

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER:
NABARANGPUR:

Letter No. 7676.....Agril.

Date. 15/12/2025

To,

The DeG Manager, Collectorate,
Nabarangpur

Sub: - Floating of Tender call Notice No. 7675....., dated. 15/12/2025 for supply of catering services at Regional Level Farm Mechanisation Mela, Nabarangpur-2025-26.

Sir,

With reference to the subject cited above, you are requested to upload the Tender call Notice No. 7675....., dated. 15/12/2025 for supply of catering services at Regional Level Farm Mechanisation Mela, Nabarangpur-2025-26. The copy of the Tender call Notice is enclosed herewith for uploading in the District NIC portal.

Yours faithfully,

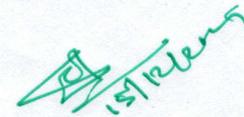


Chief District Agriculture Officer,
Nabarangpur

Date. 15/12/2025

Memo No. 7677.....Agril

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of kind information.



Chief District Agriculture Officer,
Nabarangpur



GOVERNMENT OF ODISHA
DEPARTMENT OF AGRICULTURE AND FARMERS'
EMPOWERMENT

BID REFERENCE NO: 01 /2025-26, DATE:15.12.2025

LIMITED TENDER ENQUIRY FOR
“CATERING SERVICES FOR REGIONAL
LEVEL FARM MECHANISATION MELA,
NABARANGPUR – 2025-26”.

NAME AND ADDRESS OF THE TENDER INVITING AUTHORITY:

CHIEF DISTRICT AGRICULTURE OFFICER,
NABARANGPUR
ADDRESS: MIRGANGUDA, NEAR NABARANGPUR
COLLEGE, NABARANGPUR
PIN: 764059
ddanaba.dag@od.gov.in
Contact No: 7978204695, 7780698422



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,
NABARANGPUR

Issue No. **7675**

Date **15.12.2025**

Bid Reference No : 01 /2025-26, Date: 15.12.2025

Limited Tender Enquiry For : "Catering Services For Regional Level Farm Mechanization Mela, Nabarangpur-2025-26".

Maximum Tender Value : Rs. 10,00,000/- (Including GST)

Name and Address Of The Tender Inviting Authority : Chief District Agriculture Officer, Nabarangpur

Contact Person : Chief District Agriculture Officer, Nabarangpur
ddnaba.dag@od.gov.in

SECTION - I

IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document : 15.12.2025

Last Date & Time of Receipt of Bid Document : 22.12.2025, 5:30 PM

Date & Time of Opening of Tender Box : 23.12.2025, 10:30 PM

SECTION - II

GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- **Department** means Agriculture & Farmers Empowerment Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the Chief District Agriculture Officer, 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** are Committees so constituted by the Chief District Agriculture Officer, 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 5 days “**Regional Level Farm Mechanization Mela at Mondei Ground, Nabarangpur**” from 07.01.2026 to 11.01.2026.
- 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.

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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 **“Regional Level Farm Mechanization Mela at Nabarangpur”** to be organized from **07.01.2026 to 11.01.2026 at Mondei Ground, Nabarangpur.**
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest **by 22.12.2025, 5.30 PM** 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 sealed envelope, should be put into a Cover, which should be super-scribed as **“BID FOR CATERING SERVICES FOR “REGIONAL LEVEL FARM MECHANISATION MELA AT NABARANGPUR”** and should be addressed to the: **“CHIEF DISTRICT AGRICULTURE OFFICER, NABARANGPUR”.**
- The Sealed tenders submitted by the bidders will be opened in the Office of the Chief District Agriculture Officer, Nabarangpur on **23.12.2025 at 10.30 AM.**
- 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 receive the Tender Document from **O/o the Chief District Agriculture Officer, Nabarangpur** 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 Chief District Agriculture Officer, Nabarangpur from account section by making a Govt. deposit of **Rs.500 /- (Rs- five hundred only)** towards cost of tender paper and tender processing fee.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Date & Time of Opening of Tender Box

23.12.2025, 10:30 PM

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 02 days of receipt of bill.
4. The firm shall supply the food at the designated venue i.e at **Mondei Ground, Nabarangpur, Dist- 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. In case 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 Agriculture Officer, Nabarangpur, for supply water Bottle(500ml), breakfast and lunch for Five days of the "**Regional Level Farm Mechanization Mela at Nabarangpur**" to be organized from **07.01.2026 to 11.01.2026** at five counter for 5 days.
14. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within 5 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 Bid- Tender Form.
17. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Nabarangpur or Hon'ble High Court of Odisha.
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 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 without assigning any reason thereof.**

20. **Tender processing Fee:**

- 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) **shape of Cash / Account payee demand draft.**
- b) The Govt. money receipt of Rs.500/- is to be attached with the technical bid documents.
- c) The bid security (**Rs. 50000/-**) will be returned to unsuccessful bidders without interest. The BID security of successful bidders will be adjusted during the collection of performance security.

21. **Documents to be submitted with the Technical Bid (with Annexure-I):-**

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	Details name, address, telephone, no Fax, e-mail of the firm in the format Annexure-I
4	Copy of PAN CARD & GST registration certificate.
5	Copy of latest GST payment receipt.
6	Copy of latest I.T Rerun
7	Declaration for not being backlisted by any Govt. institution
8	Declaration that price quoted by them is not more than the open market price.
9	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.

22. **PRICE BID**

- a. The tender format giving the quoted rate for the items required should be sent in a sealed cover (price Bids format) format at **Annexure-II.**
- b. The Price Bid should be quoted inclusive of all expenses and inclusive of GST (mentioned separately) if any.
- c. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- d. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

SECTION - V

SCHEDULE OF REQUIREMENT

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast and lunch on time to time from 07.01.2026 to 11.01.2026..

NAME OF THE EVENT : Regional Level Farm Mechanisation Mela-2025-26

VENUE : Mondei Ground, Nabarangpur Dist – Nabarangpur

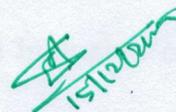
DATE : 07.01.2026 to 11.01.2026

Sl No	Food items required	07.01.2026	08.01.2026	09.01.2026	10.01.2026	11.01.2026	Total	Rate	Remarks
1	Breakfast	1700	900	800	800	1000	6000		Including GST
2	Lunch	1700	900	800	800	1000	6000		

MENU OF LUNCH

Date -07.01.2026 to 11.01.2026
1. Plain rice
2. Dal
3. Mix Veg Curry
4. Chicken
5. Chips
6. Salad
7. Drinking Water Bottle/ Jar (sufficiently)
8. 200 Pkts (Chuda, Guda, Banana & one Sweet) per day
9. Tiffin

The lunch have to be prepared on the site and served as buffet lunch over min five to eight counters to the participants, delegates and guests. Prepackaged lunch in plates are not allowed.


Chief District Agriculture
Nabarangpur

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.	GST Registration Number (Enclose Photo copy of GST certificate)
5.	Income Tax Account No. (Enclose Photo copy of PAN)
6.	Copy of Latest GST payment receipt.
7.	Copy of latest IT return
8.	Declaration for not being black listed
9.	Declaration for price quoted not more than open Market Price
10.	BANK details: Bank name, Account No. IFSC code (Copy of pass book/

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.

Place

Signature of Authorized person

Date

Full Name:

Seal

Annexure-II

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

Annexure-III

Financial Bid

**Agency/Firm name-
Address**

Sl. No	Name of the item	Price quoted per unit in Rs	GST Rs	Total Rs
1	Breakfast			
2	Lunch			

(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.

Place

Signature of Authorized person

Date

Full Name:

Seal

PERSONAL DETAIL

Name of the Bidder

Category

Caste

Address

Dist -

PIN -

Mobile No.

WhatsApp No.

e-mail (mandatory)

Lincense No.

PAN No.

GST Regd. No.

“_____” Class Contractor

GOVERNMENT OF ODISHA

DEPARTMENT OF AGRICULTURE AND FARMERS

NOTICE NO. 01/2025-26, DATE 18.12.2025

STATE LEVEL NATIONAL LEVEL

ENTERING NABARANGPUR

NAME AND ADDRESS OF THE OFFICER
CHIEF DISTRICT AGRICULTURE OFFICER,
NABARANGPUR

ADDRESS: MINGANGUDA, NEAR NABARANGPUR
COLLEGE, NABARANGPUR

PIN: 761059

ddanaha.dag@od.gov.in

Contact No: 7878204905, 780698422