

**TENDER DOCUMENT FOR PRINTING AND
INSTALATION OF HOARDINGS UNDER
RURAL HOUSING AT DIFFERENT PLACES
OF BLOCKS AND DISTRICT HEAD
QUARTER OF BARGARH DISTRICT**

SECTION -I

NOTICE INVITING TENDER

Tender Reference No: .

Dated:

TENDERS ARE INVITED FROM ELIGIBLE BIDDERS AS PER THE ELIGIBILITY CRITERIA FOR PRINTING AND INSTALLATION OF HOARDINGS UNDER RURAL HOUSING SCHEMES.

1	Period of Availability of Tender Document	From -30.11.18 to 10.12.18 Available at DRDA, Bargarh during office hour. In case of any clarification the bidder has to contact the undersigned during office hours.
2	Last date & time for submission of Tender	Date : 12.12.18 ,Time: 4 .00 pm Address for Submission of Bid: PROJECT DIRECTOR,DRDA,BARGARH (Through Speed post / Registered post)
3	Date, time and place of opening of Tender	a) Technical Bid (Cover A) opening on 13.12.18 at 4.00PM address mentioned above. b) Financial Bid (Cover B): opening at 5.00 PM on 13.12.18 in the address mentioned above

SECTION -II

IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS

1	Mode	Through Open Advertisement
2	Purchaser	PROJECT DIRECTOR,DRDA,BARGARH
3	Consignee	Different places of blocks & District HQ of Bargarh District.
4	Delivery / installation Period	Within10 days from issue of order.
5	Tender Document Cost	The tender paper shall be available at DRDA, Bargarh on payment of Rs.5000.00 (Five thousand) only through Demand Draft in favour of "Project Director, DRDA, Bargarh" payable at Bargarh from any Nationalized bank
6	Earnest Money Deposit (EMD)	The Earnest Money Deposit of Rs 25,000/- will be paid in shape of Demand Draft/ TDR only in favour of Project Director, DRDA,Bargarh, drawn from any Nationalized / Scheduled Bank payable at Bargarh.
7	Performance Security	The selected firm should submit the performance security in shape of Bank Draft, equal to the amount of 5 % of the purchase order value (excluding the tax) of the items within 05 days of issue of the purchase order & the same will be returned back after satisfactory Completion of the assignment.

8	Pre-qualification (Eligibility Criteria)	Detail eligibility criteria is mentioned at Clause 2.1in Section -III
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SECTION -III

TERMS AND CONDITIONS FOR PRINTING & INSTALLATION OF HOARDINGS UNDER RURAL HOUSING PROGRAMME

- 1.1 Sealed tenders will be received till 12.12.18 up to 4.00 PM by the office of the Project Director, DRDA, Bargarh. Any tender received after the due date & time will be rejected / returned to the sender unopened. The tenders will be received through Regd. Post / Speed Post.
- 1.2 The bidder(s) are to submit their tenders in separate sealed covered envelopes for technical bid and financial bid by superscripting Cover "A" (Technical Bid) & Cover "B" (Price Bid) and both the sealed covers should be put into a third outer Cover, which should be superscripted as "Tender for printing & installation of hoardings under RH Programme in Bargarh District"
- 1.3 The Sealed tenders "Cover A" (Technical Bid) submitted by the tenderers will be opened at the office of the Project Director, DRDA, Bargarh, at 4.00 PM on 13.12.18 . The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like.

ELIGIBILITY CRITERIA

2. Agencies/Firms are eligible to participate in the tender provided, they fulfill the following conditions:
 - (i) Must have valid GST registration number.
 - (ii) Tenderer should have proof of supply of the required quantity mentioned in the schedule of requirement in any Govt. organization / Corporate Houses / PSU and purchase order copies in support of that in last 3 years. (As per format Annexure VII .
 - (iii) Proof of annual average turnover of A. Rs.20.00 lakhs or more in the last three preceding current year (3) financial years certified by the Chartered Accountant as per the format at Annexure VI supported by Sale Tax Return or bank Statement.
 - (iv) Firm who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender during the period of blacklisting. The Firm has to submit an affidavit to the effect that it has not been blacklisted.
 - (v) The firm(s) must have experience in supplying the product/service to Central or State government with a minimum contract of Rs 10.00 lakh including a minimum contract of Rs 4.00 lakh in flex printing & hoardings and copy of completion certificate thereto shall be submitted along with the tender document.
 - (vi) Income Tax Return Certificates for Last 3 Years are to be attached.

DOCUMENTS TO BE SUBMITTED

The following documents should be enclosed in Cover “A” (Technical Bid) by the tenderer. All the photocopies are to be self attested.

TECHNICAL BID:

- 3.1 Checklist with detail of the documents enclosed in Cover “A” with page number. The documents should be *serially arranged* and should be securely tied and bound.
- 3.2 Original Money Receipt in support of purchase of tender paper.
- 3.3 Earnest Money Deposit(s) of Rs 25,000/-in shape of Demand Draft/TDR. Details of EMD and the name of the agency should be clearly mentioned.
- 3.4 Details name, address, telephone no., Fax, e-mail of the agency and office in Odisha .
- 3.5 The declaration form duly signed by the tenderer along with the sale tax return or bank statement..
- 3.6 Certificate duly filled by the Auditor / Chartered Accountant that the annual average turnover of the firm is Rs.20 lacs or more in last 3 financial years preceding current financial year.
- 3.7 Performance Statement during the last three years towards proof of supply of similar items to any Govt. organization / Corporate House / PSUs . The copy of Purchase orders should be furnished in support of the information provided in the performance statement.
- 3.8 GST registration Copy.
- 3.9 PAN Card Copy in the name of Firm or Proprietor.
- 3.10 Up to date GST clearance.

COVER –B (FINANCIAL BID)

4. The price to be quoted should be sent in the prescribed price format in a separate sealed cover hereafter called Cover “B” (FINANCIAL Bid).

Cover –B (Financial Bid) of the tenderers who qualify in the Technical Bid (Cover – A) and complies to tender specification & found to be as per technical specification and Product demonstration (if required) will only be opened .

- 4.1 The tender format (Price Schedule) in duplicate in the prescribed form (as per Annexure – IX), must be submitted in Cover-B. The price of the item should be quoted inclusive of material cost, tax, transportation, erection, mounting. In case of difference in words and figures, words will be taken into consideration for evaluation.
- 4.2 The Cover “B” of tenderers, who qualifies in their technical bid, will only be opened at the office of the Project Director,DRDA,Bargarh as per the scheduled date and time.

REJECTION OF TENDER

5. The tender submitted by the bidder will be rejected, if any of the following documents are wanting / not submitted with the tender:
 - (i) Earnest Money Deposit (EMD).

- (ii) Annual average turnover of the firm is Rs.20.00 lacs or more in last 3 financial preceding years. Audited Statement of Accounts / Bank Statement must be enclosed in support of it.
- (iii) GST Registration
- (iv) Orders from similar works executed by the firm in any Govt. Organization / Corporate Bodies / PSUs etc during last three years.
- (v) Price bid / quoted rate with signature and seal (Hard Copy)

EARNEST MONEY DEPOSIT

- 6.1 The amount of Earnest Money Deposit required is mentioned in the Section-II. The Earnest Money Deposit will be submitted in the shape of TDR only pledged in favour of Project Director, DRDA, Bargarh from any Nationalized / Scheduled Bank .
- 6.2 The EMD of the unsuccessful tenderers will be returned back after placement of purchase order to the successful tenderer and EMD of successful tenderer will be returned after submission of performance security(ies).
- 6.3 The EMD will be forfeited if the tenderer withdraws its tender / furnish forged documents which is found during bid evaluation OR doesn't sign the contract / doesn't furnish performance security / doesn't supply the items as per specification (in case of successful bidder) within the stipulated time period.

PERFORMANCE SECURITY & AGREEMENT

- 7.1 The performance Security should be submitted in shape of Bank Draft/Bank Guarantee from a Nationalized / Scheduled Bank in favour of Project Director, DRDA, Bargarh payable at Bargarh equal to the amount of 5% of the purchase order value of the item (excluding taxes) within 5 days of issue of the purchase order.
- 7.2 The agreement will be signed between the supplier and the purchaser and will be kept by the purchaser.
- 7.3 The performance Security Money will be returned back to the tenderer after delivery of the consignment and issue of a certificate by concerned BDO to the effect that the hoardings are installed at designated places without any damage.
- 7.4 Performance Security money will be forfeited if there is any violation of the tender terms and conditions.

TENDER CONDITIONS:

- 8.1 Tenders should be typewritten or computerized and every correction in the tender should invariably be attested with signature by the tenderer with date before submission, failing which the tender will be ineligible for further consideration.
- 8.2 Rates inclusive of material cost, transportation, erection, mounting ,GST and other taxes .
- 8.3 The purchaser shall be responsible only after delivery and due verification, installation and commissioning of the product by the supplier..
- 8.4 The rate per unit shall not vary with the quantum of order placed for destination point.
- 8.5 If there is difference between figures & words, words will be taken into consideration.
- 8.6 In the event of the date being declared as a holiday by Govt. of Odisha, the due date of sale, submission of bids and opening of bids will be the following working day at the scheduled place & time.

- 8.7 No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rate quoted by him. Clerical error / typographical error, etc. committed by the tenderers in the tender forms shall not be considered after opening of tenders. Conditions such as “ SUBJECT TO AVAILABILITY” / “SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED” etc., will not be considered under any circumstance and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be rejected.
- 8.8 If at any time during the period of rate contract, the price of tendered item is reduced or brought down by any law or act of the Central or State Government or the tenderer, the tenderer shall be morally and statutorily bound to inform the purchaser immediately about such reduction in the contracted price. The purchaser is empowered to unilaterally effect such reduction in rate, in case the tenderer fails to notify or fails to agree for such reduction of rate.
- 8.9 If any information or documents furnished by the tenderer with the tender papers are found to be misleading or incorrect at any stage the tender of the relevant items in the approved list shall be cancelled and steps will be taken to blacklist the said firm for three (3) years.
- 8.10 Rate should be quoted both in words and figures against each item as the payments will be made in Indian currencies only.
- 8.11 Both Cover-A and Cover-B should have an index and page number of all the documents submitted inside that cover.
- 8.12 The Tax will be charged as per the guidelines given by the Finance Dept., Govt. of Odisha from time to time.
- 8.13 The requirement of items shall be intimated in due course..

TERMS OF PAYMENT:

- 9.1 No advance payments will be made to the tenderer.
- 9.2 100% of the bill value shall be paid to the agency on receipt of the installation Certificate of the item certified by concerned Block Development Officers and after random verification by the designated officer of the District Administration.

PENALTIES:

- 10.1 If the successful tenderer fails to deposit the required performance security within the time specified or withdraws his tender after acceptance of his tender owing to any other reasons or unable to undertake the contract, his contract will be cancelled and the earnest money deposit / performance security deposit shall stand forfeited by the purchaser.
- 10.2 Violating the tender terms and conditions & non supply / supply which is not as per technical specification will disqualify the firm to participate in the tender for a period of 2 (two) years from the date of issue of letter and his E.M.D & performance security deposit will be forfeited and no further purchase order will be placed to that firm for that item.
- 10.3 In the event of any dispute arising out of the tender, such disputes would be subject to Bargarh jurisdiction.

INSPECTION:

- 11.1 The selected supplier shall have to arrange for sample verification of the item before installation of the same by the PD,DRDA or any designated officer/s.

ANNEXURE – I

SECTION IV
SCHEDULE OF REQUIREMENT

Rate Quoted

Item Name	Specification	Nos required	Installation places	Rate quoted (In Rs including taxes, printing, transportation & installation)
Hoarding	Size- 12X8 feet	Approximately 80 nos	All the 12 blocks and District Headquarter	

Signature of the Tenderer :

Date :

Official Seal:

ANNEXURE – II

(To be submitted in *Cover A -Technical Bid*)

DETAILS OF EMD(S) SUBMITTED

Sl.	Name of Item	EMD Amount (Rs.)
	TOTAL (Rs.)	

Signature of the Tenderer :

Date :

Official Seal:

ANNEXURE – III

(To be submitted in *Cover A -Technical Bid*)

AFFIDAVIT

I / We _____ having my / our
_____ office
at _____ do declare that I / We have
carefully read all the terms & conditions of tender of the _____, Odisha for the
supply / Supply and installation of printing materials. The approved rate will remain valid for a
period of one year from the date of approval. I will abide with all the terms & conditions set
forth in the Tender Reference no. _____

I/We do hereby declare I/We have not been de-recognized / black listed by any State
Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for
supply of Not of Standard Quality items / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit
and or Performance Security Deposit and blacklist me/us for a period of 3 years if, any
information furnished by us proved to be false at the time of inspection / verification and not
complying with the Tender terms & conditions.

I / We _____ do hereby
declare that I / we will supply the _____ as per the terms, conditions &
specifications of the tender document.

Signature of the bidder:

Seal

Date :

Name & Address of the Firm:

ANNEXURE – IV

(To be furnished in the letter head of the Auditor/ Chartered Accountant)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____ who is a Manufacturer /Distributor/Importer (*Pl. tick whichever is applicable*) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.		-
2.		-
3.		-

Average Annual Turnover (for the above three years) in (Rs.) _____

Date:
Place:

Signature of Auditor/
Chartered Accountant
(Name in Capital)

Seal

Note:

- a) *To be issued in the letter head of the Auditor/Chartered Accountant mentioning the Membership no.*

(To be submitted in *Cover A - Technical Bid*)

Annexure VII (*Refer Clause no. 3.9*)

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

ITEM WISE (Pl. Furnish separate performance statement item wise if the bidder quote for more than one item & attach the order copies along with each performance statement)

Tender Reference No. _____ :

Name of Tenderer : _____

Name of Manufacturer : _____ Name of the Item : _____

Sl.	Order placed by (Address of purchaser) (attach documentary proof)*	Order no. & Date	Item Name	Qty	Value of Contract (Rs.)	Date of Completion		Reasons for delay if any
						As per contract	Actual	
1								
2								
3								
4								
5								
6								
7								
8								

Signature and seal of the Tenderer

(To be submitted in COVER B - FINANCIAL BID)

[Note : Price schedule should be submitted in separate sheets for item quoted and sealed in separate envelopes. Each envelope should be super scribed with the *Item Name* & all the envelopes should be sealed in a outer Cover envelop super scribed as Cover B - Financial Bid]

List of Enclosures to be submitted in Financial Bid :

- 1) Price schedule format duly filled in and signed by the authorized signatory with company seal
- 2) Photocopy of GST Registration

AGREEMENT

THIS AGREEMENT IS MADE AT _____ THIS THE DAY OF _____ 2018

BETWEEN

Name of the Supplier
with full address

Here in after called the “Supplier(s) _____” as 1st Party

AND

Project Director
DRDA, Bargarh

Represented through the _____ / THE CONSIGNEE Hereinafter called the “PURCHASER” as
_____ 2nd Party.

Relying on the documents and representation of facts connected to the issue of aforesaid parties to undertake the responsibilities of sell and purchase of following equipment(s) etc. with the terms & conditions hereinafter laid down. And whereas the 2nd party “Purchaser(s)” is willing to purchase

Name of the Item:

Specifications: As per specifications laid down in the Tender terms & conditions

The Supplier(s) has agreed to sell the equipment(s) completed in all respects according to the Tender requirements and their / his offer dtd. _____ and the Supplier(s) has also agreed to install to make them operative at the destination mentioned in the Tender document with the following descriptions and their cost mentioned against each.

<u>Description of goods</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
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The price / cost of the item also include the followings in addition to above.

1. Freight
2. Transportation
3. Taxes
4. Charges for documents, instructions manual, tools
5. F.O.R. at the destinations mentioned in the consignee list
6. Installation charges.
7. Any other charges including loading & unloading, packing & forwarding etc. will be paid by the Supplier(s) till the completion of the installation and turnkey job if any.

TERMS FOR PAYMENT :-

A. The payment(s) shall be made by purchaser in Indian currencies. No advance payments towards cost of Instruments and Equipments etc. will be made to the tenderer. No payment will be made to the supplier if he has not deposited the unconditional performance security in shape of Bank draft/bank guarantee amounting to 10% of the purchase order value which will be deposited with the Project Director, DRDA, Bargarh

B. Before release of payment the supplier has to submit the signed agreement, warranty documents of equipment and turnkey job to the consignee. The undertaking as per Annexure will also be submitted to the consignee with photocopies to the purchaser.

TERMS OF CONTRACT:

The Project Director, DRDA, Bargarh will be at liberty to terminate the contract either wholly or in part without assigning any reason. The tenderers will not be entitled to any compensation whatsoever in such terminations.

PENALTIES:

If the successful tenderer fails to execute the agreement and / or deposit the required security within the time specified or withdraws his tender after acceptance of his tender owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the Earnest Money Deposit deposited by him along with his tender shall stand forfeited and he will also be liable for all damages sustained by the Project Director, DRDA, Bargarh by reasons of such breach, such as failure to supply / delayed supply including the liability to pay any difference between the prices accepted by him and those ultimately paid for the procurement of the articles concerned. Such damages shall be assessed by the Project Director, DRDA, Bargarh whose decision is final & binding in the matter.

If any articles or things supplied by the tenderer have been partially or wholly used or consumed after supply and are subsequently found to be in bad order, unsound, inferior in quality or description or are otherwise faulty or unfit for consumption / use & rusted then the contract price or prices of such articles on full will be recovered from the tenderer, if payment had already been made to him or the tenderer will not be entitled to any payment for that item & no further order will be given to him. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Project Director, DRDA, Bargarh and the tenderer shall be liable for all losses sustained by the Project Director, DRDA, Bargarh in consequence of the termination which may be recovered from the Security Deposit made by the tenderer or other money due or become due to him.

Supply of sub-standard items or non - performance of tender terms & conditions will disqualify a firm to participate in the tender for the next five years.

ARBITRATIONS :

In the event of any dispute out of the contract, such dispute should be subject to the Jurisdiction of the Court of Bargarh.

CHANGE OF TERMS AND CONDITIONS :

Any amendment to the terms & conditions and clauses of the agreement if required must be done in writing duly signed by the two parties.

IN WITNESS WHERE OF the parties herein to have set and subscribed their respective hands the day and year first herein above written.

Executed by Purchaser (s) / Consignee

Executed by Supplier(s)

In presence of (Witness)

In presence of (Witness)

UNDERTAKING

(To be submitted on Rs.50/- stamp paper)

Tender ref. No. _____

Name of the equipment:

Date of Installation:

Name of the Consignee:

Name of the purchaser:

Sir,

I / we _____ hereby declare that

1. I / we am / are the manufacturers / authorized agents / distributors of _____
_____.
2. I / we do accept / agree for the all clauses of payment terms and conditions of this tender.
3. I / we do hereby confirm that the prices / rates quoted are fixed and are at par with the prices quoted by me / us to any other Govt. of India / Govt. of Odisha Hospitals / Medical Institutions. I / we also offer to supply the stores at the prices and rates not exceeding those mentioned in the price bid.
4. I / we agree to abide by my / our offer for a period of 365 days from the date of approval of the tender.
5. I / we have necessary infrastructure for the maintenance of the equipment and will provide all the accessories / spares as and when required.
6. I / we also declare that in case of change of Indian Agent or for any other change, merger, dissolution solvency etc. in the organization of our foreign principles, we would take care of the Guarantee / warranty / maintenance of the machinery / equipment and have provided written confirmation for the same.
7. I / we shall provide assistance to the consignee in clearance and delivery of store at consignee's stores / premises.
8. The demurrage / storage charges, if any, payable to the customs department, due to non-receipt of required documents in time / delay due to incorrect entries, mistakes to the documents etc. shall be borne by me / us.
9. I / we have carefully read and understood all the terms and conditions of the tender and shall abide by them.

Signature of the witness

Name & address

Dated

Signature of the Tenderer

Name & address

Seal of the firm.