**SHORT TENDER CALL NOTICE**

Sealed tenders are invited in the prescribed format from the intending registered firms/ Service providers having valid PAN & GSTN for providing the following nature of the services to the Organising Secretary,National Seminar - 2025, Dept. of Extension Education, College of Agriculture, OUAT, Bhubaneswar for the **National Seminar on ‘Extension Education Strategies For Digital Agriculture: Experiences and Sustainable Pathways”** Dt.20 – 22 June, 2025 at OUAT, Bhubaneswar on rate contract basis.

|  |  |
| --- | --- |
| **Service Particulars** | **Quantity****(Approx.)** |
| Supply of Seminar kits (bags with printing, Customised Pad, Pen and I cards )  | 300  |

The interested vendors / firms / agencies may download the details of ToR such as tender documents, specification, terms and conditions from website (www.osee.ac.in). Further, Addendum/ corrigendum/ cancellation of any tender can be seen in the OSEE website only. The vendors/ firms / Service providers may submit their quotations in their letter head with the supporting documents as per the Annexure. Interested firms can apply for above item. The sealed tender should reach the office addressing the **Organising Secretary**, **National Seminar 2025,** **Dept. of Extension Education, College of Agriculture, OUAT, Bhubaneswar-751003** on or before 06.06.2025 latest by 5:00 P.M through Regd. Post / Speed Post / Courier service.

**Last Date of receipt of Bid: 06.06.2025, 5.00PM**

Date & Time of Opening: General Bid and Financial Bid: For details please see clause 3: Schedules of Tender.

**Organising Secretary**,

**National Seminar on ‘Extension Education Strategies For Digital Agriculture: Experiences and Sustainable Pathways”**

**Department of Extension Education**

**College of Agriculture**

OUAT, Bhubaneswar-3

**DISCLAIMER COMPREHENSIVE**

The information contained in this Tender document provided by or on behalf of Organising Committee, National Seminar, 2025 to **the Bidding agencies/ company(s)**, is based on the terms and conditions set out in this Tender Document. The purpose of this document is to provide information that may be useful to bidding agencies in making their offers pursuant to the "**Tender Document**". The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Organising Committee, National seminar, its organsing partners and their employees / members make no representation or warranty and shall have no liability to any agency/service providers, including any bidder under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise. Organising Committee may in its absolute discretion reserves the right to reject, cancel, terminate, change or modify all or any part of the Tender Document at any time without assigning any reason whatsoever or providing any notice and without accepting any liability for the same. The Agencies / service providers interested to participate shall bear all its costs associated with or relating to this tender. Submission of proposal document by the bidder shall be deemed to have been done after careful study and examination of the document. The proposal should be responsive and complete in all respects.

**1. GENERAL TERMS AND CONDITIONS:**

* 1. Organisng Secreatary, National Seminat 2025, OUAT, Bhubaneswar invites sealed tenders from reputed and registered Agencies / Firms / Caterers/ Food suppliers / Hoteliers dealing with outdoor catering services having valid GST/PAN and Service Facilities at Bhubaneswar for supply of Seminar kits (bags with printing, Customised Pad, Pen and I cards ) at OUAT campus during the **National Seminar on ‘Extension Education Strategies For Digital Agriculture: Experiences and Sustainable Pathways”** Dt.20 – 22 June ,2025,. The firm should have minimum three years of experience in similar works in the field of catering services to any Government Institutions/ PSUs/ Universities.
	2. The Organisng Secreatary, National Seminar, OUAT, Bhubaneswar reserves the right to reject any or all offers without assigning any reason thereof.

**1.3** The bidders are required to accept all terms & conditions mentioned in the Tender Document.

**1.4** It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or Bids are liable to be rejected.

**1.5** The tenders received after the stipulated date and time will not be acceptable.

**2. TENDER PROCESSING FEE AND EMD :**

The tender document shall be submitted to **Organising Secretary**, **National Seminar 2025,** **Dept. of Extension Education, College of Agriculture, OUAT, Bhubaneswar-751003,** **duly** signed by the authorized signatory in each page and duly authenticated with seal of the firm/ agency along with the DD towards Tender Processing Fee and EMD (details mentioned below) should reach **on or before** **06.06.2025 – up to 5.00PM.**

|  |  |  |
| --- | --- | --- |
| **Table : 1** |  |  |
| Tender for | Tender Processing fee (non-refundable) | EMD(Refundable) |
| Seminar kits (bags with printing, Customised Pad, Pen and I cards )  | Rs.2000/- | Rs.4,000/- |

\* Tender processing fee to be drawn in favour of “**Organising Secretary**, **National Seminar 2025, OSEE, Bhubaneswar-3**” and payable at Bhubaneswar.

\*\* EMD to be drawn in favour of “**Organising Secretary**, **National Seminar 2025,**, **OSEE, Bhubaneswar-3**” and payable at Bhubaneswar.

**NB :**

* **Please note that offers not accompanied by the required Tender Processing Fee and EMD will be declared rejected.**
* **Offers submitted with incomplete information will not be considered.**

**3. SCHEDULES OF TENDER:**

**3.1** The Tender Document will be available in the website (www.osee.aco.in) for download from **22.05.2025**. The intended bidders may download the same from the website.

**3.2** The bidder needs to submit their offer in two bid system i.e. Technical Bid and Financial Bid.

**3.3** Pre Bid Discussion is on **30-05-2025 at 3.30 PM** in the **Conference hall of Dept. of Extension Education, College of Agriculture OUAT, Bhubaneswar.**

**The last date of receipt of tender is on dt.06.06.2025 up to 5.00 PM by through Regd. Post / Speed Post / Courier service. The technical bids will be opened on 09.06.2025 at 11.00 AM. and the Financial Bids of qualified bidders of Technical Bid will be opened on 10.06.2025 at 04.00 PM in the Conference hall of Dept. of Extension Education, College of Agriculture OUAT, Bhubaneswar.**

**3.4** The Organising Committee, National Seminar Bhubaneswar reserves the right for not inviting the disqualified bidders in Technical Bid while opening the Financial Bids.

**3.5** Any tender received after the date and time given above will not be entertained under any circumstances.

**3.6 Overwriting** or illegible writing in tender documents will not be accepted.

**3.5** The Competent Authority reserves the right to reject any or all tender without assigning any reason and shall not bind it to accept any tender and reserve the right to call for fresh tender.

**4. PROCEDURE FOR SUBMISSION OF BIDS:**

**4.1** The Bids shall be submitted in three separate sealed envelopes as under:-

**a) Envelop A- should contain the Bank drafts** (s) for the Earnest Money Deposit (**EMD**), **Tender Processing fee** duly filled in **Annexure-IA / IB/ IC**

**b) Envelop B-** should contain the **Annexure-II,** Declaration Form along with duly signed on each page all necessary documents by the bidder.

**c) Envelop C** - should contain the Financial Bid Documents

 **(Annexure-III A/ III B/ III C)**

**4.2** All three sealed envelopes (i.e., envelopes A, B & C) of each category should be kept inside another big envelope to be submitted by speed post/ registered post/ courier, addressed to the **Organising Secretary**, **National Seminar 2025, Dept.of Extension Education, College of Agriculture, OUAT, Bhubaneswar**– **751003** and super scribed “**Tender for Supply of Seminar kits** (bags with printing, Customised Pad, Pen and Identity cards ) **Services” on or before 06.06.2025, 05:00 pm**. The big cover envelope should also bear the name and address of the bidder including telephone number and e-mail id.

**5. BIDDER QUALIFICATION:**

**5.1** The bidder should have minimum three years experience in the field of providing Seminar kits (bags with printing, Customised Pad, Pen and I cards ) and similar nature of works to Govt. Departments / PSUs / Reputed Organizations (Copies of such work orders with successful should be enclosed).

**5.2 Self attested** Copies of Income Tax Return, Audited Balance Sheet, GST Registration certificate needs to be enclosed in the Technical Bid.

**5.3** The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations. A self declaration to be submitted in the Technical Bid.

**6. SCOPE OF WORK :**

**6.1** To provide good quality seminar kit as per the specification, at OUAT campus during the **National Seminar on ‘Extension Education Strategies For Digital Agriculture: Experiences and Sustainable Pathways”** Seminar to be held during 20th to 22nd June, 2025 (or during possible subsequent events) attached to this tender document.

**7. TERMS AND CONDITION OF BID:**

7**.1** The bids must be accompanied with a Demand Draft issued by any Nationalized Bank towards Tender Processing Fee and EMD as per the details mentioned in Table No.1 at page no.3.

**7.2** The Technical Bids shall be opened at the **Conference Hall of the Dept. of Extension Education, College of Agriculture, OUAT, Bhubaneswar**– **751003** by a duly constituted Committee in the presence of such bidders or their authorized representatives who may desire to be present at the time of opening of bids.

**7.3** It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms & conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.

**7.4** The farm needs to submit Audited Annual turnover certificate for last three financial years.

**7.5** No Bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.

**7.6** If even after award of contract, information/ facts submitted by the bidders are found misleading/incorrect/false etc., Organising Committee, National Seminar reserves the right to terminate the contract.

**7.7** The successful bidder has to furnish interest free Security Deposit (@ 1% of the work order) in the form of Demand Draft from a Nationalized Bank drawn in favour of **Organising Secretary**, **National Seminar 2025,OSEE,Bhubaneswar-3** payable at Bhubaneswar. This has to be given within stipulated period as mentioned in the letter of award of contract. The EMD and S.D shall be returned back to the bidder without any interest after successful completion of the work order.

* 1. However, the Earnest Money of the successful bidders will be liable to be forfeited and the work order cancelled, if
1. The bidder withdraws its bid before scrutinization and finalisation of the bids
2. The selected bidder fails to sign the contract in accordance with the tender document
3. The selected bidder is found to have a record of poor performance such as having abandoned the work; black listed, and faced commercial failures etc.
4. The selected bidder has concealed information or provided incorrect information with the bid documents.
5. The successful bidder does not deposit Security Deposit within a period of 3 days of the receipt of the work order letter (The security so deposited with Organisng Secreatry, Bhubaneswar shall not carry any interest).
6. The bidder does not execute anagreement on Rs.100/- (Rupees: One Hundred only) non judicial paper duly signed by the parties within stipulated period on receipt of award letter.
7. The bidder does notundertake the work from the specified date mentioned in the award letter after approval of the financial bid by the competent authority.

**7.9** The successful bidder will ensure compliance of all the relevant provisions of the Laws.

**7.10** In case the Seminar Kit is found to be less in quantity and quality and not of standard quality or not supplied/ served in time, a penalty of 20% of work order will be levied as decided by the appropriate authority.

**7.11** Conditional/ Incomplete offers not conforming to tender document will be rejected.

**7.12** All the disputes shall be subject to the jurisdiction of Civil Courts situated at

Bhubaneswar.

**7.13** Failure to render Catering Service as per the approved technical specification of the items may lead to forfeiture of EMD, Security money deposited and non-payment of bills.

**DISPUTE RESOLUTION**

1. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities’ representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Organisng Committee, National Seminar, OUAT, Bhubaneswar.
2. The decision of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, neither party shall be entitled to suspend the work / service to which the dispute relates to, on account of the arbitration and in such case payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhubaneswar only. The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**Evaluation, Scoring and Selection Procedure**

1. **Technical Bid Evaluation**

|  |  |
| --- | --- |
| * + - 1. Agency with previous experience of successful completion similar job
 | 1 mark for each job(Maximum– 10 marks) |
| * + - 1. Agency with previous experience for successful completion of similar work will be given
 | Additional 1 mark for each service (Maximum– 10 marks) |
| * + - 1. Turnover (Last 3 years) –
 |  |
| * + - * 1. upto 10 lakhs
 | 5 marks/year(Maximum– 15 marks) |
| 1. From 10-25 lakhs/year
 | Additional 1 mark/ year (maximum- 3marks) |
| 1. More than 25 lakhs/year
 | Additional 1 mark/ year (maximum- 3marks) |
| 1. All supportive documents

(as per Annexure – II & Declaration Form) | 9 marks |
| **Total Marks** | **50**  |
| **Minimum qualifying marks** | **15** |

1. **Financial Bid Evaluation and selection**
	* + 1. Bid will be evaluated taking into consideration – 30% of Technical Bid and 70% Financial Bid.
			2. For Technical Bid, bidder securing highest mark will be awarded 100% percentile and rest of the Bidders will be awarded percentile mark in comparison with the Bidder securing highest mark.
			3. For Financial Bid, bidder quoted lowest price will be awarded 100 percentile and rest of the Bidders will be awarded percentile mark in comparison with the bidder quoting the lowest price.
			4. Final score of the Bidder will be calculated taking into consideration 30 % of Technical Bid (Percentile score) and 70 % of Financial Bid (Percentile score).
			5. The Bidder securing the highest final score will be awarded the work order.

**DECLARATION**

1. I have read the above terms and conditions carefully and these are acceptable to me.

2. I hereby declare that my agency/ firm/ company is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organization.

Name of Tenderer

Address

**Signature of Tenderer**

With Seal & Date

**DOCUMENTS TO BE SUBMITTED**

1. Self attested copy of PAN

2. Self attested copy of GST certificate

3. Self attested copy of valid food licence issued by competent authority (in case of catering services)

4. Self attested copy of Experience certificate for doing similar job

5. DD towards Tender Processing Fee (Non-Refundable).

6. DD towards EMD (Refundable).

7. Tender document signed with seal & date on each page.

8. Declaration form duly signed

*9.* Audited Balanced sheet and turn over for last 3 years.

*Note: If the above documents are not submitted the tender will be summarily rejected.*

**ANNEXURE-I A**

**Bidding Document for Supply of Seminar Kit** during

**National Seminar on ‘Extension Education Strategies For Digital Agriculture: Experiences and Sustainable Pathways”**

Dt.20 – 22 June, 2025. at OUAT, Bhubaneswar

Tender Notice No.: Date

1. NAME OF THE AGENCY

2. Details of Tender

a) Amount :

b) Name of Bank :

c) Bank Draft Number and Date\_

3. Details of EMD:

a) Amount :

b) Name of Bank :

c) Bank Draft Number and Date\_

**Signature of Bidder**

With Seal & Date

**ANNEXURE-II**

**TECHNICAL BID**

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Firm  |  |
| 2 | Address of the Firm with address proof(Electricity/ telephone bill) |  |
| 3 | Mobile Number |  |
| 4 | E-mail ID |  |
| 5 | PAN Number |  |
| 6 | GST Number |  |
| 7 | Audited Balanced sheet |  |
| 8 | Bank A/C No. With details (Branch Name, IFSC code) |  |
| 9 | Bank statement for the latest 6 months  |  |
| 10 | Experience Certificate along with proof (Work order copy along with satisfactory performance certificate) |  |

**Signature of Bidder**

With Seal & Date

**ANNEXURE-III A**

**Financial Bidding Document for Supply of Seminar Kit**  **during National Seminar on ‘Extension Education Strategies For Digital Agriculture: Experiences and Sustainable Pathways”**

Dt.20 – 22 June ,2025, at OUAT

**FINANCIAL BID**

*(To be filled by the bidder as given below.)*

1. **BAGS WITH PRINTING**

1). Jute Seminar Executive Bag with pattachitra in front. Handle, hanging strap hard based, velcore flap on the top ,Seminar name printed inside the bag, two compartment and one inner zipped pocket etc.,

1. CUSTOMISED PAD

1). Customised witting pad with OUAT, INSEE and OSEE logo as watermark in paper, designed cover page with Seminar name printing, 96 page scribbling stitched etc.

1. PEN

1). Smooth written blue ball point pen with the seminar name printing on the pen.

1. I CARDS

Seminar name designed Plastic card and Seminar name logo running printed neck strap.

**\*Rate per Person: Rs................... (Rupees........................................................................)**

 *(To be filled by the bidder)*

Declaration: The price is inclusive of all charges, taxes and statutory liabilities.The materials so supplied should be of good quality, neat and clean and free from damage. The maerials should be uniform in design, quality and size as per the sample given.

**Signature of Bidder**

With Seal & Date

**IMPORTANT DATES**

**Date of Availability of Tender :**  22 -05-2025

(The tender document can be downloaded only from the University website i.e. [www.osee.co.in](http://www.osee.co.in))

**Pre Bid Discussion :** 27-05-2025 at 4.30 PM.

**Last date of receipt of Tenders :**  06-06-2025 up to 5 PM.

**Date and Time for opening Sealed :** 09-06-2025 at 11.30 AM.

**Tenders/Technical Bids**

**Date for opening of Financial Bids :** 10-06-2025at 04.30 PM.

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**Venue : Conference Hall of the Dept. of Extension Education, College of Agriculture, OUAT, Bhubaneswar-751003**

**Mode of communication :** By telephone, email or SMS

 **to the qualified bidder**