

# **Sub Divisional Veterinary Officer, Bhubaneswar**

FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT, GOVERNMENT OF ODISHA

**TENDER CALL NOTICE FOR DESIGNING AND PREPARATION OF STANDEE,  
BANNER, POSTER, LEAFLET, CERTIFICATE, ID CARD, FOOD COUPON IN**

**KRUSHI ODISHA-2023**

**Name of the Institution :**

**SUB-DIVISIONAL VETERINARY OFFICER, BHUBANESWAR**

**Tel / Fax: 0674 2955425**

**E-Mail-sdvobbsr@gmail.com**

**Bid Reference No. – 238 Dated-31.01.2023**

DATE OF PUBLICATION OF BID  
DOCUMENT IN WEBSITE

: Dt. 01.02.23

PRE BID MEETING

: Dt. 05.02.23 at 11:00AM

LAST DATE & TIME OF RECEIPT OF BID  
DOCUMENTS

: Dt. 10.02.2023 up to 05:00 PM

DATE & TIME OF OPENING OF TENDER  
(Cover-A)

: Dt. 11.02.2023 at 11.00 AM

DATE & TIME OF OPENING OF PRICE BID  
(Cover-B)

: DT.11.02.2023 AT 3:00 PM

PLACE OF OPENING OF BID DOCUMENTS  
PRE-BID CONFERENCE:

AND

ADDRESS FOR COMMUNICATION

**Sub Divisional Veterinary Officer,  
Bhubaneswar**

:- At/PO- Sahidnagar,  
Bhubaneswar

RECEIPT OF BID DOCUMENTS

*V. Patra*  
01-02-23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

## INSTRUCTION TO BIDDERS

Sealed tenders are invited from the reputed firms with valid GST registration latest by Dated 10.02.23 up to 05:00 PM by the SDVO, Bhubaneswar through Courier/Speed Post/ Regd. Post/ directly put into tender box kept in the office of SDVO, Bhubaneswar for **“Tender for Designing And Preparation Of Standee, Banner, Poster, Leaflet, Certificate, Id Card, Food Coupon for exhibiting ARD activities in Krushi Odisha-2023.** Any tender received after the due date & time will be rejected.

The bidder (s) shall have to submit their tender in separate sealed envelopes, i.e one for technical bid by super-scribed Cover “A” (Technical Bid) & Cover “B” (Price Bids). The Technical Bid and Price Bids should be put into a third Cover, which should be super scribed as **Tender for Designing And Preparation Of Standee, Banner, Poster, Leaflet, Certificate, Id Card, Food Coupon for exhibiting ARD activities for SDVO, Bhubaneswar.**

The Sealed tenders “Cover A” (Technical Bid) submitted by the bidders will be opened in the office of SDVO, Bhubaneswar on date 11.02.23 at 11:00AM. The bidder or their duly authorized representative is allowed to be present during the opening of the tenders if they so like. However absence of any bidder or their representative is not a bar to open the technical bid.

The interested bidder can download the Entire Tender Document from the website <https://khordha.nic.in>. He can take the tender documents from office of the SDVO, Bhubaneswar from accounts section by making a Govt. deposit of Rs.1000/- (Rs. One thousand only) towards cost of tender paper and the tender processing fee.

*D. Patra*  
07.02.23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

## General Terms and Conditions

1. Rate should be quoted in Indian Currency (with paisa in two decimals only), both in words and figures against each item as the payments will be made in Indian currencies only.
2. The bidder shall not quote the rate for any item other than the item specified in the list.
3. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha / India from time to time.
4. The bidders can't withdraw their bid after opening of technical bid, within the minimum bid validity period of 90 days & also after accepting the Letter of Intent.
5. Bidders who have earlier record of Nil-supply of ordered items /consumables after being L<sub>1</sub> (in previous valid rate contracts) are not allowed to participate for those items in this tender (i.e their offer for non-supplied items shall not be considered for evaluation and shall be rejected).

### A. Tender Processing Fee and EMD:

1. The bidder shall deposit an amount of Rs.1000/- towards cost of tender paper and BID processing fee (non-refundable) in shape of Account payee demand draft / banker's cheque / online transfer.
2. The demand draft / banker's cheque / transaction slip of online transfer or Govt. money receipt of Rs.1000/- is to be attached with the Technical bid documents.
3. An amount of Rs.7,500/- towards BID security through Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank and submit along with bid documents. The BG form should have validity atleast 45 days beyond the BID validity period.
4. The bid security will be returned to unsuccessful bidders. The BID security of successful bidders will be adjusted during the collection of Performance security.
5. The online transfer of money made (only for Bid processing fees) and A/C payee demand draft can be made in favour of the following bank particulars of tender inviting authority.
6. For online transfer (only for Bid processing fees) the transaction slip should be attached with the BID documents.

**Sub Divisional Veterinary Officer, Bhubaneswar ,**  
**Account no. 36077111503;**  
**IFSC – SBIN0060430**  
**payable at State bank of India, Sahidnagar Market Branch**

*D. P. Patra*  
01-02-23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

**B. ELIGIBILITY CRITERIA**

- (i) Firms with valid GST registration.
- (ii) Firms having experience of similar work done for any Govt. of India/ Odisha State Govt. institutions. Experience in working for Odisha State Govt. Veterinary institutions will be preferable.
- (iii) Bidders who have been blacklisted either by the Tender inviting authority or by any State Govt. or Central Govt. organization is not eligible to participate in the tender during the period of blacklisting.
- (iv) Bidders who have not supplied to the tender inviting authority any ordered item after publication of rate contract(s) in previous tenders shall not be considered for price comparison.

**C. Documents should be submitted with the Technical Bid (COVER-A):-**

1. Forwarding letter with check list of Documents
2. D-1. Tender processing fee as mentioned above
3. D-2. Earnest Money Deposit (EMD or BID security fee)) as mentioned above.
4. D-3. Details name, address, telephone no., Fax, e-mail of the firm in the format  
Annexure-I
5. D - 4 . Copy of latest I.T Return
6. D-5. Copy of latest GST payment receipt. The firms claiming to be exempt from GST have to furnish certificate for Income Tax registration under section 12 A/ 12 AA.
7. D-6. Copy of PAN CARD & GST registration certificate
8. D-7. Declaration of not been blacklisted by any Govt. institution in Annexure-II.
9. D-8. Proof supply of similar items or service to any Govt. of India/ Odisha State Govt./  
Odisha Govt. Veterinary institution.
10. D-9. Copy of 1<sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank Account details.
11. All the sheets of technical Bid along with bid document shall be numbered and duly attested by the bidder.

  
01.02.23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

**D. COVER – B (PRICE BID)**

1. The tender format giving the quoted rate for the items required should be sent in a separate sealed covers hereafter called Cover "Bs" (Price Bids) format at Annexure-III.
2. Cover –B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover – A)
3. The Price Schedule (s) should be quoted inclusive of insurance, packing, forwarding, freight (door delivery) and inclusive of GST (mentioned separately) if any. The rate should be quoted both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.
4. **The bid shall be valid for a period of 90 days from the date of opening of the bid.**
5. The quoted rates should be final and shall not be subject to any escalation during the bid validity period.

**E. Rejection of the tender:**

The tender paper (whole / part) will be rejected, if any of the following documents are wanting /not found with the tender bid:

- (i) Bids without signature.
- (ii) Unsealed covers.
- (iii) Non submission of GST registration certificate.
- (iv) Any pre-condition by the bidder contradicting to the tender terms & conditions or non-compliance to product specification.

**F. Evaluation:**

1. The bidders shall be evaluated on QCBS ( Quality cost based selection ) as 80:20
2. Out of 100 marks of technical evaluation minimum qualifying mark is 60
3. There is no minimum qualifying mark in technical score for further evaluation in QCBS.
4. Final scoring-
  - i. Technical score (TS) of individual bidder = score in technical evaluation\* 0.8
  - ii. Financial score (FS) of individual bidder = (Lowest quote/ Bidder's quote)\* 0.2
  - iii. QCBS score of each of the bidder will be evaluated as QCBS= TS + FS
  - iv. Bidder with highest score in QCBS will be declared as H1 and will be declared as best qualified bidder for the award of contract.

*[Handwritten Signature]*  
01.02.23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

## G. SCORING PATTERN

Sl. No.	Parameter	Score
A	<b>Previous experience</b>	<b>60</b>
i.	In other Govt. institutions	
	Govt. of India/ GoI Corporate body	10
	Odisha State Govt./ Odisha State Govt. Corporates	10
ii.	In Odisha Govt. Veterinary institutions	
	One	20
	Two	30
	Three or more	40
		<b>40</b>
B.	<b>Presentation</b>	
	Regarding experience in taking up similar work	20
	Regarding plan of action	20

## H. Schedule of Requirements

### 1. Designing and printing of

- Standee
- Banner- starflex
- Poster
- Certificates
- Leaflets ¼ demisize single page one side multi colour print
- Leaflets ¼ demisize double page both side multi colour print
- Leaflets ¼ demisize three pages multi colour print
- Leaflets ¼ demisize four pages multi colour print
- Muticolour brochure
- Feed coupon
- ID card

### I. Performance Security:

The successful bidder should deposit an amount of Rs.20,000/- towards performance security through Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank and submit <sup>within two</sup> ~~days of issue of work order.~~ The BG form should have validity at least 45 days beyond the BID validity period. A model BG form is attached herewith at Annexure-IV.

### J. Delivery:

- All the designing and printing work must be completed within dt. 14.02.2023 by 2 PM and handed over at the venue of Krushi- Odisha, 2023 to the members of purchase committee.
- The firm proprietor must ensure his/her readiness during the entire five days period from dt.16.02.2023 to dt. 20.02.2023 for any unforeseen last minute addition/ alteration if required.

### K. Payment:

- 100% payment shall be made after end of event when the fund becomes available.

Under no circumstances the supply should be interrupted as regards to payment.

*[Signature]*  
Sub-Divisional Veterinary Officer  
Bhubaneswar

COVER-A

**L. Penalties:**

Violation of any term and condition laid as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.

**M. General Conditions:**

1. The tender documents should be clearly written /typed without any correction, interpolations, and overwriting. Each page of the tender should bear the dated signature of the bidder.
2. All copies of the tender document should be self-attested. If any information or documents furnished by the bidder found to be misleading/incorrect at any stage, their tender will be rejected.
3. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date submission of bids and opening of bids will be the following the next working date & same time.
4. *The authority reserves the right to accept /reject all the bids or any part thereof without assigning any reason thereof.*
5. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at Bhubaneswar, Odisha or High Court of Orissa.

  
SDVO, 01-02-23  
Bhubaneswar  
Sub-Divisional Veterinary Officer  
Bhubaneswar

to have

COVER-A-

**Annexure-I**  
**Technical Bid**  
**(To be filled in & returned with the documents)**

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- e-Mail I.D.:
3.	Details of amount of Earnest Money Deposit	
4.	GST Registration No. (Photo copy of last GST Clearance certificate to be attached)	
5.	Income Tax Account No. (Photo copy of PAN to be attached)	
6.	Details of credentials of similar nature of work if any. (Photo copy of work order to be attached)	
7.	BANK details (Banking name, Bank name, Account no. IFSC code)	

**DECLARATION**

2. I ..... Son / Daughter / Wife of Shri ..... Proprietor / Partner / Director / authorized signatory of the agency mentioned above that I am competent to sign this declaration and execute these tender documents.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
4. The information / documents furnished along with the above application are true & authentic and 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

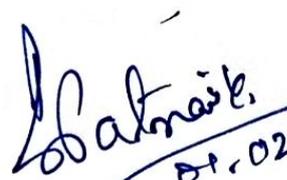
**NB- The technical bid will have to be submitted along with other documents mentioned above.**

**Place  
Date**

**Signature of Authorized person**

**Full Name:**

**Seal**

  
01.02.23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

**DOCUMENT NO: Annexure-II**  
**(RUPEES 10 STAMP PAPER)**  
**DECLARATION FORM**

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 Sub Divisional Veterinary Officer Bhubaneswar, Odisha, for Designing And Preparation Of Standee, Banner, Poster, Leaflet, Certificate, Id Card, Food Coupon for exhibiting ARD activities in Krushi Odisha-2023. 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 supplying not of Standard Quality (NSQ) items / part-supply / non-supply.

That, I am not a defaulter in supply of any item to Sub Divisional Veterinary Officer Bhubaneswar, 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 document. 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 document.

I/We agree that the Tender Inviting Authority can debar / blacklist me/us for a period of 3 years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Signature of the bidder :  
Date :

Name & Address of the Firm:  
Affidavit before Executive Magistrate/Notary Public.

  
01.02-23 .  
Sub-Divisional Veterinary Officer  
Bhubaneswar

**COVER-B  
Financial Bid**

**Annexure-III**

**Agency/ Firm name-**

**Address**

Sl.no.	Particulars of item	Base price (Rs) including all charges	Units	GST (Rs)	Total cost (Rs)
	<b>Total</b>				

**Place  
Date**

**Signature of Authorized person  
Full Name:**

**Seal**

*Patra*  
01.02.23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

**COVER-B  
Financial Bid**

**Annexure-III**

**Agency/ Firm name-**

**Address**

Sl.no.	Particulars of item	Base price (Rs) including all charges	Units	GST (Rs)	Total cost (Rs)
	<b>Total</b>				

**Place  
Date**

**Signature of Authorized person  
Full Name:**

**Seal**

  
01-02-23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

Model Bank Guarantee Format for Performance Security

[Ref. Para 22(i)]

To

The Sub Divisional Veterinary Officer, Bhubaneswar, Odisha

WHERE AS,.....(name and address of the supplier) (here in after called "the supplier") has undertaking, in pursuance of contract ref. no.....dated..... to supply.....(description of goods and services) (here in after called "the contract").

AND WHEREAS, it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of.....(in words.....), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be Performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the .....day of .....20.....

We the .....Branch.....undertake not to revoke the guarantee during its currency except with the previous consent of the Sub Divisional Veterinary Officer, Bhubaneswar in writing.

We the .....Branch..... further agree that a mere demand by Sub Divisional Veterinary Officer, Bhubaneswar, is sufficient for us ..... Branch at Khordha to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us ..... Branch to decline payment to Sub Divisional Veterinary Officer, Bhubaneswar.

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Banks and address of the Branch

Handwritten signature and stamp: Sub-Divisional Veterinary Officer, Bhubaneswar, dated 07-02-23.