



OFFICE OF THE JOINT DIRECTOR
FROZEN SEMEN BANK, KHAPURIA, CUTTACK – 753 010, ODISHA

An ISO 9001:2015 Certified Unit
E-Mail – jdfsbctc@gmail.com



TENDER NOTICE

**TENDER FOR EVENT MANAGEMENT OF TRAINING PROGRAMME FOR VETS
AND PARA-VETS AT, FROZEN SEMEN BANK, CUTTACK**

Tender No. 2472

Dated 04.10.2024

Sealed tender is invited under two-bid system from reputed and experienced agencies for event management of training programme of Vets and Para-vets at Frozen Semen Bank, Cuttack.

The details of the bidding process are as follows:

| Sl No. | Bidding Schedule | Deadline |
|--------|---|--------------------------------------|
| 1 | Date & Time of issue of Tender | 07/10/2024 at 3 PM |
| 3 | Tender due date and time | 28/10/2024 till 5 PM |
| 4 | Date and time of opening of Technical Bid | 29/10/2024 at 11:30 AM |
| 5 | Date and time of opening of Price Bid | To be intimated to qualified bidders |

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing “Technical Bid” and sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super-scribed “TENDER FOR EVENT MANAGEMENT OF TRAINING PROGRAMME OF VETS AND PARA-VETS AT FSB, CUTTACK” must reach the undersigned on or before **28/10/2024** up to **5:00 PM** through **Speed Post / Registered Post / Courier/dropped in the Sealed drop box kept at office of the undersigned** only.

The bid document containing eligibility criteria, scope of the work and other terms and conditions of the tender can be downloaded from the Directorate of AH & VS website <https://dahvs.odisha.gov.in> and Collector office, Cuttack website <https://cuttack.odisha.gov.in>. The authority reserves the right to reject any/all proposals and cancel tender process without assigning any reason thereof.

Complete Address for Submission of BID:

The Joint Director
Frozen Semen Bank, Khapuria,
Cuttack – 753010, Odisha
Mob No – 9439383563/9439778830

[Handwritten Signature]
4.10.24

JOINT DIRECTOR
Frozen Semen Bank, Cuttack
Email: jdfsbctc@gmail.com



[Handwritten Signature]

Disclaimer:

Kindly note

1. This document is not transferable
2. Though adequate care has been taken for preparation of this document, the applicant shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any applicant within 7 days of issue of tender, it shall be considered that document is complete in all respects and has been received by the applicant.
3. The Joint Director Frozen Semen Bank, Cuttack reserves the right to modify, amend or supplement this application process.
4. While the document has been prepared in good faith, neither Joint Director, Frozen Semen Bank, Cuttack nor their employees or advisors make any representation, warranty, express or implied or accept any responsibility or liability, whatsoever, in respect of any statements or omission herein, or the accuracy, completeness or regulations as to the accuracy, reliability and completeness of this document, even if any loss or damage is caused by any act or omission on their part.

Sp. Dir. JDFSB
10.10.24

JOINT DIRECTOR
Frozen Semen Bank, Cuttack
Email: jdfsbctc@gmail.com



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TENDER DOCUMENT

“TENDER FOR EVENT MANAGEMENT OF TRAINING PROGRAMME FOR VETS AND PARA-VETS AT FROZEN SEMEN BANK, CUTTACK”



Handwritten signature in blue ink.

Frozen Semen Bank, Khapuria
Cuttack - 753010



A. General Information

1. The Joint Director, Frozen Semen Bank, Cuttack requires reputed, well established, financially sound and registered agencies for event management of refresher training programme of Vets and Para-vets at Frozen Semen Bank, Cuttack.
2. The period of contract will be for one year from the date of effectiveness of contract. The period of the contract may be further extended provided the requirement of the client persists at that time or may be terminated owing to deficiency in service or because of change in the office requirements. **The Joint Director, Frozen Semen Bank, Khapuria, Cuttack however, reserves right to terminate this contract at any time.**
3. The Joint Director, Frozen Semen Bank, Khapuria, Cuttack has the tentative requirements for event management as specified below:

- I) Catering Services
- II) Logistics arrangement
- III) Arrangement for field exposure visit

The eligible bidders, those have the capability of providing all the above types of services as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bid will not be taken into consideration.

4. The interested bidders may visit the location on any working day between the Office hours to have a thorough knowledge of the services to be performed before preparation and submission of their bid.
5. The various critical dates relating to the above tender process are as under:

| | |
|--|---|
| Date & Time of issue of Tender | 07/10/2024 at 3 PM |
| Tender due date and time | 28/10/2024 till 5 PM |
| Date and time of opening of Technical Bid | 29/10/2024 at 11:30 AM |
| Date and time of opening of Price Bid | To be intimated to qualified bidders |

6. The technical bids will be opened on **29/10/2024 at 11:30 AM** at Office of the Joint Director, Frozen Semen Bank, Khapuria, Cuttack in the presence of the authorised representative of the participated bidders (limited to one only) , if any, who wish to present at the meeting. The financial bid of only those bidders will be opened whose technical bids are found to be in order. Date of opening of financial bids shall be intimated to qualified bidders and will be done at the same venue in the presence of the authorized representatives of the qualified bidders, who wish to attend the meeting.
7. Any form of consortium and joint venture is not allowed under this tender.
8. The competent authority reserves the rights to reject any / all bids and cancel the tender process without assigning any reasons thereof.

Complete Address for submission of bid:

The Joint Director
Frozen Semen Bank, Khapuria,
Cuttack – 753010, Odisha
Mob No – 9439383563/9439778830
E-mail – jdfsbctc@gmail.com.



B. Eligibility criteria

The Agency

The bidder/tenderer shall have:

1. Average turnover of minimum Rs. 10 lakh per year in the last three financial years [Turnover statement as per the required format certified by the chartered accountant supported with the annual audited financial statement (P & L account) certified by the chartered accountant has to be furnished for the financial years: 2021-22, 2022-23 & 2023-24; no provisional financial statement shall be considered.
2. A registered / branch office at Cuttack*
*The registered / branch office at Cuttack must be properly equipped with staff and equipment for Event Management (subject to verification if required by the Joint Director, Frozen Semen Bank, Cuttack)
3. OGST Registration Certificate & PAN card.
4. Valid Food License (FSSAI).
5. Valid / up-to-date TAX (I.T & OGST) return certificate.
6. Executed at least three (03) event management contract in Govt. Organisations /PSUs /Banks / Pvt. Organizations/FSB, Cuttack during the last three years (Copies of such work orders/payment receipt to be furnished).

C. Submission of Bid

The bid complete in all respect as specified in the tender document must accompanied with a non- refundable amount of **Rs. 1,180/-** (Rupees One Thousand One Hundred Eighty) only including GST towards **tender document cost** in shape of Account Payee Demand Draft from any Nationalized bank in favour of The Joint Director, Frozen Semen Bank, Cuttack payable at Cuttack and a refundable amount of **Rs 60,000/-** (Rupees Sixty Thousand) only towards **Bid Security/EMD** in shape of Bank Guarantee (as per the format at **FORMAT - F** or Account Payee Demand Draft from any Nationalized bank in favour of the Joint Director, Frozen Semen Bank, Cuttack payable at Cuttack. Micro and Small Enterprises (MSEs) and start-ups that are exempted from depositing Bid Security/EMD as per Rule 212(i) of OGFR-2023 should submit "**Bid Security Declaration Form**" as per the format at **FORMAT - G** accepting that if the bidder withdraw or modify their bids during period of its validity, they will be suspended for a period of three years by the Authority. To claim the exemption the MSE/Startup are required to submit the supporting document/Udyam certificate. The bid complete in all respect should be submitted through **Speed Post/ Registered Post / Courier/ dropped in the Sealed drop box kept at office of the undersigned** so as to reach by **28/10/2024 (up to 5.00 PM)** to the authority.

The authority will not be responsible for any postal delay. Bids without **Tender Document Cost and Bid Security/EMD or Bid Security Declaration Form** as applicable shall be out rightly rejected. Bids submitted after due date and time will be not be taken into consideration.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes superscribing:



“TECHNICAL BID - BID FOR SELECTION OF AGENCY FOR EVENT MANAGEMENT OF TRAINING PROGRAMME FOR VETS AND PARA-VETS AT FROZEN SEMEN BANK, CUTTACK”

And

“FINANCIAL BID - "BID FOR SELECTION OF AGENCY FOR EVENT MANAGEMENT OF TRAINING PROGRAMME FOR VETS AND PARA-VETS AT FROZEN SEMEN BANK, CUTTACK "

Both sealed envelopes must be kept in a third sealed envelope super scribing:

"BID FOR SELECTION OF AGENCY FOR EVENT MANAGEMENT OF REFRESHER TRAINING PROGRAMME FOR VETS AND PARA-VETS AT FROZEN SEMEN BANK, CUTTACK "

The successful bidder(s) shall have to submit a **performance security** of 10% of contract value in shape of account payee Demand Draft drawn on any Nationalized / Scheduled Bank payable at Cuttack or Performance Bank Guarantee (PBG) as per Rule 213 of OGFR-2023 from any Nationalized / Scheduled Bank in favour of The Joint Director, Frozen Semen Bank, Cuttack payable at Cuttack before issuance of work order. The performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The performance security shall be refunded after successful completion of the event management program, subject to satisfactory completion of the job as per the deliverables mentioned in the financial bid. If the successful bidder violates any of the terms & conditions of the bid, the performance security shall be liable for forfeiture. MSEs and start-ups are allowed concessional payment of performance security @ 25% of performance security prescribed for normal bidders. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder as per the instructions of the authority.

D. List of Documents for Submission

- a) Covering letter (**FORMAT - A**) along with power of attorney (**FORMAT - E**) on the bidder's letter head.
- b) Account Payee demand draft for Tender Document Cost.
- c) **Bid Security/EMD** in shape of Bank Guarantee (as per the format at **FORMAT - F**) or Account Payee Demand Draft
- d) Bid Security Declaration Form (**FORMAT - G**)
- e) Proof of registered/operating office in Cuttack.
- f) Copy of OGST registration certificate.
- g) Copy of PAN card.
- h) Photo copy of Valid Food License / FSSAI Certificate.



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- i) Copies of IT Returns for the last 3 assessment years (2021-22, 2022-23 and 2023-24).
- j) Proof of minimum average annual turnover of Rs. 10 Lakhs per year for three years with audited profit & Loss Statement obtained from chartered accountant during the last **three financial years** (2021-22, 2022-23 and 2023-24). (**Format - K**)
- k) Copy of Bank Account details
- l) Copies of the financial audited statements for the last 3 financial years (2021-22, 2022-23, 2023-24).
- m) Copies of work orders from the clients relating to event management during last three (03) years. (**Format - K**)
- n) Copy Of work orders for providing similar type of services at FSB, Cuttack if any.
- o) Undertaking regarding non-blacklisting (On Stamp paper of **Rs.10.00** in shape of affidavit from the notary (**FORMAT I**))
- p) Undertaking regarding non-pending of any judicial proceedings for any criminal offenses (On Bidder's Letter Head) (**FORMAT J**)

Any deviation from the prescribed procedures / required information / formats / conditions shall result in out-right rejection of the bid. Any conditional bid shall be outrightly rejected.

All entries in the bid documents should be legible, in filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The technical bid shall be opened on **29/10/2024 at 11:30 AM** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened upon intimation in presence of the authorized representatives of the bidders who wish to be present on the spot at that time.

The bid shall be valid and open for acceptance of the competent authority for a period of **180 days** from the date of opening of the technical bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained.

To assist in the analysis, evaluation and computation of bids, the tender inviting authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The authority reserves the right to accept or reject any or all the bids and terminate the bidding process without assigning any reason thereof.



D. Scope of Work

Agencies shall be selected to perform following activities:

Event Management

- Organisation of event management as per the requirements/activities/deliverables mentioned in the financial bid attached.
- Tentative scope of works includes but not limited to standee arrangement with flex banner at the event management venue, Photography of the events, field exposure visit, training kit (writing pad/pen/pen drive/folder/printing material/certificate), Breakfast/Lunch/Dinner/ Tea & Snacks etc. for the participants and delegates. Any other activity of the event management as per the requirement of the bid inviting authority.
- Schedule of Payment:
The payments will be made within 30 working days after submission of the error free bills in triplicate along with all required supporting documents. The supporting documents including a brief report of the work carried out, all the relevant documents, files, photographs, report and any other material in hard/electronic format must be submitted along with the bills.

Applicable Tax Deducted at Source (TDS) as per Income Tax Act and OGST at the prevailing rate will be deducted from the payment.

Procedure for Scrutiny/Evaluation

Agencies shall be evaluated as per the parameters mentioned below;

■ **Step I: Initial screening:**

It shall be made based on the agency's compliance to documents submitted as per eligibility criteria and acceptance of scope of work.

■ **Step II: Technical Scoring (TS):**

The bids of the agencies meeting the eligibility criteria only shall be evaluated with technical scores as per following parameters/criteria:

| SI. No | Evaluation Parameter Total | Mark | Criteria for award of Mark |
|--------|---|------------|--|
| A | Turnover (last 3 financial years): Average annual turnover of the last three financial years in the sector of event management along with audited balance sheet & P/L statement of last three years) (Details to be furnished in Format K) | 30 | >10 Lakhs ≤ 15 lakh : 10 marks >15 Lakh ≤ 20 Lakh : 20 marks >20 lakh : 30 marks |
| B | General Experience: No. of Govt. / PSUs / Banks for which event management was done during the last three years (Work order / Contract copies of the empanelment must be furnished on the basis of which marking shall be awarded) *Note: Renewal shall be taken as one work order / contract only. (Details to be furnished in Format K) | 40 | ≥3 nos. ≤ 5 : 20 marks > 5 nos ≤ 7: 30 marks > 7 : 40 Marks |
| C | Experience of event management at FSB, Cuttack: (Relevant documents may be furnished on the basis of which marking shall be awarded) | 30 | ≥ 1 year : 30 marks |
| | Total score | 100 | |



■ Step III: Financial Scoring (FS):

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 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 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_{bid} : Financial quote of the bidder under consideration.*

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.

In case the total mark secured by two or more bidders become equal, the BID evaluation committee will decide the methodology to be adopted for awarding of contract.

The decision of the Joint Director, FSB, Cuttack as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.

Notwithstanding the above, the Joint Director, FSB, Cuttack reserves the right to accept or reject any or all bids or to annul the bidding process.

No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any bidder, who tries to influence the evaluation, will be liable to be rejected.

Negotiation

- i. Contract negotiations will then be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical proposal, the proposed concept, staffing.
- ii. After the contract has been successfully negotiated, selected agency will be issued **Letter of Intent (LOI)**.



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SCHEDULE OF REQUIREMENT

I) CATERING SERVICES - MENU FOR VETS

| Sl No | Name | Items to be provided in the mentioned rate |
|-------|----------------|---|
| 1 | Break Fast | <ul style="list-style-type: none"> • Puri 6 pieces with Curry/Bread 6 pieces with Butter & Jam/ Upma with Dalma/ Idli 6 pieces with Curry & Chatni/. • Banana/Sweet • Tea / Coffee |
| 2 | Late Morning | <ul style="list-style-type: none"> • Tea and Cookies |
| 3 | Lunch | <ul style="list-style-type: none"> • Rice / Chapati, Dal, Vegetable Fry/Chips, Salad & pampad. • Raita/Khata • Sweet curd/Ice-cream • Mixed Vegetable Curry • Paneer Curry /MushroomCurry (For Veg) • Chicken/ Fish/ Mutton/Prawn curry (For Non-Veg) |
| 4 | Evening Tiffin | <ul style="list-style-type: none"> • 2 pieces Bara, one Samosa. • One Alu Chop /Veg. Chop • Tea / Coffee. |
| 5 | Dinner | <ul style="list-style-type: none"> • Rice / Chapati, Dal, Vegetable Fry/Chips, Salad & pampad. • Raita/Khata • Sweet curd/Ice-cream • Mixed Vegetable Curry • Paneer Curry /MushroomCurry (For Veg) • Chicken/ Fish/ Mutton/Prawn curry (For Non-Veg) |

N.B.: 1. Chicken / Fish must be at least 200 gram per person.

2. Mutton/Prawn must of at least 150 gram per person.

a) Rates should be mentioned per head per day in the Proforma given below (not to exceed Rs 600/- including GST)

| Name of the Firm/ Agency | Breakfast with morning Tea | Late Morning Tea & Snacks | Lunch | Evening Tiffin | Dinner | Rate per day per person |
|--------------------------|----------------------------|---------------------------|---|--------------------------|--|----------------------------|
| | As items mentioned above | As items mentioned above | (1-day Mutton, 2 days Chicken, 2 day Fish/Prawn with all other items mentioned above) | As items mentioned above | (1 day Mutton, 2 days Chicken, 2 days Fish/Prawn with all Other items mentioned above) | Quote in FORMAT - L |



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MENU FOR PARA-VETS

| Sl No | Name | Items to be provided in the mentioned rate |
|-------|------------------|--|
| 1 | Break Fast | <ul style="list-style-type: none"> • Puri 6 pieces with Curry / Upma with Dalma / Idli 6 pieces with Curry & Chatni. • One Sweet / One Banana. • Tea or Coffee |
| 2 | Late Morning Tea | <ul style="list-style-type: none"> • Tea |
| 3 | Lunch | <ul style="list-style-type: none"> • Rice, Dal, Vegetable Fry/ Chips. • Salad/ Raita/ Khata. • Mixed Vegetable Curry / Paneer Curry / Chana Masala (For Veg). • Mutton/Chicken/ Fish curry/Egg Curry (For Non Veg) |
| 4 | Evening Tiffin | <ul style="list-style-type: none"> • 2 pieces Bara, one Samosa, one Alu Chop and one Sweet • Tea/Coffee. |
| 5 | Dinner | <ul style="list-style-type: none"> • Rice or Chapati, Dal, Vegetable Fry/ Chips. • Salad/Raita/Khata. • Mixed Vegetable Curry / Chhena-Alu/ Chana Masala/Tadka (For Veg). • Chicken/Fish curry/Egg Curry/Egg tadka (For Non-Veg) |

N.B.: Chicken / Fish must be at least 200 gram per person.

Mutton/Prawn must of at least 150 gram per person.

b) Rates should be mentioned separately per head per day in the Proforma given below (not to exceed Rs 500/-including GST)

| Name of the Firm/ Agency | Breakfast with morning Tea | Lunch | Evening Tiffin | Dinner | Rate per day per person |
|--------------------------|----------------------------|--|--------------------------|---|-----------------------------|
| | As items mentioned above | (1 day Mutton 1 day Chicken, 1 day Fish 2 days Egg with all other items mentioned above) | As items mentioned above | (2 days Chicken, 2 days Fish 1 day Egg with all other items mentioned above) | Quote in FORM AT - L |



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II) LOGISTICS ARRANGEMENT -
1. Training kit

FOR VETS

a) Rates should be mentioned per kit (not to exceed Rs 600/- including GST)

| Sl No. | PARTICULARS OF TRAINING KIT | DESCRIPTION | SIZE | Qty. | Rate per kit in Rs |
|--------|-----------------------------|---|-----------------|------|-----------------------------|
| 1 | FOLDER | MADE OF JUTE WITH IMPRINTED GOVT. OF ODISHA LOGO, NAME OF THE TRAINING, NAME OF THE TRAINING INSTITUTE & PERIOD OF TRAINING | 37 cm × 24 cm | 1 | Quote in FORM AT - L |
| 2 | WRITING PAD | SIDE SPIRAL NOTEBOOK 100 PAGES, UNRULED, 60 GSM | 21.8 cm×17.8 cm | 1 | |
| 3 | PEN | BLUE INK BALL PEN | MARKET SIZE | 1 | |
| 4 | PENDRIVE | MINIMUM 16 GB | MINIMUM USB 3.0 | 1 | |

FOR PARA-VETS

b) Rates should be mentioned per kit (not to exceed Rs 500/- including GST)

| Sl No. | PARTICULARS OF TRAINING KIT | DESCRIPTION | SIZE | QUANTITY | Rate per kit in Rs |
|--------|-----------------------------|---|-----------------|----------|-----------------------------|
| 1 | FOLDER | MADE OF ANY ECO-FRIENDLY MATERIAL WITH IMPRINTED GOVT. OF ODISHA LOGO AND NAME & PERIOD OF TRAINING | 37 cm × 24 cm | 1 | Quote in FORM AT - L |
| 2 | WRITING PAD | NOTEBOOK 100 PAGES, UNRULED, 60 GSM | 21.8 cm×17.8 cm | 1 | |
| 3 | PEN | BLUE INK BALL PEN | MARKET SIZE | 1 | |
| 4 | PENDRIVE | MINIMUM 16 GB | MINIMUM USB 3.0 | 1 | |



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2. Training Arrangements

FOR VETS and PARA-VETS

Rates should be mentioned inclusive all arrangements (not to exceed Rs 8000/- including GST per Batch)

| Sl no. | Arrangement particulars | Description | Size | Quantity | Rate inclusive of all arrangements in Rs/Batch |
|--------|-------------------------|--|-------------------|----------|--|
| 1 | Standees | Flex with frame | 6'x3' | 1 | Quote in FORMAT - L |
| 2 | Banner | Flex | 6'x4' | 1 | |
| 3 | Photography | Photograph of training (one per session) | 4"x6" | 20 | |
| | | Group photo | 8"x6" | 01 | |
| | | Photo of exposure visit | 4"x6" | 02 | |
| 4 | Documentation | Printing material | A4 70 pages | 1 | |
| 5 | Certificate | A4 materials : 250gsm art card | (210 mm x 297 mm) | 1 | |

III) ARRANGEMENT FOR FIELD EXPOSURE VISIT

FOR VETS and PARA-VETS

Rates should be mentioned per tour (not to exceed Rs 15000/- including GST)

| PARTICULARS | DESCRIPTION | RATE per tour in Rs |
|-------------------------------------|---|----------------------------|
| MOBILITY CHARGES FOR FIELD EXPOSURE | 100 KMs (± 10 KM) to and fro travel in deluxe bus with minimum sitting capacity for 25 persons. | Quote in FORMAT - L |

$$* F_{bid} = \frac{(Ia + Ib)}{2} \times 100 + \frac{II(1)a + II(1)b}{2} \times 20 + II(2) + III$$



GENERAL TERMS AND CONDITIONS

The intending bidders are requested to carefully study the instruction contained here under before submission of their bids.

1. A bidder shall submit a single application only.
2. The bid must be submitted in the prescribed format only accompanied by requisite documents.
3. All relevant documents as asked for must be indexed with Page No. The applicant should provide the Index page with Page No. of each document attached.
4. Demand Drafts towards cost of tender document should be submitted in a separate envelop.
5. Applications must be submitted in English language only.
6. Incomplete, telegraphic or conditional applications shall not be accepted.
7. Bidder must sign at the bottom along with seal of each page of the documents at the time of submission in token of unconditional acceptance of the departmental terms and conditions, technical specification etc.
8. Deviation in terms and conditions, specification of material, Inspection clause etc. will not be accepted under any condition.
9. Applications received after stipulated date & time due to postal delay or otherwise will not be entertained.
10. Approval of items of successful tenderers will be notified / Work Order issued by the authority in due course. On receipt of such information, the successful Tenderers will have to execute an **agreement on Non-Judicial stamp paper worth Rs.500.00 (Rupees five hundred)** only in the prescribed format as per Finance Deptt. guidelines.
11. Abnormally low price quoted by the Tenderer in the Tender with some malafide intention will not be accepted and if detected, his/her offer will be rejected.
12. If any adverse feedback is received at any level, the Agency/ Supplier / Tenderer will have to refund the entire amount paid along with termination of the contract with forfeiture of Performance Security Deposit. In case, where payment has not been released, the same shall be forfeited to Govt. Besides the above, action will be initiated for black listing the Agency/ Firm / supplier / Tenderer on the report of the competent authority.



13. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
14. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
15. Any legal dispute is subject to **Cuttack jurisdiction only**.
16. All supportive photocopies of documents should be self-attested by the tenderer.
17. The agency shall exercise adequate supervision along with deployment of adequate manpower to ensure the provision of services in accordance with the requirements.
18. The agency shall depute one full time supervisor, for overall management of the services to be rendered at the site.
19. The agreement can be terminated by either party by giving 30 days' notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then any amount due to the service provider will be recovered by forfeiture of performance security.
20. The Agency/ Firm / supplier / Tenderer will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.
21. There would be no increase in rates payable to the agency during the contract period.
22. The agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Subcontracting is not allowed under this agreement.



DM



BID FORMATS

FORMAT — A

(in Technical Bid envelope)

(The **relevant documents** has to be arranged **serially** as per the order mentioned below for the ease of scrutiny)

| | | |
|----|--|--|
| 1 | Name of the Organization | |
| 2 | Name of the Director: | |
| 3 | Address of the Registered Office of the organization with telephone Nos. | |
| 4 | Address of Branch Office in Cuttack (In case the registered office is not at Cuttack) | |
| 5 | Legal status/entity of the agency (Whether the agency is a Proprietorship / partnership or Private Ltd. company) | (Attach photocopy of the registration certificate of the firm / company) |
| 6 | Year of Establishment | |
| 7 | Telephone Nos. :(of Registered/ Branch office at Cuttack) Landline . Mobile : Email Id: | |
| 8 | Name of authorized signatory (in capital letters) | |
| 9 | Food License / FSSAI Certificate | (Attach photocopy) |
| 10 | OGST Registration No. | (Attach photocopy of OGST registration certificate issued) |
| 11 | PAN No. | (Attach Photocopy of PAN) |
| 12 | Accept to all the terms and conditions of the tender. | (Yes/No) |
| 13 | Power of Attorney / Authorization letter for signing of the bid document. | |
| 14 | Submission of Undertaking towards no criminal case is pending with the police at the time of submission of bid. | |
| 15 | Income Tax Filing Certificate for last 3 financial year | (Attach photocopy of the latest income tax filing certificate) |
| 16 | Tender document Cost of Rs. 1180/- (Non-refundable) | DD No.Date |
| 17 | EMD of Rs. 36,000/- in shape of DD | DD No. .Date..... |
| 18 | Bid Security Declaration Form | Submitted (Yes / No) |
| 19 | Whether all documents submitted signed by the authorized signatory of the organization | (Yes/ No) |



DECLARATION

I, Shri _____ Son/ Daughter/ Wife of
Shri. _____ Proprietor/Director/authorized signatory of
_____ (Name of the Agency), competent to sign this
declaration and execute this tender document;

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 tender are true and
authentic to the best of my knowledge and belief. I am well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of our
tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Authorised Representative with Seal

Name:

Date:

Place:



Dm



Forwarding Letter

(To be submitted in the letter head of the applicant)

To

**The Joint Director,
Frozen Semen Bank,
Cuttack - 753010**

Sub:- Submission of application for event management of training programme for Vets and Para-Vets at Frozen Semen Bank, Cuttack

Sir,

Having studied the call for empanelment document carefully I/We, the undersigned, offer to submit our application for empanelment for event management of training programme for Vets and Para-Vets at Frozen Semen Bank, Cuttack.

I/We have also read the various provisions there in and confirm that the same are acceptable to us. We further declare that any additional conditions, variations, deviations, if any, shall not be given effect to. We further understand that any deficiency / illegibility in documents shall make our application liable for rejection.

I/we submit our application understanding fully well that

(a) The documents submitted along with our application are subject to verification by appropriate authorities.

(b) The Joint Director, FSB, Cuttack reserves the right to accept or reject any application or the empanelment process itself without assigning any reasons thereof and shall not be held liable for any such action.

(c) Any genuine changes made by Joint Director, FSB, Cuttack in the interest of the work with respect to the technical requirement during the course of project implementation will be acceptable.

(d) All acts, rules, regulations, norms and conditions of Govt. of India and Govt. of Odisha shall be applicable during the process of empanelment as well as during the period of execution of project.

We hereby declare that all the information and statements made in this proposal are complete, true and correct and also accept that any misinterpretation contained in it may lead to our disqualification.

We hereby declare that our application has been submitted in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

Signature of Applicant

With Seal



Dr

UNDERTAKING BY THE APPLICANT

I/we here by undertake that

1. We have thoroughly read and examined the call for empanelment document along with all its schedules, annexure etc.
2. In case our application is incomplete in any respect or we violate any of the prescriptions given therein Joint Director, FSB, Cuttack shall without prejudice to any other right or remedy , be at liberty to forfeit the application fee, processing fee deposited by us.
3. In case of award of supply in our favour Joint Director, FSB, Cuttack shall have the right to convert the fee deposited by us in to full or part (as the case may be) of the security deposit to be deposited by us against award of the supply / installation.
4. I/We shall abide by all the laws prevailing at the time of the execution of the work and shall be responsible for making payments of all the taxes, duties, levies and other Govt. dues etc. to the appropriate Govt. departments.
5. The entire CALL FOR empanelment document has been discussed in the Board meeting and a resolution has been concurred for participation in the empanelment process (copy enclosed as given format)
6. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required therein.
7. We are not blacklisted / defaulted in any manner by any Central / State Government / Public Sector Undertaking in India.
8. In case any false documents submitted and found any time in future the firms shall be liable to be proceeded against as per prevailing laws.
9. Our state commercial tax / registration no. is _____ and CST registration no. _____. The PAN no. under the Income Tax Act is _____ and Service Tax Registration No. is _____ OGST registration No. is _____
10. I/We shall be responsible for the payment of the respective taxes to the appropriate authorities.

Signature of Applicant with stamp & date



Don



Letter of Authorization

(To be submitted in the letter head of the applicant)

To,

The Joint Director,
Frozen Semen Bank,
Cuttack - 753010

Sub: - Submission of application for event management of training program
for Vets and Para-Vets at Frozen Semen Bank, Cuttack

Sir,

I/we hereby authorize Ms. /Mr. ----- of our company to sign all relevant documents on behalf of the company/firm in dealing with the above empanelment. She / He is also authorized to attend all meetings and submit technical and commercial information as may be required by The Joint Director, Frozen Semen Bank, Cuttack - 753010 in the course of processing of the application.

Signature of the authorized persons

1.

2.

Signature attested

Name and designation of the attesting officer with stamp.

Yours faithfully

Head of the Applicant
organization



Don

Bank Guarantee Format for furnishing EMD

Whereas (hereinafter called the "tenderer") has submitted their offer dated..... for the supply of..... (hereinafter called the "tender") against the purchaser's tender enquiry No.....

KNOW ALL MEN by these presents that WE..... of having our registered office at..... are bound unto (hereinafter called the "Purchaser") in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

I/WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our.....branch at.....* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

..... (Signature of the authorized officer of the Bank)

..... Name and designation of the officer

..... Seal, name & address of the Bank and address of the Branch

*** Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State head quarters.**



Bid Security Declaration (for MSME)

To

**The Joint Director,
Joint Director, Bhubaneswar**

I / We. The undersigned, declare that:

I/We accept that I/We may be suspended to submit bids for contract(s) with you for a Period of one year from the date of bid opening if I am /we are in a breach of any obligation

Under the bid conditions, because I/We

- a) Have withdrawn/modified my/our bid during the period of bid validity specified in the form of bid; or
- b) Having been notified of the acceptance of our bid by the purchaser during the period of bid validity,
 - i. Fail or refuse to execute the contract, or
 - ii. Fail or refuse to submit the Performance Security of the amount specified in the bid.

**Encl – MSME / Udyam
Certificate**

Signature of the Bidder:

Date:

Official Seal:



[Handwritten signature]

**Certificate of unconditional accept are of all terms and conditions laid in for
Empanelment**

(To be submitted on the letter head of the applicant)

We _____ a
prospective applicant for the work "Event Management of Training Programme For
Vets And Para-Vets at Frozen Semen Bank, Cuttack" hereby certify that we have
carefully studied and understood the contents of the entire document hoisted on
the website of DAHVS, Odisha and Collectorate, Cuttack on and hereby confirm
our unconditional acceptance to each and every line of the said document.

Date:

Place:

(Signature)

(Printed Name).....

(Designation).....

(Common Seal).....



UNDERTAKING

[On the Stamp Paper of Rs. 10.00 in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organisation has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature

[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:



[Handwritten signature]

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our organisation or against the Proprietor/Director/Persons to be deployed by our organisation.

I/we further certify that Proprietor/Director/Persons to be deployed by our organisation have not been convicted of any offence in any Court in Odisha / India during the recent past. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

**Authorized Signature
[In full and initials]**

Name and Designation of the Signatory:

Name of the Bidder and Address:



Signature



FORMAT — K**Financial Turnover of the Bidder for the last 3 financial years (*).**

| Financial Years | Financial Turn Over from Resources Deployment Service (In INR) (Lakh) | Average Turnover in INR (Lakh) |
|-----------------|---|--------------------------------|
| 2021-22 | | |
| 2022-23 | | |
| 2023-24 | | |

*Up to date(Copies of Audited Statement for the concerned period)

Details of the similar type of event management by the bidder during the last 3 years (Attach separate sheet, if required)

| Sl. No. | Period | Name of Client with Complete Address & Telephone no | Type of event management services provided with details of the resources deployed | Duration | |
|---------|--------|---|---|----------|----|
| | | | | From | To |
| | | | | | |
| | | | | | |
| | | | | | |



Proforma for Price BID

I. a) Rates should be mentioned per head per day in the Proforma given below (not to exceed Rs 600/- including GST)

| Name of the Firm/Agency | Breakfast with morning Tea | Late Morning Tea & Snacks | Lunch | Evening Tiffin | Dinner | Rate per day per person |
|-------------------------|----------------------------|---------------------------|---|--------------------------|---|-------------------------|
| | As items mentioned above | As items mentioned above | (1-day Mutton, 2days Chicken, 2day Fish/Prawn with all other items mentioned above) | As items mentioned above | (1 day Mutton, 2 days Chicken, 2dayFish/Prawn with all Other items mentioned above) | |

I. b) Rates should be mentioned separately per head per day in the Proforma given below (not to exceed Rs 500/-including GST)

| Name of the Firm/Agency | Breakfast with morning Tea | Lunch | Evening Tiffin | Dinner | Rate per day per person |
|-------------------------|----------------------------|--|--------------------------|---|-------------------------|
| | As items mentioned above | (1 day Mutton 1day Chicken, 1-day Fish 2-day Egg with all other items mentioned above) | As items mentioned above | (2 days Chicken, 2-day Fish 1-day Egg with all other items mentioned above) | |

II (1) (a). Rates should be mentioned per kit (not to exceed Rs 600/- including GST)

| Sl No. | PARTICULARS OF TRAINING KIT | DESCRIPTION | SIZE | Qty. | Rate per kit in Rs |
|--------|-----------------------------|---|-----------------|------|--------------------|
| 1 | FOLDER | Made of jute with imprinted Govt. of Odisha logo, Name of the training, Name of the training institute & Period of training | 37 cm × 24 cm | 1 | |
| 2 | WRITING PAD | Side spiral notebook 100 pages, unruled, 60 gsm | 21.8 cm×17.8 cm | 1 | |
| 3 | PEN | Blue ink ball pen | Market size | 1 | |
| 4 | PENDRIVE | Minimum 16 gb | Minimum USB 3.0 | 1 | |



[Handwritten Signature]



II (1) (b). Rates should be mentioned per kit (not to exceed Rs 500/- including GST)

| Sl No. | PARTICULARS OF TRAINING KIT | DESCRIPTION | SIZE | QUANTITY | Rate per kit in Rs |
|--------|-----------------------------|---|-----------------|----------|--------------------|
| 1 | FOLDER | Made of any eco-friendly material with imprinted Govt. of Odisha logo and name & Period of training | 37 cm × 24 cm | 1 | |
| 2 | WRITING PAD | Notebook 100 pages, unruled, 60 gsm | 21.8 cm×17.8 cm | 1 | |
| 3 | PEN | Blue ink ball pen | Market size | 1 | |
| 4 | PENDRIVE | Minimum 16 gb | Minimum USB 3.0 | 1 | |

II(2). Rates should be mentioned inclusive all arrangements (not to exceed Rs 8000/- including GST per Batch)

| Sl no. | Arrangement particulars | Description | Size | Quantity | Rate inclusive of all arrangements in Rs/Batch |
|--------|-------------------------|--|----------------------|----------|--|
| 1 | Standeers | Flex with frame | 6'×3' | 1 | |
| 2 | Banner | Flex | 6'×4' | 1 | |
| 3 | Photography | Photograph of training (one per session) | 4"×6" | 20 | |
| | | Group photo | 8"×6" | 01 | |
| | | Photo of exposure visit | 4"×6" | 02 | |
| 4 | Documentation | Printing material | A4 70 pages | 1 | |
| 5 | Certificate | A4 materials : 250gsm art card | (210 mm x 297 mm) | 1 | |

III. Rates should be mentioned per tour (not to exceed Rs 15000/- including GST)

| PARTICULARS | DESCRIPTION | RATE per tour in Rs |
|-------------------------------------|---|---------------------|
| MOBILITY CHARGES FOR FIELD EXPOSURE | 100 KMs (± 10 KM) to and fro travel in deluxe bus with minimum sitting capacity for 25 persons. | |

