

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

Bid Reference No: 3623 Date: 17. 12. 2025

Limited Tender Enquiry for

"CATERING SERVICES FOR MATSYA O PRANISAMPAD MELA 2025".

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, NABARANGPUR

Maximum Tender Value: 6, 40, 000/-

E-mail- cdvonabarangapur@gamil.com

Contact person:

District Fisheries Officer, Nabarangpur

Tel: 9178423502

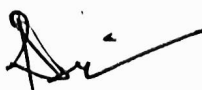
SECTION I

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 Noon
Date & Time of Opening of Tender 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 Definitions

- **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 ensure supply and procurement under this bid document.
- **Tender Evaluation Committee** is 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 Catering Services for 2 days "MATSYA O 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 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 04. 01. 2026 to 05. 01. 2026 in the RCD High School Play Ground, Nabarangpur.
- The bids complete in every respect should reach the O/o the tender inviting authority latest by 26. 12. 2025, 12 Noon by Speed Post/ Regd. Post/ directly dropped in the 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 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 super- scribed as "BID FOR CATERING SERVICES FOR MATSYA O PRANISAMPADA MELA 2025" and should be addressed to:



**Chief District Veterinary Officer,  
At/PO: Gadabaguda,  
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 opening of the tender. However, absence of a bidder or his representative will not debar his participation in the bidding process.
- The interested bidders can download the entire Tender Document from the website <https://nabarangpur.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.
- 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 the RCD High School Play Ground, in front of Circuit House, Nabarangpur 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, Nabarangpur for supply Tea, breakfast and lunch for two days of the "MATSYA O PRANISAMPAD MELA 2025" to be organized from 04. 01. 2026 to 05. 01. 2026 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 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 LI 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 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/- (Rupees five hundred) only is to be attached with the technical bid documents.

c) An amount of **Rs. 5, 000/- (Rupees five thousand)** 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 MSMEs 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. 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 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.
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 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.

## 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.



## SECTION V

### SCHEDULE OF REQUIREMENT

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast and lunch on both days from 04. 01. 2026 to 05. 01. 2026.

**NAME OF THE EVENT: MATSYA O PRANISAMPAD MELA**

**VENUE: RCD HIGH SCHOOL PLAY GROUND, NABARANGPUR**

**DATE: 24. 11. 2025 to 25. 11. 2025.**

SL No	Food items required	Quantity per Day	Total quantity for 2 days	Time of Serving	Remarks
1	Tea	1600 cups	3200 cups	9 to 11 AM & 6 PM	Actual requirement may Vary and will be intimated in time
2	Breakfast	800 pkts	1600 pkts	9 AM	
3	Lunch	800	1600	1PM	

#### MINIMUM MENU OF BREAKFAST

1. VADA- 2
2. SAMOSA- 1
3. Sweet- 1

Freshly prepared items should be packed in adequate size paper packets and given to the participants.

#### MINIMUM MENU OF LAUNCH

1. Plain rice
2. Dal
3. Chicken Masala
4. Fish Masala
5. Mix Veg with paneer Curry
6. Vegetable Chips
7. Khata
8. Papad

- The launch has to be prepared on the site and served as buffet lunch over two counters to the participants, delegates and guests. Prepackaged launch in plates is not allowed.
- The caterer has to make all arrangements at the site of cooking and has to arrange all equipment and furniture for serving of buffet launch and tea and breakfast.
- Drinking water will be arranged by the Tender Inviting Authority.

**Annexure- I**

**Technical Bid (please 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 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 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 document.
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 tea, breakfast & lunch to the participants for "MATSYA O PRANISAMPAD MELA 2025". 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/ whole- saler/ 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:

SI No	Name of the item	Price quoted per unit (in Rs)	Total Units	Total Price (In Rs)	GST (In Rs)	Grand Total (In Rs)
1	Tea					
2	Breakfast					
3	Lunch					
	<b>Total</b>					

(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.

Place

Date

Signature of Authorized person

Full Name:  
Seal

