



ମୁଖ୍ୟ କୃଷି ଜିଲ୍ଲା ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମାଲକାନଗିରି
OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,
MALKANGIRI

At- M.V-2, Lathiaguda, Malkangiri. PIN- 764045
Ph : 6370738251 e-mail ddamal.dag@nic.in

Letter No. 3477 // Agril.

Dated: 20.11.2024

To

The District E-Governance Manager,
Collectorate, Malkangiri.

Sub:- Publication of Expression of Request Proposal(RFP) for selection of bidders for conducting Krushi Jantrapati Mela during the year-2024 of Malkangiri district in the district website.

Sir,

With reference to the subject cited above, I am enclosing herewith the Expression of Request For Proposal (RFP) for engagement of bidders for conducting Krushi Jantrapati Mela during the year-2024 of Malkangiri district.

Therefore, you are requested to publish the above in the district website for wide publicity and information of the general public.

Yours faithfully,

Enclosed: - As above


Chief District Agriculture Officer,
Malkangiri.

Memo No. 3478 // Agril.

Dated: 20.11.2024

Copy forwarded to the Executive Engineer (Agril) Koraput Division, Jeypore for information and necessary action.


Chief District Agriculture Officer,
Malkangiri.

Memo No. 3479 // Agril.

Dated: 20.11.2024

Copy submitted to the Collector & District Magistrate, Malkangiri for favour of kind information.


Chief District Agriculture Officer,
Malkangiri.

P.T.O

Memo No. 3480 // Agril.

Copy submitted to the Chief Engineer (Agril), Bhubaneswar for favour of kind information.

Dated: 20.11.2024


Chief District Agriculture Officer,
Malkangiri.

Dated: 20.11.2024

Memo No. 3481 // Agril.

Copy submitted to the Director of Agriculture and Food Production, Odisha, Bhubaneswar for favour of your kind information and necessary action.


Chief District Agriculture Officer,
Malkangiri.

DISCLAIMER

This Request for Proposal (RFP) is issued by the Chief District Agriculture Officer, Malkangiri, **Department of Agriculture & Farmers' Empowerment, Government of Odisha.**

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Department or any of its employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposal for qualification and thus selection pursuant to this RFP (the "Proposal") the first preference by local bidders. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources. Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost to expense which may arise from or be incurred or suffered on account of anything contained in this RFP or other wise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained there in order to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP. The issue of this RFP does not imply that the Chief District Agriculture Officer, Malkangiri is bound to select and shortlist proposals and the Executive Chief District Agriculture Officer, Malkangiri reserves the right to reject all or any of the Proposals or Bids without assigning any reasons whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposals including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation/submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

SECTION I
IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document in Website	:20.11.2024
Last Date & Time of Receipt of Bid Document	:29.11.2024 at 12:00 PM
Date & Time of opening of Tender	:29.11.2024 at 4.00 PM

Place for Opening of Documents, Pre-Bid Conference And Address For Communication For Receipt of Bid Document

Office of the Chief District
Agriculture Officer, Malkangiri,
Lathiaguda, M.V-02, Malkangiri
Pin code- 764045

SECTION II

GENERAL DEFINITION AND SCOPE OF CONTRACT

- **Department** means Agriculture and farmers Empowerment Department, Government of Odisha.
- **Bid/Tender Inviting Authority** is the Chief District Agriculture Officer, Malkangiri 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 Chief District Agriculture Officer, Malkangiri 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.
- **Scope:**
 - The bids are invited for the installation of Tentage, Light & Sound, LED & Camera live telecast for the organization of 5 days Krushi Jantrapati Mela at Tribal Museum Ground in front of Bandhan Bank Malkangiri from **13.12.2024 to 17.12.2024.**
 - 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 **"INSTALLATION OF TENTAGE, LIGHT & SOUND, LED & CAMERA LIVE TELECAST 2024"** to be organized in the Tribal Museum Ground in front of Bandhan Bank, Malkangiri
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest **by 29.11.2023, 12:00 PM** by Speed Post /Regd. Post/ Drop Box at the undersigned.
- 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 Final Bid) should be put into a third Cover, which should be supper-scribed as "BID FOR INSTALLATION OF TENTAGE, LIGHT & SOUND, LED & CAMERALIVE TELECAST 2024" FOR KRUSHI JANTRAPATI MELA 2024"** and should be addressed to: **Office of the Office of the Chief District Agriculture Officer, Malkangiri, Lathiaguda, M.V-02, Malkangiri, Pin code- 764045.**
- The Sealed tenders **"Cover A"** (Technical Bid) submitted by the bidders will be opened in the Office of the Office of the Chief District Agriculture Officer, Malkangiri, Lathiaguda, M.V-02, Malkangiri, Pin code- 764045 on **29.11.2024 at 4:00PM.**
- The bidders or their duly authorized representatives may remain present during the tender evaluation. However, their absence will not debar them from participating in the bidding process.
- The cost of tender document containing detailed specifications with terms & conditions has been priced **Rs.1000/- (Rupees one Thousand)** only which will be obtained directly by depositing Demand Draft/ Cheque from the **Office of the Chief District Agriculture Officer, Malkangiri, Lathiaguda, M.V-02, Malkangiri Pin code- 764045.** Tender documents are not transferrable and cost of tender documents is not refundable.
- The interested bidders can download the entire Tender Document from the website **malkangiri.odisha.gov.in** and submit the tender paper along with the required documents and all the requested fees.

SECTION IV
GENERAL TERMS AND CONDITIONS

1. The Tender Inviting Authority working in the **Department of Agriculture & Farmers' Empowerment, Government of Odisha** requires installation of Tentage and related works on the eve of Krushi Jantrapati Mela 2024" to be held at Tribal Museum Ground in front of Bandhan Bank, Malkangiri from 13.12.2024 to 17.12.2024.
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./ OGFR Rules, 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 be numbered with self attested of the bidder.
9. If any information or document furnished by the bidder is found not to be misleading / incorrect at any stage, the bid will be rejected.
10. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
11. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at Malkangiri 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 suppliers 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.

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

15. **Tender cost, processing Fee and EMD:**

- a) The maximum tender values will be amounting to **Rs.9,00,000/- (Nine lakh only)** for installation tentage, Light & Sound, LED & Camera live telecast.

b) The bidder shall deposit an amount of **Rs.1000/- (Rupees one thousand rupees only)** toward cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ cheque.**

c) Earnest Money Demand to be deposited 1% i.e. **9,000/-** of the tender estimated value in the shape of Demand Draft issued by a reputable nationalized bank/ Government undertaking Bank duly pledged in favour of "Office of the Chief District Agriculture Officer, Malkangiri, and payable at **INDIAN BANK branch, Malkangiri.**

d) The security money equivalent to the extent of **2% i.e. 18,000/-** of total estimate value of the tender has to be deposited by the successful Bidders for the contract in form of Bank guarantee/FDR from a nationalized bank/ Government undertaking banks drawn in favour of **Chief District Agriculture Officer, Malkangiri**

e) Security deposit should be valid for the period of 60 days beyond the contract period of six months from the date of opening of Bid. The Security Deposit (as performance Security) shall be returned to the supplier on the expiry of the stipulated period. No interest on security deposit and earnest money deposit shall be paid by the undersigned to the tenderer.

f) 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.

g) 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.

16. 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 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 I.T Rerun
8	Declaration for not being backlisted by any Govt. institution
9	Declaration that the price quoted by them is not more than the open market price in
10	Ccancelledcheque 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. 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 and claim the performance security amount by invoking the rights conferred in Bankers Guarantee form.

20. Delivery

- a. The Successful bidders shall have to install the tentage and related activities as per the schedule of requirement at Tribal Museum Ground in front of Bandhan Bank Malkanglri from 13.12.2024 to 17.12.2024.
- b. The bidder will be allowed to start his work at Tribal Museum Ground in front of Bandhan Bank Malkanglri from the morning of **7.12.2024** and the work should be complete in every respect by **12 Noon on 12.12.2024.**
- c. **The bidder shall have to arrange his personnel for watch and ward of this tent house materials and articles and the Tender Inviting Authority will be no way responsible for any theft or fire or any unforeseen events thereof.**

d. The bidder should keep in readiness adequate manpower/ technicians to address any eventualities like snags in audiovisual system, electrical wirings and any short comings in the tentage.

e. The bidder shall have to keep a power back up system (Genset) for uninterrupted supply of power during organization of the event.

f. If the bidder fails to execute the work as per agreed terms and conditions after getting purchase order within the stipulated time period or violates the tender terms & conditions, he shall be blacklisted and will be debarred to participate in any tender and the Performance Security shall be forfeited and the amount will be claimed by invoking the rights conferred in Bankers Guarantee form.

21. Payment:

After successful implementation of the event and production of bills by the successful bidder, 100% payment shall be made by the **Office of the Chief District Agriculture Officer, Malkangiri**

22. 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.

23. Anti-corruption Measure:

Any effort by Bidder(s) to influence the Client in the evaluation proposals, and recommendation forward of contract, will result in the rejection of the proposal. A recommendation forward of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

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

SECTION V SCHEDULE OF REQUIREMENTS

Sl. No	Name of the work	Work Specifications
1	Main Stage	The front side of the existing main stage should be decorated properly with a crown of adequate width, Side and bottom properly covered with cloth. Three side walls should be covered with dropped cloth with uniform coloured cloth separated properly for the 1 side green rooms and the total stage including green room are to be properly finished with good quality mat.
		stage A platform is required on the ground with elevated floor, steps on both sides and the bidder has to decorate and design it in to a main stage with flower and etc as per the need of the Mela and as per direction of the Officer-in-Charge.
		Flooring The entire floor of the stage shall be covered with new synthetic carpet of fine quality.

		Step	Fabricated steps with guards and with adequate carpeting , decoration will be used by the bidder.
		Furniture	VIP chairs covered with new white towels, tea poys, chairs on the back row, podium and one table or a Teapoy on the backside for keeping bouquets, gifts, certificates as per requirement with direction of officer in charge.
		Fans/Coolers	pedestal fans or Coolers or as per need for utmost comfort of the Guests.
		Lighting	As per need
		Sound system	Adequate arrangement should be made for clear audibility of 500 people and display of audiovisuals in the backdrop LED Wall along with sound. Good quality mikes on the podium and cordless mikes on the podium with back up for malfunction.
2	Green Room (One number)		One green room with of adequate size as advised by the officer in charge should be made by the side of the main stage with minimum furniture for storing and for preparation of artists for cultural programmes.
	VIP Lounge	Design	As per the design and specification to be given by Authority & as per the direction of the Office-in-charge.
		Structure & clothing	Bamboo Ballhas with tarpaulin covering. The design structure should be covered with batten framing & new white cloth. As per the direction of the Office-in-charge.
		Flooring	Full Floor to be covered with attractive Coloured matting. As per the direction of the Office-in-charge.
3		Furniture	3 nos of sofa set along with teapoys, one pantry table, 5 nos of VIP covered chairs. As per the direction of the Office-in-charge.
		Closures	The room should have screens for the doors of the VIP room as per direction of Officer in charge.
		Decoration	On entry gates and table buckeyes & normal light & fans arrangement. As per the direction of the Office-in-charge.
4	Installation of Stalls (45 Nos)	Structure	Stall of Size 12' x 10' made of Bamboo structure properly braced with using 3" to 6" size bamboo. The roof should have quality cloth to protect from sun rays and floors should be provided with floor matt. As per the direction of the Office-in-charge.
		Lighting	Electrification of stall with LED light and every stall should be provided with a extension electric board
		Ceiling Wall &	Ceiling and three side cloth walls of the stall with single color cloth. As per the direction of the Office-in-charge.
		Facia	The running Facia will be erected of 2.5' height. All the facia will be covered with single color cloth. As per the direction of the Office-in-charge.
		Furniture	Each stall should be supplied with 2 nos of good quality chair and table of 4'x2' x H-2.5' (minimum). Wrapped with white cotton cloth. The bidder should have surplus table of above size of minimum 10 nos in reserve for decoration of stall

		Numbering of Stall	All stalls should be numbered. As per the direction of the Office-in-charge.
		Closures	Front cloth drops/screens. As per the direction of the Office-in-charge.
5	Seating Arrangement for 200 persons in front of the Main stage	Structure	Erection of structure for seating arrangement of 200 persons using good quality bamboo pole structure properly placed, and making of the roof with good cloth for protection from sun. The minimum height of the structure should be 15'. Size of the structure should comfortable for seating of 200 farmers.
		Flooring	Full flooring with good quality Carpet/floor material as per the direction of the Office-in-charge.
		Lighting & Fan	As per the need (sufficiently)
		Facia	The running Facia will be erected of 4' height. All the facia will be covered with single color cloth. A running cloth jhallar of 1' width will be put in the front side, below to the fascia frame. As per the direction of the Office-in-charge.
		Furniture	As per the direction of the Office-in-charge.
6	Gates 3 Nos	Gate	As per the direction of the Office-in-charge. (Flex will be provided by the office)
8	Registration Stall (1Number)	Registration Stall	Stall of Size 12' x 10' made of Bamboo structure properly braced with using 3" to 6" size bamboo. The roof should have quality cloth to protect from rain & sun rays and floors should be provided with floor matt. As per the direction of the Office-in-charge with electrification light facility, Ceiling fan, Two tables and Five Chairs.
9	IT Cell	IT Cell	Stall of Size 20' x 12' made of Bamboo structure properly braced with using 3" to 6" size bamboo. The roof should have quality cloth to protect from rain & sun rays and floors should be provided with floor matt. As per the direction of the Office-in-charge with electrification light facility, Stand Fan/Cooler, Two tables and Ten Chairs wrapped with white cotton cloth, One Teapoy. Internet connectivity and external electrification.
10	Audio Visuals & Ground Lighting	Sound system	Mike, Amplifier, Sound Systems for managing the and adequatenos of speakers and above as per the direction of the Office-in-charge.
		Lighting	spot light for lighting of the total ground area as per the direction of the Office-in-charge. Adequate lights in the stalls, 2 gates, main stage, green rooms, VIP lounge, and open space demonstration and control and coordination cell.
		Power backup	The bidder should be ready with a power generator of adequate capacity (Genset) with fuel to meet any eventuality in case of power failure. The generator should have the capacity to provide power to all electrical devices simultaneously. The bidder should keep ready skilled manpower to handle power issues.
11	Video Corner		Installation of Video LED to be installed by the side of the Main stage, should display the audiovisual programmes of the department and display the stage events live on the screen. The bidder should make all arrangements for display of audiovisuals on the screen like laptops, network and all accessories as per

		need .
12	Open ground	The entire open ground will be covered with green shed net
13	Dining Space	Open tent with erection of bamboo poles with sun proof roof with minimum height of 15 feet floor with green shed net
14.	Security	Security service to be provided for the safeguard of the stalls and other valuables present in the Mela venue.
15.	Awareness	Krishi Rath will move in all the Blocks and District headquarter to generate awareness among the public/farmers about the Farm Machineries Mela
16.	P.H/Sanitation	Arrangement of P.H. fittings and sanitation inside the venue of Farm Machineries mela.


Tender Inviting Authority

COVER-A

Annexure-I

Technical Bid (pl see Section IV-27)

(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.	Proof of experience of having completed such works in last 1 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

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

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, Malkangiri, Odisha, for Supply of Veterinary Medicines for use in Veterinary Institutions and MVUs of Malkangiri 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, Malkangiri, 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:

COVER-B

Financial Bid

Annexure-III

Agency/Firm name-
Address

Sl. No	Name of the work	Quoted Rate in Rs
1	Main Stage	
2	Green Rooms (One NOs)	
3	VIP Lounge	
4	Installation of Stalls (60 Nos)	
5	Seating Arrangement for 200 persons in front of the Main stage	
6	Gates 3 Nos	
7	Open Space Shed	
8	Audio Visuals & Ground Lighting	
9	LED Video Corner with all accessories.	
10	Open ground covering with green net	
11	Registration Stall	
12	IT Cell	
13	Open tent for stall	
14	Total Cost of Tentage in Rs	
15	Add GST in Rs	
16	Grand total in Rs	

(Total Rupees -----)

NB: 1. The price quoted should include all hidden expenses like transportation, onsite installation, maintenance, watch and ward 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:



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,
MALKANGIRI

AGRICULTURE & FARMERS EMPOWERMENT, GOVERNMENT OF ODISHA

Bid Reference No: 3488

Date: 20.11.2024

Limited Tender Enquiry for "CATERING SERVICES FOR KRUSHI
JANTRAPATIMELA, MALKANGIRI 2024".

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT AGRICULTURE OFFICER, MALKANGIRI

Maximum Tender Value: 3,75,000/-

ddamal.dag@nic.in

Contact person:

Chief District Agriculture Officer, Malkangiri

Tel 9438244188

SECTION I
IMPORTANT DATES OF THE TENDER

Date of publication of Bid
Document in Website

: 20.11.2024

Last Date & Time of Receipt of Bid
Document

: 29.11.2024 at 12.00 Noon

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

: 29.11.2024 at 4.00 PM

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

: 29.11.2024, 5 PM

Place for Opening of Documents,
Pre-Bid Conference And
Address For Communication
For Receipt of Bid Document :

**CHIEF DISTRICT AGRICULTURE
OFFICER, Lathiaguda, M.V-02,
Malkangiri.**

SECTION II GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- **Department** means Agriculture & Farmers Empowerment Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the Chief District Agriculture Officer, Malkangiri 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 Chief District Agriculture Officer, Malkangiri who on behalf the Government or the funding agencies calls and finalize bids and ensure 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 1 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 5 days KRUSHI JANTRAPATIMELA, MALKANGIRI from 13.12.2024 to 17.12.2024.
- 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 KRUSHI JANTRAPATI MELA to be organized from 13.12.2024 to 17.12.2025 at Malkangiri.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by 27.11.2024, 12.00 Noon 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 superscripting “Cover A (Technical Bid)” & second for “Cover B (Price Bids).” The technical Bid and price Bid (or Final Bid) should be put into a third Cover, which should be super-scribed as “BID FOR CATERING SERVICES FOR KRUSHI JANTRAPATI MELA, MALKANGIRI 2024” and should be addressed to:

Chief District Agriculture Officer, Malkangiri

The sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the Chief District Agriculture Officer, Malkangiri on 29.11.2024 at 4.00 PM.

- The bidders or their duly authorized representatives may remain present during the opening of the tender. However absence of a bidder or his representative will not debar his participation in the bidding process.
- The interested bidders can download the entire Tender Document from the website malkangiri.odisha.gov.in and submit the tender paper along with required documents and all the requested fees.
- The bidders can take the tender documents from of the O/o the Chief District Agriculture Officer, Malkangiri by making a Govt. deposit o Rs.500 /- (Rs. five hundred only) towards cost of tender paper and tender processing fee.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

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 in 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 Tribal Museum Ground in front of Bandhan Bank Malkangiri 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
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. Incase 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 execute an agreement with the Chief District Agriculture Officer, Malkangiri for supply of Tea, breakfast and lunch for five days of the KRUSHI JANTRAPTI MELO 2024 at Tribal Museum Ground in front of Bandhan Bank Malkangiri to be organized from 13.12.2024 to 17.12.2024 for 5 days.
14. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within 5 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 jurisdiction in the courts of law situated at Malkangiri or Hon'ble High Court of Odisha.
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 and claim the performance security amount by invoking the rights conferred in Banker's Guarantee form.
19. *The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*
20. **Tender processing Fee and EMD:**
- 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.
 - 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.
 - An amount of Rs.5,000/- (Rupees five thousand) towards BID security through Account payee demand draft/ fixed deposit pledged to Chief District Agriculture Officer, Malkangiri/bank guarantee from any commercial bank 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.
 - 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.
 - 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.
 - 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. For online transfers the transaction slip should be attached with the BID documents.

Chief District Agriculture Officer, Malkangiri

Account No:7386776710

IFSC:IDIB000M342

INDIAN BANK, MALKANGIRI

21. 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 I.T Rerun
8	Proof of experience of having completed similar works in last 1years
9	Declaration for not being backlisted by any Govt. institution

11 Declaration that price quoted by them is not more than the open market price.

Copy of 1st page of bank pass book or a cancelled cheque as proof of Bank account details.

22. 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 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.

23. 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 ,lunch and dinner on time to time from 13.12.2024 to 17.12.2024.

NAME OF THE EVENT: KRUSHI JANTRAPATI MELA

VENUE: MALKANGIRI

DATE: 13.12.2024 to 17.12.2024.

Sl No	Food items required	Quantity per day	Total Qty for 5 days	Time of serving	Remarks
1	Tea	250 cups	1500 cups	9 to 11 am	Actual requirement may vary and will be intimated in time
2	Breakfast	250 pkts	1500 pkts	9 am	
3	Lunch	250	1500	1 pm	

MINIMUM MENU OF BREAKFAST

1. PURI, UPMA AND VEGETABLE CURRY-1

2. Drinking Water Bottle/Jar (sufficiently)

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

MINIMUM MENU OF LUNCH

1. Plain rice

2. Dal

3. Chicken Masala

4. Mix Veg with paneer Curry

5. Vegetable Chips

6. Khata

7. Papad

8. Drinking Water Bottle/Jar (sufficiently)

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

Tender Inviting Authority

Annexure-I

Technical Bid (pl see Section IV-21)

(To be filled in & returned with all the documents DULY SELF-ATTESTED)

SI 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 1 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-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

Financial Bid

Annexure-IV

Agency/Firm name-
Address

Sl. No	Name of the item	Price quoted per unit in Rs	Total Units Rs	Total Price Rs	GST Rs	Grand Total Rs
1	Tea					
2	Breakfast					
3	Lunch					
	TOTAL					

(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