

## Sub Divisional Veterinary Officer, Bhubaneswar

FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT, GOVERNMENT OF ODISHA

Tender Call Notice For Catering Service For Lunch, Dinner, Breakfast, Tiffin, Tea & Snacks To Be Used for organizing officials and stall in-charge, animal attendants showcasing ARD activities in Krushi Odisha 2024 from dt.12/01/2024 to dt.14/01/2024

Name of the Tender Inviting Institution:

**SUB-DIVISIONAL VETERINARY OFFICER, BHUBANESWAR**

Tel / Fax: 0674 2955425

E-Mail-sdvobbsr@gmail.com

Bid Reference No. - 2896

Dated- 27.12.2023

DATE OF PUBLICATION OF BID DOCUMENT

: Dt. 27/12/2023

PRE BID MEETING

: Dt. 04/01/2024 11:00 AM

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS

: Dt. 09/01/2024, 5:00 PM

DATE & TIME OF OPENING OF TENDER Technical BID (Cover-A)  
Date and Time for Technical presentation

: Dt. 10/01/2024, 11:00 AM

Dt. 10/01/2024, 1: 00 PM

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

DT. 10/01/2024, 3: 00 PM

PLACE OF OPENING OF BID DOCUMENTS  
PRE-BID CONFERENCE:

Sub Divisional Veterinary Officer,  
Bhubaneswar

AND  
ADDRESS FOR COMMUNICATION

At/PO: Bhubaneswar-7

RECEIPT OF BID DOCUMENTS

The Tender document containing *details of scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters* can be accessed and downloaded from the website <https://khordha.nic.in>

*B. Patra*  
27.12.23

Sub-Divisional Veterinary Officer  
Bhubaneswar

## INSTRUCTION TO BIDDERS

Sealed tenders are invited from the reputed firms with valid GST registration latest by Dated Dt. 09/01/2024, 5:00 PM by the SDVO, Bhubaneswar through Courier/Speed Post/ Regd. Post/ directly put into tender box kept in the office of SDVO, Bhubaneswar for CATERING SERVICE FOR Catering Service For Lunch, Dinner, Breakfast, Tiffin, Tea & Snacks To Be Used for organizing officials and stall in-charge, animal attendants showcasing ARD activities in Krushi Odisha 2024 from dt.12/01/2024 to dt.14/01/2024. 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 Catering Service For Lunch, Dinner, Breakfast, Tiffin, Tea & Snacks To Be Used for organizing officials and stall in-charge, animal attendants showcasing ARD activities in Krushi Odisha 2024** from dt.12/01/2024 to dt.14/01/2024.

The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the office of SDVO, Bhubaneswar on date Dt. 10/01/2024, 11:00 AM. 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 financial bid will be opened on the same day that is on DT. 10/01/2024, 3: 00 PM

The interested bidder can take the tender documents from office of the SDVO, Bhubaneswar from accounts section by making a Govt. deposit of Rs.500/- (Rs. Five hundred only) towards cost of tender paper and the tender processing fee. Bidder can download the entire document from the website <https://khordha.nic.in> and submit the BID by attaching proof of depositing or online transfer of BID processing fees.

*B. Patra*  
27.12.23

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 180 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).
6. 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.
7. 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.
8. **The authority reserves the right to accept /reject all the bids or any part thereof without assigning any reason thereof.**
9. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at Bhubaneswar or High Court of Orissa.

### A. Tender Processing Fee and EMD:

1. The bidder shall deposit an amount of Rs.500/- towards cost of tender paper and BID processing fee (non-refundable) in shape of Account payee demand draft /online transfer/ Cash payment.
2. The money receipt/ demand draft / transaction slip of online transfer or Govt. money receipt of Rs.500/- is to be attached with the Technical bid documents.
3. 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.
4. An amount of Rs. 2000/- towards BID security through Cheque/Account payee Demand Draft/RTGS/NEFT from any commercial bank and submit along with bid documents.
5. The bid security will be returned to unsuccessful bidders. The BID security of successful bidders will be adjusted during the collection of Performance security or submission of BG on performance security.

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

*B. Patra*  
27/12/23

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.

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

1. Forwarding letter with check list of Documents
2. Tender processing fee as mentioned above
3. Bid Security fees of Rs.2000/- in form of Cheque/Account payee Demand Draft/RTGS/NEFT in favour of "Sub Divisional Veterinary Officer, Bhubaneswar" drawn in any Scheduled Commercial Bank payable at Bhubaneswar, Odisha
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. Proof supply of similar items or service to any Govt. of India/ Odisha State Govt./ Odisha Govt. Veterinary institution- Annexure-II
7. Declaration of not been blacklisted by any Govt. institution in Annexure-III.
8. Copy of 1<sup>st</sup> page of bank pass book or a cancelled Cheque as proof of Bank Account details.
9. All the sheets of technical Bid along with bid document shall be numbered and duly attested by the bidder.

**COVER - B (PRICE BID)**

10. The tender format giving the quoted rate for the items required should be sent in a separate sealed covers hereafter called Cover "B" (Price Bids) format at Annexure-IV.
11. Cover -B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover - A)
12. 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.
13. The bid shall be valid for a period of 180 days from the date of opening of the bid.
14. The quoted rates should be final and shall not be subject to any escalation during the bid validity period.

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Bhubaneswar

**C. 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) Non submission of Bid processing fees.
- (ii) Bids without signature.
- (iii) Unsealed covers.
- (iv) Non submission of Copy of PAN and GST registration certificate.
- (v) Any pre-condition by the bidder contradicting to the tender terms & conditions or non-compliance to product specification.

**D. Evaluation of Proposal:**

A three stage process will be adopted as explained below for evaluation of the proposals. :

**Preliminary Evaluation (1<sup>st</sup> Stage):**

- > Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete with the requisite documents properly furnished by the bidder or not.

Submission of following documents / information will be verified:

- ✓ Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- ✓ Copy of PAN
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ General Details of the Bidder – Annexure-I
- ✓ List of completed assignments of similar nature (Past Experience Details,) along with copies of work orders and contracts- Annexure-II
- ✓ Undertaking for not having been black-listed by any Central/State Government/PSU/Autonomous bodies/International & National Organisation- Annexure-III.
- ✓ All the pages of the proposal and enclosures should be signed by the bidder/authorised representative

*Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal*

**Technical Evaluation (2<sup>nd</sup> Stage):**

- > Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Bid Evaluation Parameters	Maximum Mark	Description
Past Experience of the Bidder	60	<ul style="list-style-type: none"><li>• 20 marks for 1<sup>st</sup> two projects (similar projects)</li><li>• 10 marks for each similar project above 2 projects</li><li>• Maximum 60 marks</li></ul>
Technical Presentation (Restricted to 15 minutes for each bidder)	40	<ul style="list-style-type: none"><li>• Understanding of approach and methodology to accomplish the task</li><li>• Understanding client's needs and scope of work</li><li>• Excerpts from past projects</li></ul>
Grand Total	100	

*Sub-Divisional Veterinary Officer*  
*Ehubaneswar*  
*27/12/23*

### FINANCIAL EVALUATION (3<sup>rd</sup> Stage):

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper authorization letter. The absence of bidder/their representative is not a bar to open the financial bid. The name of the bidder along with the quoted financial price will be announced during the meeting.

### Evaluation Process:

**Combined Quality and Cost Based Selection (CQCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score ( $S_T$ ) in accordance to the marks obtained during the technical evaluation stage. There shall be 70 % weightage to technical score and 30 % weightage to financial score.

The individual bidder's normalized financial score ( $S_F$ ) will be evaluated as per the formula given below:

$$S_F = [F_{\min} / F_{\text{bid}}] \times 100 \text{ (rounded off to 2 decimal places)}$$

where,

$S_F$  = Normalized financial score of the bidder under consideration

$F_{\min}$  = Minimum financial quote among the technically qualified bidders

$F_{\text{bid}}$  = Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = S_T \times 0.7 + S_F \times 0.3$$

Where  $S_T$  = Technical score secured by the bidder

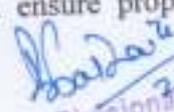
The bidder securing the highest evaluated **Combined Score (S)** will be awarded the Contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the bidder including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

### E. Schedule of Requirements (approximately)

Sl.no.	Name of Item	Units required
1	Breakfast- Puri/Idli/Upma and Ghuguni	200
2	Tiffin- bara-1, Aloo chop-1, Samosa-1, Sweets-1	150
3	High tea tiffin – Sandwich, veg sauce, veg chop, paperboat or similar soft drink, rabri- 1 cup	150
4	Lunch – Plain rice, Dal, Chicken, Khata, Chips, Mix veg with Paneer/nabaratna,	455
5	Dinner- Rice/Roti (50:50), Dal fry (Channa Dal), Egg Curry (2nos), Chill Gobi/ Potala Rasa	405
6	Water bottle	2500
7	Tea	300

### F. Delivery:

1. Delivery is to be made in the venue to the delegates by the caterer as per the requirement on dt. 12/01/24 to dt. 14/01/2024.
2. The Caterer must ensure his/her readiness for any unforeseen last minute addition/alteration if required.
3. The caterer will be responsible for delivery and serving of food items at venue in consultation with the members of food committee and will ensure proper garbage disposal.

  
27/12/23  
Divisional Veterinary Officer

**G. Performance Bank Guarantee (PBG):**

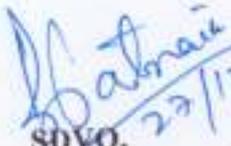
The successful bidder shall have to furnish a Performance Bank Guarantee amounting to 3 % of contract value (as decided in the meeting Chaired by the Addl Director, DAHVS) in form of Account payee demand draft/ Banker's cheque/ BG form from a Scheduled Commercial Bank in favour of Sub Divisional Veterinary Officer, Bhubaneswar as per the format at Annexure-V, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of issue of Letter of award of work to a period of 3 months beyond dt. 14/01/2024 ). Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**H. Payment:**

1. 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.

**I. Penalties:**

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

  
SDVO, 23/12/23  
Bhubaneswar  
Sub-Divisional Veterinary Officer  
Bhubaneswar

**COVER-A-**  
**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 ID.:
3.	GST Registration No. (Photo copy certificate to be attached)	
4.	Income Tax Account No. (Photo copy of PAN to be attached)	
5.	Details of credentials of similar nature of work if any. (Photo copy of work order to be attached)	
6.	BANK details (Banking name, Bank name, Account no. IFSC code)	

**DECLARATION**

- 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.
- 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 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

*Batnaik*  
27/12/23  
Sub-Divisional Veterinary Officer  
Bhubaneswar

**(BIDDER'S PAST EXPERIENCE DETAILS)**

(Lists of completed/ongoing Assignments of similar nature during last 5 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	*Contract Value (in INR) and Duration In Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

[\*Contract value equal to or more than Rs.10 Lakh]

Copies of the Work order / Contract Document need to be furnished along with the above information.

Assignments of similar nature means organization of melas, fairs, exhibitions, samavesh etc. at international, national and state/regional level, operation of Project or Programme Management Unit/State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects.

Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

*[Handwritten Signature]*  
27/12/23

Sub-Divisional Veterinary Officer  
Ehuganeswar

**DOCUMENT NO: Annexure-III  
DECLARATION FORM for  
NO BLACKLISTED**

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 Catering Service For Lunch, Dinner, Breakfast, Tiffin, Tea & Snacks To Be Used for organizing officials and stall in-charge, animal attendants showcasing ARD activities in Krushi Odisha 2024 from dt.12/01/2024 to dt.14/01/2024.. 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 names can be blacklisted 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 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 :

  
27/12/23

Sub-Divisional Veterinary Officer  
Bhubaneswar

COVER-B  
Annexure-IV  
Financial /Price Bid

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

*[Handwritten Signature]*  
*[Handwritten Name]*  
*[Handwritten Date]*

Sub-Divisional Veterinary Officer  
Etahat - Durgam

Annexure- V

Model Bank Guarantee Format for Performance Security

To

Sub Divisional Veterinary Officer, Bhubaneswar

WHEREAS,.....(name and address of the supplier) (here in after called "the supplier") has undertaken, in pursuance of contract ref. no. \_\_\_\_\_ dated \_\_\_\_\_ to supply **Catering Service For Lunch, Dinner, Breakfast, Tiffin, Tea & Snacks To Be Used for organizing officials and stall in-charge, animal attendants showcasing ARD activities in Krushi Odisha 2024 from dt.12/01/2024 to dt.14/01/2024.** (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 \_\_\_\_\_ 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  
.....

1  
Seal, name & address of the Banks and address of the Branch

*[Handwritten signature]*  
*[Handwritten text]*  
27/12/23