



CHIEF DISTRICT VETERINARY OFFICER, GANJAM

FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Reference No: **8564** Date: **27.10.23**

Short Tender Enquiry for "SUPPLY OF 2000 KIT BAGS FOR MATSYA O PRANISAMPAD MELA 2023".

Name and Address of the Tender Inviting Authority:
CHIEF DISTRICT VETERINARY OFFICER, GANJAM

Maximum Tender Value: Rs. 8,00,000/-

E-mail-cdvoganjam07@gmail.com

Contact person:

Chief District Veterinary Officer, Ganjam

Tel 9437177312

District Fisheries Officer, Ganjam

Tel-9861344247

SECTION I

IMPORTANT DATES OF THE TENDER

Date of publication of Bid
Document in Website

:27.10.2023

Last Date & Time of Receipt of Bid
Document

: 04.11.2023, 2 PM

Date & Time of Opening of Tender
Technical BID (Cover-A)

:04.11.2023, 4PM

Date & Time of Opening of Price Bid (Cover-B)

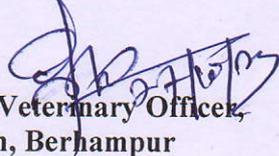
:04.11.2023, 4 PM

Place for Opening of Documents,
Pre-Bid Conference And

Office Chamber of the
Chief District Veterinary Officer,
Ganjam, Berhampur

Address For Communication

For Receipt of Bid Document: Chief District Veterinary Officer, Ganjam, Military Lane,
Berhampur, 760001


Chief District Veterinary Officer,
Ganjam, Berhampur

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 Ganjam 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 and Technical Committee** are Committees so constituted by the CDVO Ganjam 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 2000 numbers kit bags for organization of 2 days MATSYA OF PRANISAMPAD MELA from 17.11.2023 to 18.11.2023.
- 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 **“SUPPLY OF KIT BAGS” for ‘MATSYA O PRANISAMPADA MELA 2023’** to be organized in the UCP Engineering School Ground, Berhampur, Ganjam from **17.11.2023 to 18.11.2023**.
- 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 **04.11.2023, 2 PM** Speed Post /Regd. Post/ directly put in to 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 SUPPLY OF KIT BAG” for ‘MATSYA O PRANISAMPADA MELA 2023’** and should be addressed to:**Chief District Veterinary Officer, Military Lane, Berhampur, At/Po/ Dist- Ganjam, Pin- 760001**
- The Sealed tenders **“Cover A”** (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Ganjam on **04.11.2023, 4PM**.
- The bidders or their duly authorized representatives may 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 **<https://ganjam.nic.in>** and submit the tender paper along with required documents and all the requested fees.

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 for MATSYA O PRANISAMPAD MELA" to be held in the ground in front of UCP Engineering School Ground, Berhampur, Ganjam from 17.11.2023 to 18.11.2023.
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 document furnished by the bidder is found not be misleading / incorrect at any stage, the bid will be rejected.
10. If any information or documents furnished by the bidder found to be misleading/incorrect at any stage, their tender will be rejected.
11. 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.
12. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
13. The bidder should submit/furnish a certificate to the effect that the price quoted by them is not more than the open market price.
14. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Berhampur or Hon'ble High Court of Odisha.
15. 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.

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

17. Tender processing Fee and EMD:

- a) The bidder shall deposit an amount of **Rs. 5000/- (Rupees Five Thousand only)** toward cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ Bankers cheque.**
- b) The demand draft / **Bankers cheque** Rs.5000/- is to be attached with the technical bid documents.
- c) An amount of **Rs.10,000/- (Rupees Ten Thousand)** towards **BID security** through Account payee demand draft/ fixed deposit pledged to CDVO Ganjam need to be submitted along with the bid documents.
- d) The bid security will be returned to unsuccessful bidders without interest. The BID security of successful bidders will be adjusted during the collection of 3% performance security.
- 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 A/C payee demand draft/ Bankers Cheque be made in favour of the Chief District Veterinary Officer, Ganjam, Berhampur

18. Documents to be submitted with the Technical Bid(with Annexure-I 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 return
8	Proof of registered Office/outlets in Odisha
9	Declaration for not being back listed by any Govt. institution in Annexure-III.
10	Declaration that price quoted by them is not more than the open market price in Annexure-IV.
11	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.

19. 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 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.

20. 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. **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.**

c. Such samples submitted by bidder will be checked and selected by the Tender Committee .

d. 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.

21. Delivery

a. The approved firm has to deliver the product after printing of the name of the Mela with logo and mascot, I card for the Participant, One pen, One writing pad to the Tender Inviting Authority within 7 days of receipt of letter of Award.

22. Payment:

After completion of delivery and all formalities mentioned above, 100% payment shall be made by the CDVO Ganjam through electronic transfer.

23. 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.

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

SECTION V

SCHEDULE OF REQUIREMENTS

- Kit bag for farmer participants in the MATSYA O PRANISAMPAD MELA
- Quantity Required 2000 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, **I card for the Participant, One pen, One writing pad** at the cost of the bidder (logo and Mascot to be provided by the Tender Inviting Authority to successful bidders)
- A representative sample (Non refundable) 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.

Tender Inviting Authority

COVER-A Annexure-I**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.	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.	Declaration for price quoted not more than open Market Price
11.	BANK details: Bank name, Account No. IFSC code (Copy of pass book/ Cancelled Cheque)

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

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, Ganjam, Odisha, for Supply of Kit Bags for **MATSYA O PRANISAMPAD
 MELA 2023** to be organized at UCP Engineering School Ground from 17th Nov 23 to
 18th Nov 23 of Ganjam 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 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,
 Ganjam, 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 of

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

COVER-B

Annexure-IV

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 printed with Name of the Mela and logo and Mascot, I card for the Participant, One pen, One writing pad			

(Total Rupees -----)

NB:

1. The bidder shall deliver the product after completion of the printing job to the Tender Inviting Authority at CDVO Office, Ganjam, Berhampur.

Place

Signature of Authorized person

Date

Full Name:

Seal