. If the available steps will not be adequate then fabricated steps with guards with adequate carpeting and decoration will be used by the bidder.
		Furniture	Six VIP chairs covered with new white towels, three teapoys, 8 chairs on the back row, podium and one table or a Teapoy on the backside for keeping bouquets, gifts, certificates etc.
		Fans/ Coolers	Minimum two pedestal fans or Coolers or as per need for utmost comfort of the Guests.
		Lighting	As per need
		Sound System	Adequate arrangement should be made for clear audibility of 500 people and display of audiovisuals in the backdrop LED Wall along with sound. Good quality mikes on the podium and minimum three cordless mikes on the podium with back up for malfunction.
2	Green Rooms (Two Nos)	Two green rooms with adequate size as advised by the officer in charge should be made by the side of the main stage with minimum furniture for storing and for preparation of artists for cultural programs.	
3	VIP Lounge	Design	As per the design and specification to be given by Authority & as per the direction of the officer- in- charge
		Structure & Clothing	Bamboo Ballhas with tarpaulin covering. The design structure should be covered with batten framing & new white cloth. As per the direction of the officer- in- charge.
		Flooring	Full Floor to be covered with attractive Coloured matting, as per the direction of the officer- in- charge.

		Furniture	3nos of sofa set along with teapoys, one pantry table, 5 nos of VIP covered chairs. As per the direction of the officer- in- charge.
		Closures	The room should have screens for the doors the VIP room as per direction of officer- in- charge.
		Docoration	On entry gates and table buckeyes & normal light & fans arrangement, as per the direction of the officer- in- charge.
	***NB	If there will not be adequate space for the green rooms and VIP lounge by partitioning of the main stage, the main stage has to be extended or new structures are to be made by bamboo poles as per the directions of stage in charge.	
4	Installation of Stalls (25 Nos)	Structure	Stall of Size 12' x 10' made of Bamboo structure properly braced with using 3" to 6" size bamboo. The roof should have quality cloth to protect from sun rays and floors should be provided with floor mat. As per the direction of the officer- in- charge.
		Lighting	Electrification of stall with LED 40-watt Light 2 nos.
		Ceiling & Wall	Ceiling and three side cloth walls of the stall with single color cloth. As per the direction of the officer- in- charge.
		Fascia	The running Fascia will be erected of 2.5" height. The entire fascia will be covered with single color cloth. As per the direction of the officer- in- charge.
		Furniture	Each stall should be supplied with 2 nos of plastic molded good quality chair and table of 4' x 2' x H- 2.5' (minimum) wrapped with white cotton cloth. The bidder should have surplus table of above size of minimum 10 nos in reserve for decoration of stall
		Numbering of Stall	All stalls should be numbered, as per the direction of the officer- in- charge.
		Closures	Front cloth drops/ screens. As per the direction of the officer- in- charge.
5	Seating Arrangement for 500 persons in front of the Main stage	Structure	Erection of structure for seating arrangement of 700 persons using good quality bamboo pole structure properly placed, and making of the roof with good cloth for protection from sun. The minimum height of the structure should be 15'. Size of the structure should comfortable for seating of 700 farmers.
		Flooring	Full flooring with good quality Carpet/ floor material as per the direction of the office- in- charge.
		Lighting	As per need.
		Fascia	The running Fascia will be erected of 4' height. All the fascia will be covered with single color cloth. A running cloth jhallar of 1' width will be put in the front side, below to the fascia frame. As per the direction of the officer- in- charge.
		Furniture	Plastic molded Chair 700 nos & VIP Chair 40 Nos in the front, as per the direction of the officer- in- charge.

6	Gates 2 Nos	First Gate	By the side of the NH box pattern gate with appropriate design and adequate size decorated with balloon and fitted with flex at the main entrance gate of the Field. (Flex will be provided by the office) as per the direction of the officer- in- charge.
		Second entrance gate	With appropriate design and adequate size box pattern gate as the second entrance gate of the Field. (Flex will be provided by the office) As per the direction of the officer- in- charge.
7	Open Space	For Live animal and live fish demonstration	1200 square feet of open space will be used for live animal and live fish demonstration.
		Structure	Erection with bamboo poles with rain and sun proof roof with good roofing material with a minimum height of 15 ft. The open space will be barricaded with strong bamboo poles and partitioned into exhibition of live animals. Strong pegs will be provided in each partition for tying of animals. Partitions will be kept open for ventilation.
		Floor	On the animal side floor will remain uncovered, on the fishery side floor to be covered with net.
		Shielding from sun	Since live animals will stay for 2 days, the bidder should be ready with adequate nets and have provision for hanging so as to prevent livestock and poultry from direct sun rays.
		Poultry compartments	The bidder should be ready with wire mesh, plastic nets for partitioning of poultry compartments
		Electrical fittings	Adequate lighting and provision of fans for the utmost comfort of live animals and fish.
8	Audio Visuals & Ground Lighting	Sound system	Mike, Amplifier, Sound Systems for managing the events with minimum 6 nos of mike sets (4 Nos Cordless) and adequate nos of speakers of 100 watt and above as per the direction of the officer- in- charge.
		Lighting	20 nos of spot light for lighting of the total ground area as per the direction of the Officer- in-charge. Adequate lights in the stalls, 2 gates, main stage, green rooms, VIP lounge, and open space demonstration and control and coordination cell.
		Power backup	The bidder should be ready with a power generator of adequate capacity (Genset) with fuel to meet any eventuality in case of power failure. The generator should have the capacity to provide power to all electrical devices simultaneously. The bidder should keep ready skilled manpower to handle power issues.
9	Video Corner	Installation of Video LED with 12 ft X 8 ft size to be installed by the side of main stage should display the audiovisual programmes of the department and display the stage events live on the screen. The bidder should make all arrangements for display of audiovisuals on the screen like laptops, network and all accessories.	
10	Open ground	The entire open ground will be covered with net.	

COVER-A

Annexure-I
Technical Bid (please see Section IV- 27)
(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 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	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 Shri..... 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

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, Nabarangpur, Odisha, for Supply of tentage for "MATSYA O PRANISAMPAD MELA 2024". 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, Nabarangpur, 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

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



**COVER-B
Annexure-IV**

Financial Bid

**Agency/ Firm name:
Address:**

Sl. No	Name of the work	Quoted Rate (in Rs.)
1	Main Stage	
2	Green Rooms (Two Nos)	
3	VIP Lounge	
4	Installation of Stalls (25 Nos)	
5	Seating Arrangement for 700 persons in front of the Main stage	
6	Gates 2 Nos	
7	Open Space Shed	
8	Audio Visuals & Ground Lighting	
9	LED Video Corner with all accessories.	
10	Open ground covering with net	
	Total Cost of Tentage in Rs	
	Add GST in Rs	
	Grand total in Rs	

(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.

Place

Signature of Authorized person

Date

Full Name:

Seal

