



Fisheries & Animal Resources Development Department, Government of Odisha
Directorate of Animal Husbandry & Veterinary Services, Odisha, Cuttack
Website: dahvs.odisha.gov.in Phone No. 0671 2414629

E mail: dahvsorissa@gmail.com

Expression of Interest (Eoi)

Eoi No.: 18577

Dated: 10.12.2024

Selection of eligible bidder for rebranding of Mobile Veterinary Unit vehicles under Director, Animal Husbandry & Veterinary Services (AH&VS), Mangalabag, Cuttack of Fisheries & Animal Resources Development Department, Government of Odisha

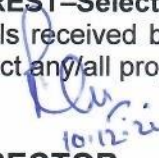
Director, Animal Husbandry & Veterinary Services (AH&VS), Mangalabag, Cuttack of Fisheries & Animal Resources Development Department, Odisha invites sealed proposals from the eligible bidders for selection of an agency for rebranding of Mobile Veterinary Unit vehicles of Odisha.

The Eoi document containing **details of scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters** can be accessed and downloaded from the website of the Directorate of Animal Husbandry & Veterinary Services, Odisha <http://dahvs.odisha.gov.in>.

The key events of the above bidding process are as follows:

Sl. No.	Critical Events	Time Line
1	Date of Issue of Eoi	12.12.2024
2	Submission of Pre-Bid Queries	19.12.2024 up to 5:30 PM
3	Pre-Bid Meeting	21.12.2024 at 10:30 AM
4	Date and Time for Submission of Bid	10.01.2025 up to 5:30 PM
5	Opening of Technical Bid	13.01.2025 at 11:30 AM
6	Opening of Financial Bid	To be intimated to the qualified bidder

The proposal complete in all respect must reach the undersigned in the address (The Director, Animal Husbandry & Veterinary Services, Odisha, Mangalabag, Cuttack-753001) through Speed Post/ Registered Post only latest by 10.01.2025 up to 5:30 PM in a sealed envelope clearly mentioning on the top of it "EXPRESSION OF INTEREST-Selection of agency for rebranding of Mobile Veterinary Unit vehicles". The proposals received beyond the last date and time shall be rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.


10.12.24
DIRECTOR

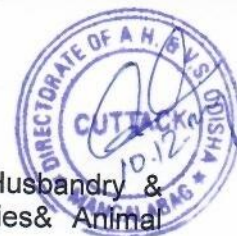
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DISCLAIMER

This Expression of Interest (Eol) is issued by the Director, Animal Husbandry & Veterinary Services (AH&VS), Odisha, Mangalabag, Cuttack under Fisheries & Animal Resources Development Department, Government of Odisha.



The information contained in this **Expression of Interest (Eol)** or subsequently provided to bidders, whether verbally or in documents or any other form by or on behalf of the authority or any of their employees or advisors, is provided to bidder on the terms and conditions set out in this Eol and such other terms and conditions subject to which such information provided. This Eol is not an agreement and is neither an offer nor invitation by the authority to the prospective applicants or any other person.

The purpose of this Eol is to provide interested bidders with information that may be useful to them in the formulation of their proposals pursuant to this Eol. This Eol includes statements, which reflect various assumptions and assessments arrived at by the authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This Eol may not be appropriate for all persons, and it is not possible for the authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part who reads or uses this Eol. The assumptions, assessments, statements and information contained in this Eol, may not be complete, accurate, adequate or correct. Each applicant 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 Eol and obtain independent advice from appropriate sources.

Information provided in this Eol to the applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Eol or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Eol and any assumptions, assessments, statements or information contained therein or deemed to form part of this Eol 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 applicant upon the statements contained in this Eol.

The issue of this Eol does not imply that the authority is bound to select an applicant or to appoint the selected applicant, as the case may be, for service and the authority reserves the right to reject all or any of the proposals without assigning any reason whatsoever. Director, Animal Husbandry & Veterinary Services (AH&VS), Odisha, Mangalabag, Cuttack under Fisheries & Animal Resources Development Department, Government of Odisha shall be the sole and final authority with respect to selection of a consultant through this Eol.

BIDDER DATA SHEET



1.	Name of the Client	Director, Animal Husbandry & Veterinary Services (AH&VS), Odisha, Mangalabag, Cuttack under Fisheries & Animal Resources Development Department, Government of Odisha
2.	Method of Selection	Lowest Price Bid (L1)
3.	Availability of EoI Document	http://dahvs.odisha.gov.in
4.	Date of Issue of EoI	12.12.2024
5.	Deadline for Submission of Pre-Bid Queries	19.12.2024 up to 5:30 PM
6.	Pre-Bid Meeting	21.12.2024 at 10:30 AM
7.	Publishing of Pre-Bid Clarification through Website	23.12.2024
8.	Last Date and Time for submission of Bid	10.01.2025 up to 5:30 PM
9.	Date of opening of Technical Bid	13.01.2025 at 11:30 AM
10.	Date of Opening of Financial Bid	To be intimated to the qualified bidder
11.	Expected Date of Commencement of Assignment	14.01.2025
12.	Pre-Bid Meeting	A pre-bid meeting will be held on 21.12.2024 at 10:30 AM in the Conference Hall of Directorate of AH&VS, Mangalabag, Cuttack. All queries should be received on or before 19.12.2024 up to 5:30 PM on Email: dahvsorissa@gmail.com in MS Word format addressed to: Director, Animal Husbandry & Veterinary Services (AH&VS), Odisha, Mangalabag, Cuttack - 753001
13.	Bid Processing Fee (Non-Refundable)	The bidder must furnish, as part of the Technical Proposal, a Bid Processing Fee amounting to Rs.5,900/- (Rupees Five Thousand Nine Hundred) only including taxes in shape of Demand Draft from any scheduled commercial bank in favour of Director, AH&VS, Odisha, Mangalabag, Cuttack drawn in any Scheduled Commercial Bank payable at Cuttack



14	Earnest Money Deposit (EMD) (Refundable)	The bidder except MSE/Start-ups must furnish, as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to Rs.1,00,000/- (Rupees One Lakh) only in shape of Demand Draft from any scheduled commercial bank in favour of Director, AH&VS, Odisha, Mangalabag, Cuttack drawn in any Scheduled Commercial Bank payable at Cuttack.
15	Address for Submission of Proposal	Director, Animal Husbandry & Veterinary Services (AH&VS), Odisha, Mangalabag, Cuttack – 753001 Telephone No- 0671 2414629 Email: dahvsorissa@gmail.com
16	Mode of Submission of Proposal	Mode of Submission: Speed Post/ Registered Post only to the address as specified above during office hour only. Submission of bid through other mode and late bid shall be rejected.
17	Place of Opening of Technical Proposal	Directorate of Animal Husbandry & Veterinary Services, Odisha, Mangalabag, Cuttack-753001 or any institution under F&ARD Department at Bhubaneswar

LETTER OF INVITATION

Section-1

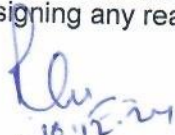
Eol No.: 18527

Dated: 10.12.2024



Name of the Assignment: Selection of an agency for rebranding of Mobile Veterinary Unit vehicles under Director, Animal Husbandry & Veterinary Services (AH&VS), Mangalabag, Cuttack of Fisheries & Animal Resources Development Department, Government of Odisha. More details on the proposed assignment are provided at Section-3: Terms of Reference of this Eol Document.

1. An Agency will be selected through **Least cost system** as prescribed in the Eol Document.
2. The bid complete in all respect as specified in the Eol document must be accompanied with a **non-refundable** amount of **Rs. 5,900/- (Rupees Five Thousand Nine Hundred only)** towards **Bid Processing Fee** and a **refundable** amount of **Rs.1,00,000/- (Rupees One Lakh only)** towards **EMD** in form of **Demand Draft** in favour of "**Director, AH&VS, Odisha, Mangalabag, Cuttack**" drawn in any Scheduled Commercial Bank payable at Cuttack, Odisha failing which the bid shall be rejected. MSE/Start-ups shall be exempted from paying the EMD on submission of supporting documents.
3. The bid must be delivered at the specified address as per the Bidder Data Sheet by **Speed post/Registered Post** only. The client shall not be held responsible for postal delay or delay due to any other consequence. Submission of bid through any other mode shall be rejected. The last date and time for submission of proposal complete in all respects is 10.01.2025 up to 5:30 PM and the date of opening of bid is 13.01.2025 at 10:30 AM in presence of the bidders/bidders' representatives at the specified address as mentioned in the Bidder Data Sheet. The representative of a bidder may attend the meeting with due authorization by the bidder in form of a letter.
4. This Eol includes following sections:
 - a. Letter of Invitation [Section -1]
 - b. Information to the Bidder [Section -2]
 - c. Terms of Reference [Section -3]
 - d. Bid Submission Forms (Section-4)
 - e. Annexure (Section -5)
5. While all information/data given in the Eol are accurate within the consideration of scope of the proposed assignment to the best of the client's knowledge, the client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The client reserves the right to accept/reject any/all proposals/terminate the entire selection process at any stage without assigning any reason thereof.


10.12.24
Director, AH&VS
Fisheries & ARD Department, Government of Odisha

INFORMATION TO THE BIDDER



Pre-Qualification /Eligibility Criteria:

Bidders must conform to the eligibility criteria laid below and must produce the required supportive documents/information to this effect as indicated against each as part of their technical proposal:

Sl. No.	Eligibility Criteria	Supportive Documents Required
1	The Bidder must be a single entity legally registered under appropriate authority in India. Consortium or Joint Venture is not allowed. The Bidder may be a proprietor or Company registered under Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.	Copy of Certificate of Incorporation/Registration of the bidder except proprietorship firm.
2	The bidder should have an average annual turnover of at least Rs.1,00,00,000 (Rupees One Crore) only during the three financial years (2021-22, 2022-23 and 2023-24).	Copies of audited account (balance sheet)/Income Expenditure Statement for the three financial years testifying to that the firm had an average annual turnover of at least Rs.1.00 crore (2021-22, 2022-23 and 2023-24). (TECH A -3). It should be Certified by a Chartered accountant.
3	The bidder must have completed at least 2 similar projects (branding of four-wheeler vehicles) with minimum value of Rs.Ten Lakhs in each of the cases during the 3 financial years (2021-22, 2022-23 & 2023-24) under Central/State Govt./PSUs/Autonomous bodies/Private Organisations. Similar Project means branding of vehicles (any four wheeler)	Copies of Work Orders and Contract Documents
4	The bidder should not have been blacklisted by the Central Government/any State Government or their agencies in India.	Self Declaration by the bidder or authorized representative on the bidder's letterhead
5	The Bidder must have its local office in Odisha	Declaration to this effect with office address

Documents to be submitted along with the BID (PART-A):



- The bidders have to furnish the following documents duly signed in along with their Bid:
- Filled in Bid Submission Check List in original (**Annexure-I**)
 - Covering letter (**TECH A-1**) on bidder's letterhead requesting to participate in the bid process
 - Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 - Copy of Payment of Bid Cost & EMD
 - Copy of Certificate of Incorporation/Registration
 - Copy of PAN
 - Copy of valid Goods and Services Tax Registration Certificate of Odisha GST Act.
 - Copies of IT Return for the three financial years (**FY2021-22, 2022-23 & 2023-24**).
 - General Details of the Bidder (**TECH A-2**)
 - Financial Details of the bidder (**TECH A-3**) along with all supportive documents such as Audited Account (Balance Sheet) and Income/Expenditure Statement duly certified and signed as per the instruction
 - Power of Attorney (**TECH A-4**) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.
 - List of completed/ongoing assignments of similar nature/similar projects (Past Experience Details, **TECH A-5**) along with copies of work orders and contracts. The bidder must produce completion certificate from the competent authority towards this. Assignment of similar nature/similar project means branding of four wheeler vehicles with value of at least Rs.10.00 lakhs in each case.
 - Undertaking for not having been black-listed by any Central/State Government/Any other Autonomous Body/PSU/International & National Organisation.
 - Declaration to the effect that the bidder has local office in Odisha, with office address

NB:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the EoI Document. The bid must be complete in all respects, indexed and hard bound. Each page should be numbered and certified by the authorised representative. Failure to comply with the EoI requirements will result in outright rejection of the proposal.

1. Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs.5,900/- (Rupees Five Thousand Nine Hundred Only)** in shape of DD from any Scheduled Commercial Bank in favour of 'Director, AH&VS, Odisha, Mangalabag, Cuttack' drawn in any Scheduled Commercial Bank payable at Cuttack. Proposals received without bid processing fee shall be rejected.

2. Earnest Money Deposit (EMD):

The bidder except MSE/Start-ups must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.1,00,000/- (Rupees One Lakh) Only** in shape of DD from any Scheduled Commercial Bank in favour of Director, AH&VS, Odisha, Mangalabag, Cuttack drawn in any Scheduled Commercial Bank payable at Cuttack. The EMD of unsuccessful bidders shall be refunded within one month from the date of award of contract.

The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the Contract.



The EMD will be forfeited on account of the following reasons:

- ☐ Bidder withdraws its proposal during the bid validity period as specified in the EoI
- ☐ Bidder does not respond to requests for clarification of its proposal
- ☐ Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification
- ☐ If the bidder fails to
 - provide clarifications
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
 - furnish required Performance Bank Guarantee.
- ☐ Any other circumstance which holds the interest of the client during the overall selection process.

3. Pre-Bid Meeting:

A pre-bid meeting will be organised by the client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at **(Annexure-II)** to **Director, AH&VS, Odisha, Mangalabag, Cuttack** through e-mail at dahvsorissa@gmail.com up to 19-12-2024 05:30 PM from the level of the bidder/authorized representative of the bidder. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** The pre-bid meeting will be held on 21.12.2024 at 10:30 AM in the Conference Hall of Directorate of AH&VS, Mangalabag, Cuttack-753001 or any institution under F&ARD Department at Bhubaneswar. Representatives (**maximum up to 2 members from each bidder**) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the website <http://dahvs.odisha.gov.in> for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this EoI. Request for alternation/change in existing terms and conditions of the EoI shall not be considered/entertained.

4. Authentication of Bid:

The bid should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format **TECH A-4** as provided in the EoI, if not signed by the bidder.

5. Submission of Bid:

Bidder must submit their Bid by **Registered Post/Speed Post** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The client will not be responsible for postal delay/delay due to any other consequence in receiving of the proposal. The proposal must have to be submitted in two parts (Technical Proposal & Financial Proposal). Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the bidder/representative of the bidder with numbering of pages and in conformation to the eligibility qualifications clearly indicated using an index page. The Client shall not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline shall be out rightly rejected.

The procedure for submission of the proposal is described below:

i) The Bid:

The technical bid shall be kept in one closed envelope and the financial bid in another closed envelope. A third closed envelope containing the technical and financial bids shall be **SUPERSCRIBED** as "**Bid-Selection of agency for rebranding of MVU vehicles under DAH&VS, Mangalabag, Cuttack of F&ARD Department, Odisha**". The duly filled-in bid submission forms along with all the supportive documents and information have to be furnished as per the requirement. On the envelope proper labeling of following information in bold shall be done:

NAME OF THE ASSIGNMENT:

EoI NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:



6. Opening & Evaluation of the Bid:

The Bids will be opened by the client in presence of the bidders/ bidders' representatives at the location, date and time specified in the Bidder Data Sheet. The client will constitute a Evaluation Committee to evaluate the bids submitted by bidders. Only one representative for each participating bidder with proper authorization letter from the bidder will be allowed to attend the bid opening meeting. The financial bids of the qualified bidders in preliminary evaluation/technical evaluation shall only be opened.

7. Evaluation of Proposal:

A two stage process will be adopted as explained below for evaluation of the proposals:

- ☐ **Preliminary Evaluation/Technical Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ✓ Covering letter (TECH A-1) on bidder's letterhead requesting to participate in the selection process.
 - ✓ Copy of payment of Bid Processing Fee & Earnest Money Deposit (EMD)
 - ✓ Copy of Certificate of Incorporation/Registration
 - ✓ Copy of PAN
 - ✓ Copy of Goods and Services Tax Registration Certificate Under Odisha GST Act.
 - ✓ Copies of IT Return for the three financial years (FY 2021-22, 2022-23& 2023-24).
 - ✓ General Details of the Bidder (TECH A-2)
 - ✓ Financial Details of the bidder (TECH A-3) along with all supportive documents as applicable duly signed as per the instruction
 - ✓ Power of Attorney (TECH A-4) in favour of the person signing the bid on behalf of the bidder.
 - ✓ List of completed assignments of similar nature/similar projects (Past Experience Details, TECH A-5) along with copies of work orders and contracts. The bidder must produce completion certificate from the competent authority towards this.
 - ✓ Self Declaration regarding not having any concurrent contract with any Official/ Organisation involved in **rebranding of MVU vehicles** at the time of bid submission (TECH A-6)
 - ✓ Undertaking for not having been black-listed by any Central/State Government/PSU/Autonomous bodies/International & National Organisation.
 - ✓ Declaration to the effect that the bidder has local office in Odisha, with office address

Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected.

- ☐ **Bid Evaluation (2nd Stage):** The bids of the bidders who fulfilled the eligibility criteria shall be taken into consideration for evaluation of the financial quotes. The financial quotes of the eligible bidders only shall be opened and evaluated in the presence of the bidders/bidders' representatives who wish 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. The date of opening of financial bids/quotes will be intimated to the qualified bidders.

8. Evaluation Process:

Out of the eligible bidders who quoted the lowest price (L1) shall be selected.

9. Performance Bank Guarantee (PBG):

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a Scheduled Commercial Bank situated in Cuttack in favour of **Director, AH&VS, Odisha, Mangalabag, Cuttack** as per the format at **Annexure-III**. MSE/Start-up

shall deposit the performance security @25% of that applicable to normal bidder as per Rule 213(III) OGFR -2023 .Performance security should remain valid for a period sixty days beyond completion of all contractual obligation including warranty. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

10. Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc. At no stage the negotiated price will be above the bidder's quoted price.

11. Award of Contract:

After selection, the client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidder will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. ***Sub-contracting is not allowed under this assignment under any circumstance.***

12. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme/project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the client as this would amount to their disqualification and breach of contract.

13. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the

rejection of the proposal.

- b. A proposal shall be rejected if there's a recommendation for award of Contract in favour of the bidder and 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.

15. Language of Proposals:

The proposal and all related correspondences exchanged between the bidder and the Client shall be written in the **English** language only. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

16. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidders are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

17. Bid Submission Forms:

Wherever a specific form is prescribed in this EoI document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the bidder should design a form to hold the required information. *Any deviation to the prescribed format of the EoI results in rejection of the proposal.*

18. Local Conditions:

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the proposal at its own interest and cost.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Cuttack only.

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt. of India and Govt. of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per



week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.



21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract. Any effort by the bidder to influence during the proposal evaluation stage may result in the rejection of the proposal.

22. Amendment of the EoI Document:

At any time before submission of proposals, the client may amend the EoI by issuing an addendum through Directorate of Animal Husbandry & Veterinary Services website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the client may, at its discretion, extend the deadline for the submission of the proposal.

23. Client's right to accept any proposal and to reject any or all proposal/s

The client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/improper response by the bidder may lead to disqualification of the bid. If such disqualification/rejection occurs after the proposals have been opened and the highestranking applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the client, including annulment of the selection process.

24. Copyright, Patents and Other Proprietary Rights:

Fisheries & Animal Resources Development Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights but not limited to patents copy rights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the client's request, the Partnering Agency shall take all necessary steps to submit them to the client in compliance with the requirements of the contract.

25. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the client in writing, the agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by

the Force Majeure event. The agency shall advise client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.



26. Arbitration:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Principal Secretary to Govt., Fisheries & Animal Resources Development Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held in Cuttack.

27. Disqualification of Bid:

The proposal of the bidder is liable to be disqualified in the following cases as listed below:

- ☐ Proposal submitted without Bid Processing Fee & EMD as applicable
- ☐ Proposal not submitted in accordance with the procedure and formats as prescribed in the EoI
- ☐ During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- ☐ Proposal is received in incomplete form
- ☐ Proposal is received after due date and time for submission of bid
- ☐ Proposal is not accompanied by all the requisite documents /information
- ☐ A commercial bid submitted with assumptions or conditions
- ☐ Bids with any conditional technical and financial offer
- ☐ If the bidder provides any assumption in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/best value
- ☐ Bid is not properly sealed or signed
- ☐ Any deviation in the bid
- ☐ Bid is not conforming to the requirement of the scope of the work
- ☐ Bidder tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- ☐ If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- ☐ Bidder or any person acting on its behalf indulges in corrupt and fraudulent practices.
- ☐ Failure to agree with terms and conditions of the EoI
- ☐ *The quoted professional fee not within the prescribed limit of the EoI.*
- ☐ ***Any other condition / situation which holds the paramount interest of the client during the overall selection process.***

TERMS OF REFERENCE

Background:

In Odisha, there are 314 Mobile Veterinary Units providing livestock healthcare and animal husbandry services in villages @ one unit in each block. The MVU vehicles were previously branded and those vehicles require rebranding.

Objectives:

- ☐ To create mass awareness among the livestock and fish farmers of the state on Mobile Veterinary Units
- ☐ To create interest and awareness among general public of the state to go for livestock & poultry farming for economic uplift.
- ☐ To improve the quality of scheme implementation and service delivery in livestock sector.

1. Project Scope:

- 314 MVU vehicles shall be rebranded with the approved designs.
- The vehicles will be rebranded at 7 different locations in the state.
- Before the rebranding, the existing branding work shall be removed.
- The vehicles are of TATA make (TATA Winger vehicles with outer specifications similar to 108 Ambulance vehicles).

2. Deliverables:

The technical specifications of the rebranding work shall be as follows:

- Branding materials shall be of vehicle rap vinyl (as per the colour of the approved design) of 120 gsm measure. Letter portion of the rebranding work shall be of vehicle rap vinyl (as per the colour of the approved design) of 120 gsm measure with use of cutting plotter. Image portion of the rebranding work shall be of 150 gsm vinyl (as per the colour of the approved design) with HP latex printing and lamination. The vinyl shall be of LG/3M/Avery brands to maintain quality.
- The branding work shall be durable with 2 years of warranty (the agency shall repair/replace any damage out of normal wear and tear).
- The colour of the rebranding work shouldn't fade away during the warranty period. The branding materials shall be well-stuck to the vehicle for the warranty period. Any aberration in retaining colour and sticking of the branding material to the vehicle during the warranty period shall be repaired/replaced by the agency without any further cost.
- There shall be careful removal of the existing branding work so that there will not be any damage to the colour of the vehicle. If any damage to the colouring of the vehicle occurs during rebranding work, the agency shall colour the vehicle at its own cost.
- Rebranding work of 314 MVU vehicles shall be done at 7 different locations in Odisha viz. Bhubaneswar, Cuttack, Baripada, Sambalpur, Balangir, Berhampur and Koraput. Around 30 to 50 vehicles are expected to be rebranded at one location.
- Rebranding work shall be completed within 21 days from the date of issuance of work order to this effect.
- Payments shall be made after getting required certificates from the concerned CDVOs on successful completion of rebranding work.



SECTION: 4

BID SUBMISSION FORMS

Technical Bid

Form-1

COVERING LETTER



(ON BIDDER'S LETTER HEAD)

To

[Location, Date]

The Director, AH&VS
Mangalabag, Cuttack-753001

Subject: Selection of agency for rebranding of MVU vehicles under The Director, AH&VS, Mangalabag, Cuttack-753001 of Fisheries & Animal Resources Development Department

[TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Expression of Interest No.: _____, dated _____.

I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EoI document. In case any provision of this EoI is found violated, then your Department/Directorate shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

**Form -2****Bidder's Organisation (General Details)**

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : DD No. : Date: Name of the Bank:	
7	EMD Details Amount : DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the stipulated scope of work of the EoI	YES
11	Willing to accept all the terms and conditions as specified in the EoI	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

**Form-3****Bidder Organisation (Financial Details)**

Details	FY 2021-22	FY 2022-23	FY 2023-24
Annual Turnover (Rupees in Crore)			

Supporting Documents:

- Audited certified financial statements for the three FYs (2021-22, 2022-23 & 2023-24) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).
- ***Filled-in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be outrightly rejected. No scanned copy will be entertained***

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature shall be entertained]

Technical Bid

TECH A



Form-4

FORMAT FOR POWER OF ATTORNEY

(To be provided in original on Bidder Letter Head as part of the Technical Proposal on Stamp Paper of value required under law duly signed by the competent authority of the bidder)

Dated: _____

POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents, we _____ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. _____ (Name of the Person(s)), domiciled at _____ (Address), acting as _____ (Name and Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [Name of the Assignment] involving the deliverables as per agreement with _____, vide Expression of Interest (EoI) Document dated, issued by Director, AH&VS, Mangalabag, Cuttack under F&ARD Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For: _____

(Signature of the Authorized Representative with Date) ACCEPT:

Signature, Name & Designation of person executing attorney

NB: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).

**(BIDDER'S PAST EXPERIENCE DETAILS)****Table -1 (Lists of completed/ongoing Assignments of similar nature during the 3 years: 2021-22, 2022-23 & 2023-24)**

Sl. No.	Period	Assignment	Name of the Client	*Contract Value (in INR)	Date of Award / Commencement of Assignment	Date of Completion of Assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

[*Contract value equal or more than Rs.10.00 lakh]

Note: Bidders are requested to furnish the list of the assignments of similar nature/similar projects (branding of vehicles) undertaken/ completed during the 3 Financial Years (21-22, 22-23 & 23-24) having contract value equal or more than Rs.10.00 lakh each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order/Contract Document need to be furnished along with the above information in technical proposal failing which the assignment will not be taken into consideration for evaluation purpose.

Assignments of similar nature/similar project means branding of four wheeler vehicles.

Authorized Signatory [In full initials with Date and Seal]:_____

Communication Address of the Bidder:_____

Technical Bid

TECH A



Form-6

BIDDER ORGANISATION

(Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

Authorized Signatory *[In full and initials]*:

Name and Designation with Date and Seal:

COVERING LETTER

(In Bidder's Letter Head)



[Location, Date]

To

The Director, AH&VS
Mangalabag, Cuttack-753001

Subject: Selection of Agency for "Rebranding of MVU vehicles" under the Director, AH&VS, Mangalabag, Cuttack-753001 of Fisheries & Animal Resources Development Department

[FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Expression of Interest No. _____, Dated: _____.

Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the EoI document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the EoI and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

Financial Bid



Form-8

FINANCIAL BID

It should be submitted in separate closed envelope subscribed Financial Bid for rebranding of MVU vehicles.

Sl. No.	Particulars	Amount in INR
1	Cost of Rebranding of one MVU vehicle	
2	Total cost for rebranding of 314 MVU vehicles as per Eol	
3	GST@ _____ %	
Grand Total (2+3)		
In Words		

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date & Seal: _____

*The Financial Bid/Quote of only the technically qualified bidders/bidders shall be opened.



TECH A

SECTION -5

ANNEXURES

**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (Form-1)		
3	Bid Processing Fee of Rs.5,900/- in form of DD/ BC		
4	EMD of Rs.1,00,000/- in form of DD		
5	Copy of proof of payment of bid cost and EMD		
6	Copy of Certificate of Incorporation / Registration of the Bidder.		
7	Copy of PAN		
8	Copy of Goods and Services Tax Registration Certificate of Odisha GST Act.		
9	Copies of IT Returns for the 3 FYs (2021-22, 2022-23 & 2023-24)		
10	General Details of the Bidder (Form - 2)		
11	Turnover of the bidder (Form - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Audited Account (Balance Sheet) for the concerned period		
12	Power of Attorney (Form - 4) in favour of the person signing the bid on behalf of the bidder		
13	List of completed assignments of similar nature (Past Experience Details) (Form - 5) along with the copies of work orders / contract paper for the respective assignments		
14	Brief Profile of Bidder Organisation (Form-6)		
15	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
16	Declaration to the effect that the bidder has local office in Odisha, with office address		
17	Covering Letter (Form-7)		
18	Financial Quote (Form-8)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- Documents have been bound with no loose sheets and each page is numbered, along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____



FORMAT FOR SUBMISSION OF PRE-BID QUERY

- The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Director, AH&VS, Mangalabag, Cuttack through email at dahvsorissa@gmail.com latest by **19.12.2024 up to 5:30 PM** as per the prescribed format only as mentioned below.

Sl. No.	Eol Document [Section & Page Number]	Content of Eol requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			
5.			
6.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any request for clarifications post the indicated date and time as per the Instruction sheet of the Eol shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the Eol, project requirements, and opportunity to seek clarification regarding any aspect of the Eol and the project.
- The Client will endeavour to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

PERFORMANCE BANK GUARANTEE FORMAT

To

**The Director, AH&VS
Mangalabag, Cuttack-753001**

WHEREAS (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of EoI No..... dated to undertake the service (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by..... (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of

..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until theday of , 2024/2025

Our branch at Cuttack (Name & Address of the Bank) 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 Cuttack branch a written claim or demand and received by us at our Cuttack branch on or before Dt otherwise banks shall be discharged of all liabilities under this guarantee thereafter.

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

.....
Name and designation of the officer