

**BIDDING DOCUMENT
FOR
SUPPLY OF
LOGO (MARBLE)
UNDER
RURAL HOUSING SCHEMES
IN
BALIAPAL BLOCK
BALASORE DISTRICT
ODISHA STATE**

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OFFICE OF THE PANCHAYAT SAMITI, BALIAPAL

Letter No. 2940 Dated 23.12.20

TENDER CALL NOTICE

Sealed Tenders in **OFF-LINE** mode are invited from eligible registered Firms/ Manufacturers/ Suppliers/ Proprietors/ Agencies for supply of Logo (Marble) in Baliapal Block under Rural Housing Schemes. The approximate requirement of quantity along with specifications of above items to be required is as per the list enclosed herewith separately.

1. Nature of Works :- Supply of Logo (Marble) RURAL HOUSING Schemes in the Block.
2. Availability of bid document in the website :- From 23.12.2020 (11:00 A.M.) to 03.01.2021 (5:00 P.M.)
Baleswar District Website
www.baleswar.nic.in
3. Last date of receipt of Bids :- Dt.03.01.2021 (5:00 PM)
4. Mode of receipt of Bids :- By Registered Post/ Speed Post only
5. Date of opening of Bid :- Date: 04.01.2021 at 11:30 AM in the office chamber of BDO, Baliapal

The bidders have to participate in offline bidding only. Any addendum/ corrigendum/ cancellation of tender can be seen from the website mentioned above.

Block Development Officer
Baliapal

23/12/20

Memo No. 2941 / Date 23.12.20

Copy to NIC, Balasore for uploading of tender in the district website.

Memo No. 2942 / Date 23.12.20

Copy submitted to the Collector, Balasore/ Project Director, DRDA, Balasore/ Tahasildar, Baliapal/ Sub-Registrar, Baliapal for information with a request to display this Tender Call Notice in their respective office Notice Board for wide publication.

Copy to all the Members of the Tender Committee for information and necessary action. They are requested to remain present during opening of Bids.

Block Development Officer
Baliapal

23/12/20

CRITICAL BID INFORMATION (FACT SHEET)

<u>Sl. No</u>	<u>Item</u>	<u>Details</u>
1	Name of the Work	Supply of Logo (Marble), Rural Housing Schemes in Baliapal Block.
2	Officer Inviting tender	Panchayat Samiti, Baliapal.
3	Accepting Authority	Block Development Officer, Baliapal Block.
4	Intended completion period / Time period assigned for supply of items	12 (Twelve) days from the date of supply order.
6	Availability & downloading of Tender Documents from the Website.	Dt.23.12.2020 (11:00 AM) to Dt.03.01.2020 (5:00 PM) "www.baleswar.nic.in" .
7	Last Date for submission of Bid	Dt.03.01.2021 (5:00 PM)
7	Date of Bid Opening	Dt.04.01.2021 (11.30 AM). If Holiday, the next working Day.
8	Place of Bid Opening	Office chamber of Block Development Officer, Baliapal Block
9	Address for communication	Office of the Panchayat Samiti, Baliapal, At/Po/District-Balasore (Odisha), PIN-756026
10	Cost of Bid Document	Rs.5000/-
11	Bid Security (Earnest Money Deposit)	Rs.2,00,000/-

(To be submitted in shape of D.D. issued from any Nationalized/ Scheduled Bank in favour of Block Development Officer, Baliapal to be drawn at Baliapal.)

(To be submitted in shape of D.D. issued from any Nationalized/ Scheduled Bank in favour of Block Development Officer, Baliapal to be drawn at Baliapal).

12	Mode of submission of Bids	Through Speed Post/Registered Post only
14	Currency of Contract	Indian Rupees
15	Language of Contract	English

Block Development Officer
Baliapal

23/12/20

DETAILED TENDER CALL NOTICE (DTCN)

Sealed Tenders in offline mode are invited from eligible registered Firms/ Manufacturers/ Suppliers/ Proprietors/ Agencies for supply of Logo (Marble) in Baliapal Block under Rural Housing Schemes. The approximate requirement of quantity along with specifications of the item required is as per the list enclosed herewith separately. The exact requirement of the item may exceed/decrease or vary depending on actual requirement at the time of placing of orders/later stage.

The bid documents can be downloaded from 11.00 A.M. of Dt-23/12/2020 to 5:00 P.M. of Dt-03/01/2021. The last date and time of submission/receipt of Bid as per contract data through Registered Post/ Speed Post only is up to 5:00 PM of 03.01.2021. Bidders are required to submit Technical Bid and Financial Bid in separate envelopes enclosed in a common envelope mentioning "TENDER FOR BPGY AND PMAY(G) LOGO (MARBLE) FOR RURAL HOUSING" on the cover of the envelope addressed to "Block Development Officer, Baliapal - At/Po-Baliapal/ District-Balasore, PIN-756026". Tender received after due date and time will not be accepted. **Block Development Office, Baliapal** shall not be responsible for any Postal delay or similar other reasons for delay receipt of tender documents. No Tenders sent through an electronic means shall be accepted. Corrigendum/addendum/cancellation if any relating to this tender shall be uploaded in Baleswar district official website "www.baleswar.nic.in", if any will be uploaded in the above mentioned website.

Block Development Office, Baliapal reserves the right to accept or reject any or all tenders without assigning any reason thereof. For any quires the intending Firms/ Suppliers may contact the office as under:

Address:

Block Development Office
Baliapal
At/Po-Baliapal
District- Balasore
PIN-756026
Email: ori-baliapal@gov.in
Phone No. : 06781 – 253331

The Technical Bid will be opened on 04-01-2020 at 11:30 A.M. in presence of the bidders or their authorized representatives. The Financial Bids will also be opened on the same day after Technical Bid, but if not possible to open, the next date and time for opening of Financial Bids will be intimated to the shortlisted bidders later.

The selected suppliers will execute an agreement at the Block for supply of listed material for one year with a fixed price as agreed in the tender process with given specifications. The eligible bidder shall commence the services from the date of approval of quotation and signing of Agreement and shall continue to provide the services up to one year of Agreement and it may be extended further basing on requirement and quality service provided by the bidder.

In case the L1 bidder withdraws, EMD will stand forfeited. If L-1 bidder does not turn up for agreement after finalization of the tender, then he shall be debarred from participation in bidding for three year and action will be taken to blacklist the contractor. In that case the L2 bidder, if fulfils, other required criteria would be called for drawing agreement for execution of work subject to that L-2 bidder negotiates at par with rate quoted by the L-1 bidder, otherwise the tender will be cancelled. In case a contractor is black-listed, it will be widely published and intimated to all departments of Government and also to Govt. of India agencies working in the state.

Before acceptance of tender, the successful bidder will be required to submit a work programme and milestone basing on the financial achievement so as to complete the work within the stipulated time and in case of failure on the part of the agency to achieve the milestone liquidated damage will be imposed.

If for any reason the Last date of receipt of Bid remains holiday/office is closed for any unavoidable reasons, the next working day shall be treated as last date of receipt of Bid up to same hours of original Last date of receipt. In that case the date of opening shall automatically be shifted to the next day of the last date of opening.

Detailed Tender Equipments comprising Scope of work, Technical evaluation criteria, Format for Financial Bid and Undertaking for submitting the Tender can be downloaded from District Website www.baleswar.nic.in during the notice period.

Brief Description of Particulars	Specification	Sample Verification
Biju Pucca Ghar Logo (Marble) and PMAY(G) Logo (Marble)	15" X 15" with 6 inches thickness (Sample of the BPGY Logo engraved with white marble can be seen in Baliapal Block Office during office hours)	Submission of sample of BPGY and PMAY(G) (LOGO) engraved white marble is compulsory before opening of tender for quality verification, failing which the bids will not be opened.

SCOPE OF WORK

BPGY and PMAY(G) Logo with Engraved White Marble to be handed over at respective Gram Panchayat points under Baliapal Block as per requirement to be mentioned in the Supply Order.

TECHNICAL EVALUATION CRITERIA

The Bidders who will fulfill all the below mentioned technical evaluation criteria shall be considered and eligible for competition in financial Bid.

Sl. No.	Criteria	Supporting Documents to be Submitted
1	The Bidder should be a Supplier/ Manufacturer/ Dealer/ proprietorship / partnership/ company established in India.	Bidder must submit the certificate in support of Supplier/ Manufacturer/ Dealer/ proprietorship / partnership / company registration certificate / incorporation details along with a Copy of : PAN Card Income Tax Return of 3 years

(FY 2016-17, FY 2017-

18,FY 2018-19)
**GST Registration
Certificate**

- | | | |
|---|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | The Bidder should have experience of executing/supplying of similar nature of work. | Copy of supply order specifying the date of award, contracting authority and the quantity and the cost of equipment supplied. |
| 3 | Supply Capacity | The bidder must submit an undertaking on company letter head stating that it has financial capability of supplying such items. |
| 4 | Financial Details of the Bidder | The Bidder should submit the annual turnover at least of preceding last three Financial Years (FY 2016-17, FY 2017-18, FY 2018-19)
Proof to be submitted by the Bidder in form of a statement by a Chartered accountant / Audit Report |
| 5 | The Bidder should submit a Bid processing fee of Rs 5,000/- as mentioned above. | Demand Draft in favour of Block Development Officer, Baliapal payable at Baliapal |
| 6 | The Bidder should submit an Earnest Money Deposit (EMD) of Rs. Rs.2,00,000/- mentioned above. | Bank Draft/ Demand Draft in favour of Block Development Officer, Baliapal payable at Baliapal. |
| 7 | Bidder should submit an undertaking that there are no major legal cases pending against it. | Attach self- Certification/ undertaking on company letter head duly signed and stamped by the |

Bidder should submit an undertaking that it is not blacklisted by Government of Odisha or any other Government Authority.

competent authority of the Bidder.
Attach self- certification/ undertaking on company letter head duly signed and stamped by the competent authority of the Bidder.

Note: All the documents must be self-attested by the Bidder.

If the Technical Bid is found complete in all respect, only then the financial bid will be opened, otherwise Financial Bid will be returned to the bidder without opening.

FINANCIAL BIDS

The Financial bids of only the Bidders whose Technical Bids will be selected by the Evaluation Committee (Technical) will be opened. Financial Bid must be submitted as per the format.

EARNEST MONEY DEPOSIT

As part of Technical bid submission, the bidder would be required to submit an Earnest Money Deposit amounting to INR 2,00,000 in form of a demand draft as the case may be category wise separately. The demand draft should be in favour of **Block Development Officer, Baliapal** payable at Baliapal. The EMD money of successful bidder shall be returned only after six months from the date of supply of such item. The EMD of unsuccessful Bidders will be returned to them within two weeks of the selection of successful Bidder. Any bid submitted without Bid Security (EMD) will be rightly rejected. The Earnest Money will be forfeited in the case of one or more reasons, as follows:

- The Bidder withdraws its Bid during the validity period as specified in Bid.
- The Bidder does not respond to requests for clarification of its Bid.
- The Bidder fails to provide the required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- The Bidder materially alters his Bid during the Bid processing period.

BID PROCESSING FEE

As part of Technical bid submission, the bidder would be required to submit a Bid Processing Fee amounting to INR Rs 5,000/- as the case may be as per category in form of a demand draft payable at Baliapal. The demand draft should be in favour of Block Development Officer, Baliapal payable at Baliapal. The Bid Processing Fee is **Non Refundable**.

BID PRICE:

- A. The transportation and installation charges also to be included in the Bid Price.
- B. All duties, taxes and other levies payable by the dealer under the contract shall be included in the quoted price.
- C. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

ELIGIBILITY CRITERIA OF THE BIDDER:

The bidder shall furnish the following documents to establish the bidder's eligibility:

- A. Attested photocopies of PAN number.
- B. GST Registration Certificate and latest Tax Payment details.
- C. Price Bid in the prescribed format duly signed and sealed in each page.
- D. Bid Security & EMD and Bid Cost as specified in the quotation Document.

EVALUATION OF QUOTATIONS

The Purchaser will evaluate and compare the quotation determined to be substantially responsive i.e. which -

- (a) Are properly signed and sealed
- (b) Conform to the terms and conditions and specifications.
- (c) Submitted as per the prescribed format.

AWARD OF CONTRACT

- (a) The purchase Order will be placed to the selected bidder whose bid has been determined to be substantially responsive
- (b) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidders offer.

(c) The bidders may be present in person or through representative(s) during the opening of Quotations as per the date and time fixed by the Block Development Office, Baliapal.

(d) The 1st Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification, quality and requirement of Block Development Office, Baliapal.

(e) The quantity specified is tentative which may vary as per requirement.

PAYMENT:

- The payment against the supply order will be made on submission of bills and vouchers only after supply and functional of all such items at different destinations as mentioned in the scope of work of this DTCN.
- No part payment will be allowed to the Bidder at any cost.

Block Development Officer
Baliapal

23/10/20

Sl. No.	Brief Description of Items	Specifications	Quantity
1	Biju Pucca Ghar Logo (Marble) and PMAY(G) Logo (Marble)	15" X 15" with 6 inches thickness	9500

NB:

The above quantity is tentative and can be increased or decreased as per actual requirement during placing of orders.

**FORMAT FOR FINANCIAL BID OF BPGY LOGO
(ENGRAVED WHITE MARBLE)**

1. Name of the Supplier/Agency :

2. Address Detail :

3. Bank draft amount, Bank and date:

Brief Description of Items	Specifications	Approximate quantity required	Rate for each unit (in Rs.)	Total amount (3 X4) (in Rs.)

NB:

Bidders are required to quote single rate only, failing which the financial bid shall not be taken into consideration.

Gross Total Cost (In Figure): Rs.....

(In Words):.....

Total bid price must be inclusive of all applicable taxes, transportation, installation with on site warranty.

**Signature of the
Quotationer/Tenderer**

TECHNICAL SUBMISSION CHECKLIST

The Checklist to be provided as first page of the Technical Bid.

Sl. No.	Documents	Attached (Yes/ No)
1	Entry Registration/ Agency/ Dealer Details	
2	Income Tax Return acknowledgement	
3	PAN Card	
4	GST Registration Certificate	
5	Proof of Experience/ Contracts, if any	
6	Undertaking for capacity to deliver in stipulated time frame	
7	Turnover of the Bidder	
8	Earnest Money & Bid Cost Deposit	
9	Undertaking for no pending legal cases	
10	Undertaking for no blacklisting	
11	Undertaking for no cross ownership	

**Signature of the
Quotationer/Tenderer**

Undertaking that Firm/ Institution is not Blacklisted

UNDERTAKING THAT THE FIRM / INSTITUTION IS NOT BLACKLISTED

We confirm that we are not blacklisted by any Government Institution / CPSE / SLPE/ Local authority.

For and on behalf of:

Signature (With Seal)

To:

**The Block Development Officer,
Baliapal Block
Balasore District**