



“ପ୍ରାଣୀ ଧନର ଭରତ, ଚାଷୀଙ୍କ ପ୍ରଗତି”  
ଜିଲ୍ଲାମୁଖ୍ୟ ପ୍ରାଣୀଚିକିତ୍ସା ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି, ପାରଳାଖେମୁଣ୍ଡି  
**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, GAJAPATI**  
PO/PS- Paralakhemundi, Gajapati, Odisha, 761200, Contact No. 06815- 222325  
E- Mail Office: [cdvogajapati@yahoo.in](mailto:cdvogajapati@yahoo.in) , CDVO: [cdvo-gajapati@gov.in](mailto:cdvo-gajapati@gov.in)

Bid Reference No. 2648/CDVO, Gpt

Dt.16.12.2025

**SHORT TENDER CALL NOTICE**  
Maximum Tender Value: 3,00,000/-

**SECTION I**  
**IMPORTANT DATES OF THE TENDER**

Last Date & Time of Receipt of Bid Document :22.12.2025, 12.30 PM

Date & Time of Opening of Tender Technical BID (Cover-A) & Price Bid (Cover-B) :23.12.2025, 2.00 PM

Place for Opening of Documents,  
Address For Communication  
For Receipt of Bid Document : Office Chamber of the  
Chief District Veterinary Officer,  
Gajapati, Paralakhemundi

**GENERAL INSTRUCTIONS 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 2025’ to be organized in Mini Stadium Gajapati ground from dt.29.12.2025 to dt.30.12.2025.
- 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 22.12.2025, 12.30 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 superscribing “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 2025’ and should be addressed to:

Chief District Veterinary Officer,  
At/Po/ Dist- Gajapati  
Pin-761200



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://gajapati.odisha.gov.in> and submit the tender paper along with required documents and all the required fees.

  
Chief District Veterinary Officer,  
Gajapati, Paralakhemundi

**Memo No.:- 2649(3)/CDVO,Gajapati**

**Date:- 16.12.2025**

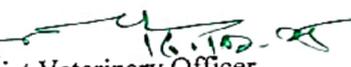
Copy to the Notice board of Collectorate Gajapati /Zilla Parisad Gajapati/Chief District Veterinary Officer, for wide publicity.

  
Chief District Veterinary Officer,  
Gajapati, Paralakhemundi

**Memo No.-2650 /CDVO,Gajapati**

**Date:- :- 16.12.2025**

Copy to the District e-Governance Manager, Gajapati for hoisting/uploading in the District e-Governance Portal for wide publicity.

  
Chief District Veterinary Officer,  
Gajapati, Paralakhemundi

## 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 Gajapati who on behalf of 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 Gajapati 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 kit bags for organization of 2 days MATSYA OF PRANISAMPAD MELA on dt.29.12.2025 and dt.30.12.2025.
- 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 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 Mini Stadium Gajapati Ground from 29.12.2025 to 30.12.2025.
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 documents furnished by the bidder found to be misleading/incorrect at any stage, their tender will be rejected.
10. 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.
11. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
12. The bidder should submit/furnish a certificate to the effect that the price quoted by them is not more than the open market price.
13. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Gajapati or Hon'ble High Court of Odisha.
14. 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.
14. *The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*
15. **Tender processing Fee and EMD:**
  - 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) in shape of Account payee demand draft/ online transfer.

- b) The demand draft / online transaction slip of online transfer or Govt. money receipt of Rs.500/- 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 drawn in favour of the Chief District Veterinary Officer, Gajapati payable at SBI, Main branch, Paralakhemundi details of which as mentioned below need to be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
- 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 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.

**Chief District Veterinary Officer, Gajapati**  
**Account No: 11304875831**  
**IFSC: SBIN0000151**  
**SBI Main Branch ,Paralakhemundi,Gajapati**

**16. 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 <b>Annexure-I</b>
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 backlisted by any Govt. institution in <b>Annexure-III</b> .
10	Declaration that price quoted by them is not more than the open market price in <b>Annexure-IV</b> .
11	Copy of 1 <sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank account details.

**17. 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.

## 18. 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 evaluated by the Tender Evaluation Committee and marks will be awarded as per the following criteria.

Sl No	Parameters	Maximum marks
1	Aesthetic look of the product	5
2	Fineness/Finish/ Expected durability of the material used	5
3	Stitching of the bag	5
4	Overall utility	5
<b>TOTAL MAXIMUM MARKS</b>		<b>20</b>

Sample evaluation score (SE Score) of the bidder will be calculated as:

$$\text{SE Score} = \frac{\text{Marks awarded}}{\text{Maximum marks}} \times 100$$

- d. Following technical bid and sample evaluation the financial bids will be opened and a comparative statement will be prepared. Out of the comparative statement the Financial Bid score will be calculated as:

$$\text{Financial Bid Score} = \frac{\text{Lowest quote}}{\text{Bidder's Quote}} \times 100$$

- e. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the Financial bid evaluation based on the final LCBS score of the bidder which will be calculated by giving 20% weightage to SE Score and 80% weightage to Financial bid score:

$$\text{Final LCBS Score of the bidder} = \text{SE score} \times 0.20 + \text{Financial Bid score} \times 0.80$$

In all the calculations decimals up to 4 digits will be taken into consideration.

- f. 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 and claim the performance security amount by invoking the rights conferred in Bankers Guarantee form.

## 32. Delivery

- a. The approved firm has to deliver the product after printing of the name of the Mela with logo and mascot to the O/o the Tender Inviting Authority within 4 days of receipt of letter of Award and executing agreement with the Tender Inviting Authority

### 33. Payment:

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

34. 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.

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

## SECTION IV

### SCHEDULE OF REQUIREMENTS

- Kit bag for farmer participants in the MATSYA O PRANISAMPAD MELA
- Quantity Required 1000 pieces.
- Bag should be of high-quality material and well stitched
- Should be decent looking
- Should have a minimum dimension of 16 inches long and 12 inches wide
- 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 at the cost of the bidder (to be provided by the Tender Inviting Authority to successful bidders)
- 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.
- Such samples submitted by bidder will be evaluated by the Tender Evaluation Committee and marks will be awarded.
- If the Tender Evaluation Committee members feels the sample kit bag of any bidder found to be made up of sub standard materials then the bid of that tenderer will not be taken into consideration for bid evaluation process.

Tender Inviting Authority

COVER-A Annexure-I

Technical Bid (pl see Section III)

(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

1. 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.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. 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, Gajapati Odisha, for Supply of Kit bags for use in Matsya O Pranisampad Mela-2023 of Gajapati 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, Gajapati, Paralakhemundi 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			

(Total Rupees -----)

NB: 1. \*\*\*The price quoted should include printing of Name of the Mela, dates and logo and Mascot of the Mela (to be provided by the Office to the Successful bidders)

2. The bidder shall deliver the product after completion of the printing job to the Tender Inviting Authority.

Place

Signature of Authorized person

Date

Full Name: