



**CHIEF DISTRICT VETERINARY OFFICER, NUAPADA**  
FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Reference No: **5345**

Date: **07/12/2025**

Short Tender for "INSTALLATION OF TENTAGE AND RELATED WORKS FOR MATSYA O PRANISAMPAD MELA 2025".

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, NUAPADA

Maximum Tender Value: 3,40,000/-

E-mail-cdvonuapada3@gamil.com

Contact person: SDVO, O/o the CDVO, Nuapada

Tel: 9937534540

**SECTION I**  
**IMPORTANT DATES OF THE TENDER**

Date of publication of Bid  
Document in Website.

:08.12.2025

Last Date & Time of Receipt of Bid  
Document

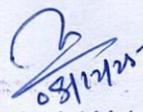
:23.12.2025, 5 PM

Date & Time of Opening of  
Technical BID (Cover-A)  
And  
Price Bid (Cover-B)

:24.12.2025, 3 PM onwards

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

Office Chamber of the  
Chief District Veterinary Officer,  
Nuapada

  
Chief District Veterinary Officer  
Nuapada.

**SECTION II**  
**GENERAL DEFINITION AND SCOPE OF CONTRACT**

**1. General Definitions**

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the CDVO Nuapada who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee and Technical Committee** are Committees so constituted by the Collector and DM, Nuapada to decide on the purchase of goods.
- **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

**2. Scope:**

- The bids are invited for installation of tentage and related activities for organization of 2 days MATSYA OF PRANISAMPAD MELA between 01.01.2026 to 07.01.2026. The exact dates will be announced shortly.
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.



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**SECTION III**  
**GENERAL INSTRUCTION TO BIDDERS**

- Sealed tenders are invited in two bid system from reputed firms having valid GST Registration for “**INSTALLATION OF TENTAGE AND RELATED ACTIVITIES FOR MATSYA O PRANISAMPADA MELA 2025**” to be organized in the Police Ground for 2 days between **01.01.2026 to 07.01.2026**. The exact dates will be announced shortly.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **23.12.2025, 5 PM** Speed Post /Regd. Post/ directly put to the drop box.
- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- The bidder(s) shall have to submit their tender in two separate sealed envelopes, that is one for technical bid by superscribing “**Cover A (Technical Bid)**” & second for “**Cover B (Price Bids)**.” The technical Bid and price Bid (or Financial Bid) should be put into a third Cover, which should be super-scribed as “**BID FOR INSTALLATION OF TENTAGE AND RELATED ACTIVITIES FOR MATSYA O PRANISAMPADA MELA 2025**” and should be addressed to:  
  
**Chief District Veterinary Officer,**  
**At/Po/ Dist- Nuapada**  
**Pin- 766105**
- The Sealed tenders submitted by the bidders will be opened in the Office of the CDVO, Nuapada on **24.12.2025 at 3 PM**.
- The bidders or their duly authorized representatives may remain present during the tender evaluation. However, their absence will not debar them from participating in the bidding process.
- The interested bidders can download the entire Tender Document from the website **<https://nuapda.odisha.gov.in>** and submit the tender paper along with required documents and all the requested fees.
- The bidders can take the tender documents from of the O/o the CDVO, Nuapada from account section by making a Govt. deposit of Rs.500 /- (Rs-five hundred only) towards cost of tender paper and tender processing free.

  
**Chief District Veterinary Officer**  
**Nuapada**

**SECTION IV**  
**GENERAL TERMS AND CONDITIONS**

1. The Tender Inviting Authority working in the F&ARD Department, Govt. of Odisha requires installation of Tentage and related works on the eve of MATSYA O PRANISAMPAD MELA" to be held in the Police ground between 01.01.2026 to 07.01.2026. The exact dates will be announced shortly.
2. Rate should be quoted in Indian Currency with paisa in two decimals only against each item as the payments will be made in Indian currencies only.
3. The bidder shall not quote the rate for any item other than the item specified in the list.
4. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/ India from time to time.
5. The bidder should have valid PAN & GST registration.
6. The bidder should have valid up-to-date TAX (Income Tax & GST) return certificate.
7. The bidder should have experience of organizing such Melas in Govt Departments for at least 3 years.
8. The bid shall have a validity period of 180 days from the date of opening of the technical bid. The bidders can't withdraw their bid after opening of technical bid or after accepting the Letter of Award.
9. The tender documents should be clearly written /typed without any correction, interpolations, and overwriting. Each page of the tender document should bear the dated signature of the bidder and should be clearly numbered.
10. If any information or document furnished by the bidder is found not be misleading / incorrect at any stage, the bid will be rejected.
11. The bidder has to abide by the terms and conditions of the bid document and cannot keep any preconditions.
12. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date of submission of bids and opening of bids will be the following next working date & same time.
13. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
14. The bidder should submit/furnish a certificate to the effect that the price quoted by them is not more than the open market price.
15. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Nuapada or Hon'ble High Court of Odisha.



**Chief District Veterinary Officer**  
**Nuapada-**

16. 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 or their quoted rate.

17. *No precondition by the bidder shall be acceptable and in such cases the tender will be rejected outrightly. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*

18. **Tender processing Fee and EMD:**

- a) The bidder shall deposit an amount of **Rs.500/- (Rupees five hundred only)** toward cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ online transfer.**
- b) The demand draft / online transaction slip of online transfer or Govt. money receipt of Rs.500/- is to be attached with the technical bid documents.
- c) An amount of **Rs. 5,000/- (Rupees five thousand)** towards **BID security** through Account payee demand draft/ fixed deposit pledged to CDVO Nuapada/ bank guarantee from any commercial bank need to be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
- d) The bid security will be returned to unsuccessful bidders without interest.
- e) Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.
- f) The online transfer of money made and A/C payee demand draft can be made in favour of the following bank particulars of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents.

**Chief District Veterinary Officer, Nuapada**

**Account No: 11200070900**

**IFSC: SBIN0000142**

**SBI Main Branch Nuapada**



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Nuapada-**

19. **Documents to be submitted with the Technical Bid(with Annexure-I in COVER-A):-**

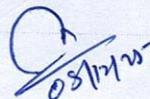
SI No	Document type (To be self-attested and numbered)
1	Forwarding letter in the pad of the firm with check list of following Documents
2	Tender processing fee as mentioned above
3	Earnest Money Deposit (EMD or BID security fee) as mentioned above.
4	Details name, address, telephone, no Fax, e-mail of the firm in the format <b>Annexure-I</b>
5	Copy of PAN CARD & GST registration certificate.
6	Copy of latest GST payment receipt.
7	Copy of latest I.T Rerun
8	Proof of experience of having completed similar works in last 3 years
9	Declaration for not being backlisted by any Govt. institution
10	Declaration that price quoted by them is not more than the open market price in
11	Copy of 1 <sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank account details.

20. **COVER-B (PRICE BID)**

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover "B" (price Bids) format at **Annexure-IV**.
- b. **Cover -B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.**
- c. The Price Bid should be quoted inclusive of insurance, packing forwarding, transportation installation and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

21. **Evaluation:**

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters set out at **Section IV-19**.
- b. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the Financial bid evaluation.



- c. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2/L3 supplier at L1 rate, if they agree to supply at L1 approved rate or negotiated rate.

## 22. Delivery

- a. The Successful bidders shall have to install the tentage and related activities as per the schedule of requirement in the Police ground at Nuapada for organization of the Mela for 2 days of the event.
- b. The bidder will be allowed to start his work in the ground well ahead and the work should be complete in every respect positively by **11 AM on the day prior to the Mela.**
- c. The bidder shall have to arrange his personnel for watch and ward of this tent house materials and articles and the Tender Inviting Authority will be in no way responsible for any theft or fire or any unforeseen events thereof.
- d. The bidder should keep in readiness adequate manpower/ technicians to address any eventualities like snags in audiovisual system, electrical wirings and any short comings in the tentage.
- e. The bidder shall have to keep a power back up system (Genset) for uninterrupted supply of power during organization of the event.
- f. If the bidder fails to execute the work as per agreed terms and conditions after getting purchase order within the stipulated time period or violates the tender terms & conditions, he shall be blacklisted and will be debarred to participate in any tender.
- g. The bidder has to obtain 3 safety certificates from competent authorities: structural safety certificate of the tent house, electrical safety certificate of the electrical works from a govt. engineer and fire safety certificate from District Fire Officer and submit the same to the TEA on the day prior to the Mela.

## 23. Payment:

After successful implementation of the event and production of bills by the successful bidder, 100% payment shall be made by the CDVO Nuapada.

**24. Penalties:** Violation of any term and condition laid down as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.

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

  
Chief District Veterinary Officer  
Nuapada-

## SECTION V

### SCHEDULE OF REQUIREMENTS

NAME OF THE EVENT: MATSYA O PRANISAMPADA MELA

DATES OF THE EVENT: For 2 days between 01.01.2026 to 07.01.2026, Exact dates will be notified shortly. VENUE: POLICE GROUND, NUAPADA

Sl. No	Name of the work	Work Specifications	
1	Main Stage	The front side of the existing main stage should be decorated properly with a crown of adequate width, Side and bottom properly covered with cloth. Three side walls should be covered with dropped cloth with uniform coloured cloth separated properly for the 2 side green rooms and the total stage including green room are to be properly finished with good quality mat.	
		Truss for stage	A platform is available on the ground with elevated floor, and GI roof, the bidder has to decorate and design it in to a main stage as per the need of the Mela and as per direction of the Officer-in-Charge.
		Filling of holes	The potholes on the floor has to be filled with sand or soil before carpeting.
		Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
		Step	Fabricated steps with guards on both side with adequate carpeting and decoration will be used by the bidder.
		Furniture	Six VIP chairs covered with new white towels, Three teapoys, 8 chairs on the back row, podium and one table or a Teapoy on the backside for keeping bouquets, gifts, certificates etc.
		Fans/Coolers	Minimum three pedestal fans or Coolers or as per need for utmost comfort of the Guests.
		Lighting	As per need
		Sound system	Adequate arrangement should be made for clear audibility of 500 people and display of audiovisuals in the backdrop LED Wall along with sound. Good quality mikes on the podium and minimum three cordless mikes on the stage with back up for malfunction.
2	Green Rooms (Two Nos)***	Two green rooms with of adequate size as advised by the officer in charge should be made by the side of the main stage with minimum furniture for storing and for preparation of artists for cultural programmes.	
	VIP Lounge	Design	As per the design and specification to be given by Authority & as per the direction of the Officer-in-charge.
		Structure & clothing***	Bamboo/iron Ballhas with tarpaulin covering. The design structure should be covered with

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			batten framing & new white cloth. As per the direction of the Officer-in-charge.
		<b>Flooring</b>	Full Floor to be covered with attractive Coloured matting. As per the direction of the Officer-in-charge.
3		<b>Furniture</b>	3nos of sofa set along with teapoys, one pantry table, 6 nos of VIP covered chairs so that 10 Hon'ble Guests can sit at a time for refreshment. As per the direction of the Officer-in-charge.
		<b>Closures</b>	The room should have screens for the doors of the VIP room as per direction of Officer in charge. There should be one door to outside and on door to the stage.
		<b>Decoration</b>	On entry gates and table buckeyes & normal light & fans arrangement. As per the direction of the Officer-in-charge.
	<b>*** NB</b>	If there will not be adequate space for the green rooms and VIP lounge by partitioning of the main stage, the main stage has to be extended or new structures are to be made by bamboo/iron poles as per the directions of stage incharge.	
4	<b>Installation of Stalls (20 Nos)</b>	<b>Structure</b>	Stall of Size 12' x 10' made of Bamboo/iron structure properly braced with using 3" to 6" size bamboo/iron. The roof should have rain proof tarpaulin on the top and should have quality cloth below to protect from sun rays and rain, and floors should be provided with floor mat. As per the direction of the Officer-in-charge.
		<b>Lighting &amp; Fan</b>	Electrification of stall with LED 40 watt Light 2 nos and one fan in each stall.
		<b>Ceiling &amp; Wall</b>	Ceiling and three side cloth walls of the stall with single color cloth. As per the direction of the Officer-in-charge.
		<b>Facia</b>	The running Facia will be erected of 2.5' height. All the facia will be covered with single color cloth. As per the direction of the Officer-in-charge.
		<b>Furniture</b>	Each stall should be supplied with 4 nos of plastic moulded good quality chair and 2 tables of 4'x2' x H-2.5' (minimum). Wrapped with white cotton cloth.  <b>The bidder should have surplus table of above size of minimum 10 nos in reserve for decoration of stall</b>
		<b>Numbering of Stall</b>	All stalls should be numbered. As per the direction of the Officer-in-charge.

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*08/11/23*

		<b>Closures</b>	Front cloth drops/screens. As per the direction of the Officer-in-charge.
5	Seating Arrangement for 500 persons and 40 VIPs in the front in front of the Main stage	<b>Structure</b>	Erection of structure for seating arrangement of 500 persons using good quality bamboo/iron pole structure properly placed, and making the roof rainproof with tarpaulin on the top and with good cloth below for protection from sun and rain. The minimum height of the structure should be 15'. Size of the structure should comfortable for seating of 500 farmers.
		<b>Flooring</b>	Full flooring with good quality Carpet/floor material as per the direction of the Officer-in-charge.
		<b>Lighting and Fan</b>	As per need. Adequate no of pedestal fans minimum 8 fans: 4 each on both side of the farmers sitting area to be provided for comfort of the farmers.
		<b>Facia</b>	The running Facia will be erected of 4' height. All the facia will be covered with single color cloth. A running cloth jhallar of 1' width will be put in the front side, below to the fascia frame. As per the direction of the Officer-in-charge.
		<b>Furniture</b>	Plastic moulded Chair 500 nos & VIP Chair 40 Nos in the front, as per the direction of the Officer-in-charge.
6	Gates 2 Nos	<b>First Gate</b>	by the side of the NH box pattern gate with appropriate design and adequate size decorated with balloon and fitted with flex as the main entrance gate of the Field. (Flex will be provided by the office) as per the direction of the Officer-in-charge.
		<b>Second entrance gate</b>	with appropriate design and adequate size box pattern gate as the second entrance gate of the Field. (Flex will be provided by the office) As per the direction of the Officer-in-charge.
7	Open Space	<b>For Live animal and live fish demonstration</b>	1500 square feet of open space will be used for live animal and live fish demonstration. The exact design as per direction of the Officer in charge.
		<b>Structure</b>	Erection with bamboo/iron poles with rain and sun proof roof with good roofing material with a minimum height of 15 ft. The open space will be barricaded with strong bamboo/iron poles and partitioned into exhibition of live animals. Strong pegs will be provided in each partition for tying of animals. Partitions will be kept open for ventilation.

	<b>Open space (Cont...)</b>	<b>Floor</b>	On the animal side floor will remain uncovered, on the fishery side floor to be covered with green shed net.
		<b>Shielding from sun</b>	Since live animals will stay for 2 days, the bidder should be ready with adequate green shed nets and have provision for hanging so as to prevent livestock and poultry from direct sun rays.
		<b>Poultry compartments</b>	The bidder should be ready with wire mesh, plastic nets for partitioning of poultry compartments.
		<b>Electrical fittings</b>	Adequate lighting and provision of fans for the utmost comfort of live animals and fish. There will be 24-hour electrical supply for the animals and fish in the exhibition.
<b>8</b>	<b>Audio Visuals &amp; Ground Lighting</b>	<b>Sound system</b>	Mike, Amplifier, Sound Systems for managing the events with minimum 6 nos of mike sets (4 Nos Cordless) and adequate nos of speakers of 100 watt and above as per the direction of the Officer-in-charge.
		<b>Lighting</b>	20 nos of spot light for lighting of the total ground area as per the direction of the Officer-in-charge. Adequate lights in the stalls, 2 gates, main stage, green rooms, VIP lounge, and open space demonstration and control and coordination cell.
		<b>Power backup</b>	The bidder should be ready with a power generator of adequate capacity (Genset) with fuel to meet any eventuality in case of power failure. The generator should have the capacity to provide power to all electrical devices simultaneously. The bidder should keep ready skilled manpower to handle power issues.
<b>9</b>	<b>Video Corner</b>	Installation of Video LED with 12 ft X 8 ft size to be installed on the back of the Main stage, should display the audiovisual programmes of the department and display the stage events live on the screen. The bidder should make all arrangements for display of audiovisuals on the screen like laptops, cameras, network and all accessories.	
<b>10</b>	<b>Open ground</b>	The entire open ground inside the tent area will be covered with green shed net. The entire area will be barricaded on all 4 sides and shielded to prevent entry of stray animals	
<b>11</b>	<b>Dining Area</b>	An area of 2500 square foot to be covered with roof cloth and barricaded for dining. The exact location and dimension will be given by the Officer-in-charge. 10 tables will be provided for the purpose.	

Tender Inviting Authority

11 | Page

  
Chief District Veterinary Officer  
Nuapada-

COVER-A

Annexure-I

**Technical Bid (pl see Section IV-19)**

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

Sl no	Document type to be submitted
1.	Forwarding Letter in the pad of the firm with all the relevant documents.
2.	Details of name of the firm and address (Registered office and Operating Branch) Office: - Residence: - Mobile: - e-Mail I.D.: -
3.	Details of Tender Processing Fee
4.	Details of amount of Earnest Money Deposit
5.	GST Registration Number (Enclose Photo copy of GST certificate)
6.	Income Tax Account No. (Enclose Photo copy of PAN)
7.	Copy of Latest GST payment receipt.
8.	Copy of latest IT returns
9.	Declaration for not being black listed
10.	Proof of experience of having completed such works in last 3 years
11.	Declaration for price quoted not more than open Market Price
12.	BANK details: Bank name, Account No. IFSC code (Copy of pass book/ Cancelled Cheque)

**DECLARATION**

1. I..... Son/ Daughter/ Wife of Shri..... Proprietor/ Partner/ Director/ authorized signatory of the agency mentioned above state that I am competent to sign this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true & authentic to the best of my knowledge and belief. I/ We do hereby undertake that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

4.  
Place

Date

Signature of Authorized person

Full Name:

Seal



Chief District Veterinary Officer

Niyapada-

**Annexure-II**

**DECLARATION for not being black listed**

I/We.....( Name & Designation) having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of tender of the Chief District Veterinary Officer, Nuapada, Odisha, for .....MOPSM 2025 of Nuapada District. I will abide with all the terms & conditions set for in the tender paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization/ Govt. Veterinary institutions for supply on Non-Standard Quality (NSQ) items/ part-supply/non-supply.

That, I am not a defaulter in supply of any items to Chief District Veterinary Officer, Nuapada, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the tender documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid documents.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the Tender terms & conditions.

Signature of the bidder:

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate/Notary Public:



Chief District Veterinary Officer  
Nuapada

**Annexure-III**

**DECLARATION FOR LOWER THAN MARKET PRICE**

We, M/S-----who is a manufacturing unit/ wholesaler/ distributor/ C & F agent declare that price quoted by us is not more than the open market price or also under GeM Rate Contract/CGHS/NPPA or rates fixed by Govt. of India where such rate exists.

Signature of Proprietor/ Authorized person  
with seal of

Name of the  
Manufacturing Unit/ Wholesaler/  
Distributor/ C & Agent

  
08/14/20

Chief District Veterinary Officer  
Nuapada

Agency/Firm name-  
Address

Sl. No	Name of the work	Quoted Rate in Rs
1	Main Stage	
2	Green Rooms (Two NOs)	
3	VIP Lounge	
4	Installation of Stalls (20 Nos)	
5	Seating Arrangement for 500 persons & 40 VIPs in front of the Main stage	
6	Gates 2 Nos	
7	Open Space Shed	
8	Audio Visuals & Ground Lighting	
9	LED Video Corner with all accessories.	
10	Open ground covering with green net and barricading	
11	Dining area	
	Total Cost of Tentage in Rs	
	Add GST in Rs	
	Grand total in Rs	

(Total Rupees -----)

- NB: 1. The price quoted should include all hidden expenses like transportation, onsite installation, maintenance, watch and ward etc.
2. The bidder should carefully read the schedule of requirement in section V and quote the rate accordingly.

Place

Signature of Authorized person

Date

Full Name:

Seal

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08/12/25

Chief District Veterinary Officer  
Nuapada