

CHIEF DISTRICT AGRICULTURE OFFICER.
KEONJHAR

Tender for "SUPPLY OF TEA, TIFFIN, LUNCH FOR DISTRICT LEVEL FARM
MECHANISATION MELA 2025-26

Name and Address of the Tender inviting Authority:

CHIEF DISTRICT AGRICULTURE OFFICER, KEONJHAR

Email – ddakeonjhar.dag@od.gov.in

SECTION I
IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document in Website	: 13.01.2026
Last Date & Time of Receipt of Bid Document	: 16.01. 2026, 02:00 PM
Date & Time of Opening of Tender Place for Opening of Documents, And Address For Communication for Receipt of Bid Document	: 16.01. 2026, 04:00 PM : : O/o Chief District Agriculture Officer, Keonjhar

SECTION II
GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- ❖ Department means Department of Agriculture & Farmers Empowerment, Govt. of Odisha.
- ❖ Government means Government of Odisha.
- ❖ Bid/Tender Inviting Authority is the Chief District Agriculture Officer, Keonjhar 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, Keonjhar to decide on the tender.

2. Scope:

- ❖ The bids are invited for supply of tiffin, meals, tea along with water bottles (drinking) on the eve of District Level Farm Mechanisation Mela 2025-26 from 29.01.2026 to 02.02.2026 at Kalipadia, Keonjhar. (on 29th January 2026 tiffin, meals, tea along with water bottles for 800 participants & for 500 participants on each day from 30th January to 2nd February 2026).
- ❖ 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 INSTRUCTIONS TO BIDDERS

- ❖ Sealed tenders are invited for supply of tiffin, meals, tea along with water bottles (Drinking) on the eve of District Level Farm Mechanisation Mela 2025-26 from 29.01.2026 to 02:02:2026 at Kalipadia, Keonjhar. (on 29th January 2026 tiffin, meals, tea along with water bottles for 800 participants & for 500 participants on each day from 30th January to 2nd February 2026).
- ❖ The bids complete in every respect should reach the O/o Chief District Agriculture Keonjhar in sealed envelope with both Physical and Financial bid separately by **16.01 .2026, 02:00 PM by the address Chief District Agriculture Officer, Keonjhar, AT/PO: Madhapur, Dist: Keonjhar, Odisha, PIN:758001.** by speed post or registered post only.
- ❖ Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- ❖ The bidders or their duly authorized representative's 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 <https://kendujhar.odisha.gov.in> and submit the tender paper along with required documents and all the requested fees.
- ❖ The bidders have to deposit Rs 500.00 (Rupees five hundred only) in shape of demand draft at any Nationalized bank in favour of "Chief District Agriculture Officer, Keonjhar" towards cost of a tender processing fees.
- ❖ The bidders have to deposit Rs 25,000.00 (Rupees Twenty Five thousand only) in shape of demand draft/ Bank Guarantee from any Nationalized bank in favour of "Chief District Agriculture Officer, Keonjhar" towards performance security. The performance security will be forfeited if the qualified bidder fails to supply the mentioned food items.
- ❖ 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 Kalipadia, Keonjhar with manpower for serving of food to the attending farmers, delegates and officials.
5. The firm has to prepare food at his/her own arrangement.
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. The award will be given to the bidder who quote lowest rate for the items including GST.
10. In case more than one firm quoting same price for one or more items, the firm quoted lowest for maximum number of items will be selected.
11. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within 3 days.



12. The firm will be black listed for any deviation of above terms and conditions, if found during contract period.
13. All legal disputes, if any will be resolved in the office of the CDAO Keonjhar.
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 (Rs.25,000/- in shape of DD/ Bank Guarantee) amount by invoking the rights conferred in Banker's Guarantee form.
15. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.
16. No adulteration and color will be used

SECTION V
DETAILS FOR REQUIREMENT

The Caterer has to supply the attending farmers, Officials and other participants Tiffin, tea, lunch and water bottle everyday from 29.01.2026 to 02.02.2026.

NAME OF THE EVENT: District Level Farm Mechanisation Mela, 2025-26

VENUE: Kalipadia, Keonjhar

DATE: 29.01.2026 to 02.02.2026.

Sl	Food Items Required	Quantity per day	Total Quantity for 5 days	Time of Serving	Remarks
1	Tiffin	100/per day	500	(9 AM 50 nos & 3PM 50 nos)	In case of deviation of time it will be intimated
2	Lunch	First day:800 Rest 4days @500/per day	2800	1PM	
3	Tea	100/per day	500	9 AM (50 nos & 3PM 50 nos)	
4	Dinner	75 per day starting from 29.1.2026 to 01.2.2026	300	8 PM	

MINIMUM MENU OF BREAKFAST (Package)

- 1.VADA.1
- 2.SAMOSA-1
- 3.ALUCHAP-1
- 4.SWEET.I

5. Drinking Water Bottle of 500 ml and water Jar (sufficiently)-ISI Mark
Freshly prepared items should be packed in adequate size paper packets and given to the participants along with hand napkin.

MINIMUM MENU OF LUNCH (Package)

On 29 th & 31 st January & 2 nd February 2026	On 30 th January & 1 st February 2026
1.Rice	1.Rice
2. Dal	2. Dal
3. Mix vegetable curry	3. Mix vegetable curry
4. Bhaja	4. Chicken (150gm per person)
5. Khata	5. Khata
6. Papad	6. Papad

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Physical Bid

Sl No	Documents type to be submitted
1	Forwarding letter in the letter head 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-Id:
3	Details of Tender Processing Fee
5	GST Registration number (Enclose Photo copy of PAN/ GSTIN)
6	Income Tax Account No. (Enclose Photo copy of PAN)
7	Copy of Latest GST payment receipt.
8	Declaration for not being back listed.
9	Declaration for price quoted not more than open Market Price.
10	Banks details: Bank Name, Account No. IFSC Code (Copy of Pass Book/ Cancelled Cheque)

Financial Bid

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	Tiffin					
2	Lunch					
3	Tea					

Place:

Date:

Signature of Applicant

Full Name:

Seal



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

Date

Signature of Authorized person

Full Name:

Seal:

DECLARATION FOR LOWER THAN MARKET PRICE

We, M/S..... declare that price quoted by us is not more than the open
market price or also under GeM Rate Contract/CGHS/NPPA or rates fixe by Govt. of India
where such rate exists.

Signature of Proprietor/ Authorized Person
With seal of

Signature of Authorized person

Full Name:

Seal:

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