



## **CHIEF DISTRICT VETERINARY OFFICER, GANJAM**

FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Reference No: 9656

Date: 30.12.2025

Short Tender Enquiry for "CATERING SERVICES FOR MATSYA O PRANEE SAMPAD  
MELA 2025".

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, GANJAM

Maximum Tender Value: Rs. 8,80,000/-

E-mail-cdvoganjam2025@gmail.com

Contact Persons:

Chief District Veterinary Officer, Ganjam

Tel 9437327371

District Fisheries Officer, Ganjam

Tel-9438234910

**SECTION I**

**IMPORTANT DATES OF THE TENDER**

Date of publication of Bid

Document in Website

: 30.12.2025

Last Date & Time of Receipt of Bid

Document

: 12.01.2026, 4PM

Date & Time of Opening of Tender

Technical Bid (Cover-A)

: 13.01.2026, 11AM

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

: 13.01.2026, 3.30PM

Place for Opening of Documents,  
Pre-Bid Conference

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

Address For Communication

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

Chief District Veterinary Officer,  
Ganjam, Berhampur

*Handwritten signature and date:*  
30/12/25

## 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** 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 Catering Services for 2 days MATSYA O PRANEE SAMPAD MELA 2025 at UCP Engineering School Ground, Berhampur. The dates for organization of MOPSM will be finalized later on.
- 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 PRANEE SAMPAD MELA 2025 to be organized at **Engineering School Ground, Berhampur.**
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **12.01.2026 4PM** 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 SERVICESFORMATSYA O PRANEE SAMPADA MELA 2025**" and should be addressed to:

**Chief District Veterinary Officer, Ganjam, Bhimarao Peta  
Military Lane, Berhampur  
Pin- 760001**

- The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Ganjam on **13.01.2026, 11AM.**
- The bidders or their duly authorized representatives may remain present during the opening of the tender. However presence/ absence of any of the authorized representative/ bidder will not be a bar for opening of the tender
- 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.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.
- The scheduled date and venue for **MATSYA O PRANEE SAMPADA MELA 2025** may be changed at the last minute. The Agency securing the order will have to deliver the catering services at the new dates and venue as per the quoted price in tender.



## 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 on 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 **UCP Engineering School Ground, Berhampur** 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 in shape of Affidavit before Executive Magistrate/Notary Public:.
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 supply Tea, breakfast and lunch for two days of the MATSYA O PRANEE SAMPAD MELA 2025 to be organized 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 to jurisdiction in the courts of law situated at Berhampur.
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.
19. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.
20. FSSAI certification (license) must be valid and issued in the name of the bidder.
21. No adulteration and colour will be used.
22. Packed product must be FSSAI certified and should be from reputed brand.

### TENDER PROCESSING FEE AND EMD:

- a) The bidder shall deposit an amount of **Rs.5000/- (Rupees Five Thousand only)** towards 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 drawn at any Nationalized bank in favour of "Chief District Veterinary Officer, Ganjam" of Rs.5000/- is to be attached with the technical bid documents.

#### (c) Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.20,000/- (Rupees twenty Thousand Only) in shape of DD** from any scheduled commercial bank in favour of "Chief District Veterinary Officer, Ganjam" payable at Berhampur.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required 5 % Performance Security and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
  - Bidder does not respond to requests for clarification of its proposal.
  - Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
  - If the bidder fails to
    - provide any clarifications to the Client
      - agrees to the decisions of the contract negotiation meeting
      - sign the contract within the prescribed time period
      - furnish required Performance Bank Guarantee in time.
  - Any other circumstance which holds the interest of the Client during the overall selection process.
- c) 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.
  - d) The A/C payee demand draft / Bankers cheque should be made in favour of the Chief District Veterinary Officer, Ganjam, Berhampur which should be attached with the BID documents.



**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 ) as mentioned above.
4	Details name, address, telephone, no Fax, e-mail of the firm in the format
5	Copy of PAN CARD & GST registration certificate.
6	Copy of latest GST payment receipt.
7	Copy of latest I.T Rerun
8	Proof of experience of having completed similar works in last 3 years
9	Declaration for not being back listed by any Govt. institution in shape of Affidavit before Executive Magistrate/Notary Public:
10	Declaration that price quoted by them is not more than the open market price.
11	Copy of 1 <sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank account details.

**23. 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 365 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.

**24 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 for 02 (two) days.

**NAME OF THE EVENT: MATSYA O PRANEE SAMPAD MELA2025**

**VENUE: UCP Engineering School Ground, Berhampur**

SI No	Food items required	Quantity per day	Total Qty for 2 days	Time of serving	Remarks
1	Tea (75ml)	1100 cups	2200 cups	9 to 11 AM	Actual requirement if varies, then it will be intimated in time
2	Breakfast	1100 pkts	2200 pkts	9 to 11 AM	
3	Lunch	1100	2200	1 PM on wards	

**MINIMUM MENU OF BREAKFAST (Package)**

1. VADA-1
2. SAMOSA-1
3. ALUCHOP-1
4. SWEET-1
5. Drinking Water Bottle/Jar (sufficiently)-ISI Mark

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

**MINIMUM MENU OF LUNCH(Package)**

1. Plain rice (Arua Rice)
2. Dal (Arnapurna Arhar)
3. Chicken Masala(150 gm /person)
4. Fish Fry (80 gm /person)
5. Mix Veg with paneer Curry(Fresh Vegetables)
6. Vegetable Chips(Fresh Vegetables)
7. Khata
8. Papad(Triangle)
9. Drinking Water Bottle/Jar (sufficiently)-ISI mark

The lunch have to be prepared on the site and served as buffet lunch over three counters to the participants and one for delegates and guests. Prepackaged lunch in plates are not allowed.

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 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**

- 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 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 Veterinary Medicines for use in Veterinary Institutions and MVUs 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	Price quoted per unit in Rs	Total Units	Total Price Rs	GST Rs	Grand Total Rs
1	Tea, Breakfast & 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**