



GOVERNMENT OF ORISSA

HOUSING AND URBAN DEVELOPMENT DEPARTMENT

DETAILED TENDER CALL NOTICE

FOR

e-Procurement

UNDER

BASUDEVPUR MUNICIPALITY



OFFICE OF THE BASUDEVPUR MUNICIPALITY, BHADRAK.

No.- 3265

Date: - 06.11.24

E-Procurement Notice

BID Identification No .BM_TCN_02_2024-25

Bid Documents consisting of Work, Estimated Cost, Cost of Tender Paper, EMD, time of completion, Class of contractors and the set of terms and conditions of contract and other necessary documents can be seen in Govt. website i.e. <https://tendersodisha.gov.in/nicgep/app>

- | | |
|---|--|
| 1. Name of the Work | : Civil Const. works as mentioned in DTCN |
| 2. No. of works | : 04 nos. |
| 3. Estimated Cost | : As per Work List |
| 4. Period of Completion | : As per DTCN |
| 5. Date and Time of Bidding | : 09-11-2024(10am) to 15-11-2024 |
| 6. Last date and time for receipt | : 15-11-2024 up to 5.00 pm |
| 7. Bids received online shall be opened on | : 16-11-2024 from 11 am onwards |
| 8. Name and address of the Officer Inviting Bid | : Executive Officer, Basudevpur Municipality |

06/11/24

Executive Officer
Basudevpur Municipality

Memo No. 3267 /Dt. 06.11.24

Copy submitted to the Director, Information & Public Relation Department, Govt of Odisha, Bhubaneswar for wide publication of the above tender notice in 2 (Two) Odia leading daily newspapers for one day publication on or before 08-11-2024 as per I & PR rate up to maximum 50sqcm size. Complimentary copy of the Newspapers containing the tender call Notice may be sent to this office for reference and record and necessary payment.

06/11/24

Executive Officer
Basudevpur Municipality

Memo No. 3268 /Dt. 06.11.24

Copy submitted to the Collector & District Magistrate, Bhadrak / Additional Chief Engineer PH Circle, Balasore/ Executive Engineer, (R & B) Division, Bhadrak / Tahsildar, Basudevpur for information. They are requested to display the notice in their office notice board for wide publication.

06/11/24

Executive Officer
Basudevpur Municipality

Memo No. 3269 /Dt. 06.11.24

Copy submitted to the Nodal Officer, e-Procurement, H & UD Department, Govt of Orissa, Bhubaneswar for favour of kind information and necessary action.

06/11/24

Executive Officer
Basudevpur Municipality

Memo No. 3270 /Dt. 06.11.24

Copy to the MIS for uploading in office website (www.basudevpurmunicipality.in) /Office Notice Board for wide publication.

06/11/24

Executive Officer
Basudevpur Municipality

WORK LIST

Sl. No	Ward No	Name of the work	Estimated cost	Cost of tender paper (in Rs.)	EMD amount (In Rs.)	Time of completion	Class of contractor
1	11	Interior work of Additional Office Building at Basudevpur Municipality, ceiling work	660548.00	4000/-	6605.00	30 days	D&C
2	11	Interior work of Additional Office Building at Basudevpur Municipality, All furniture items	1519560.00	6000/-	15196.00	30 days	D&C
3	11	Interior work of Additional Office Building at Basudevpur Municipality, CCTV, Neon outdoor light, wall fan & ceiling light	1205000.00	6000/-	12050.00	30 days	D&C
4	11	Interior work of Additional Office Building at Basudevpur Municipality, LED screen, Video Conference & AC	886200.00	4000/-	8862.00	30 days	D&C

INSTRUCTION TO BIDDER

Detail of documents to be furnished.

1. Scanned copies of the following documents to be up-loaded in PDF format in the Website i.e., <https://tendersodisha.gov.in/nicgcp/app>.
 - a. Paper Cost in online mode
 - b. Valid Registration Certificate
 - c. Valid GST certificate
 - d. PAN Card
 - e. Affidavit
 - f. Bid security declaration form
 - g. Scan copy of duly filled Information Sheet [This sheet is mandatory. Non submission of the sheet may cause rejection of the bid].

INSTRUCTION TO BIDDERS FOR ONLINE BIDDING

1. *The bidder shall transfer online the cost of bid paper (non-refundable) and the Earnest Money deposit / Bid Security of the amount specified for the work in the work list.*
2. *Only those bidders who successfully remit their Cost of Tender Paper and Earnest Money Deposit on submission of bids would be eligible to participate in the tender/ bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure.*
3. *The Original documents are to be produced before the undersigned as and when required. Engineering contractor who is desirous to avail the facility of exemption of EMD is required to submit the affidavit in original to the effect that he/she has not yet availed the facility for more than two works during the current financial year. Name of the two works and authority to which the tender is being submitted must be mentioned in affidavit failing which; the tender will be liable for rejection.*

DETAILED TENDER CALL NOTICE

INVITATION OF TENDERS

1. Tenders for the works- Sale and receipt through online and the bid will be opened by the Executive Officer, Basudevpur Municipality or his authorized subordinate in the office of the Executive Officer, Basudevpur Municipality on dated 16-11-2024.
2. DTCN is not to be uploaded by the bidder. Only those tenderers who are willing to accept all the terms and conditions of this detailed tender call notice need submit the tenders. Joint Venture/ Consortium agreements/ M.O.U.s are not allowed to participate in the Bid.
3. DTCN is not to be uploaded by the bidder. The bidder has to only agree/disagree on the conditions in the DTCN. The bidders who disagree on the conditions of DTCN cannot participate in the bid.
4. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent though registered post/Speed Post.

5. **Tenderers have to pay earnest money as required as indicated (the amount specified in the tender notice), at the time of submitting the tender.**
6. **The Initial security deposit should be submitted in shape of pledged NSC/TD/POSB/KVP/Deposit receipt of Scheduled Bank.**
7. **In the case of Govt. Undertaking, Co-operative Societies, Diploma or Degree holders in Engineering, SC and ST contractors, physical handicapped contractors who are registered with the Dept., the rules framed by Govt. from time to time about earnest money deposit, initial security deposit will apply. Provided the contractors belonging to the relevant category should be mentioned in R.C book by the issuing authority.**
8. **Request for transfer/adjustment of earnest money deposit from other works will not be entertained.**
9. **Security Deposit@5%, G ST as applicable, IT@1% & Labour Cess@1% will be deducted from the bill.**
10. **Royalty will be deducted as per the Govt. provision in analysis of rate.**
11. **Each tenderer is to be expected to inspect the site of the proposed work to know the exact working condition before date of opening.**
12. **The Successful Bidders are required to deposit the Additional Performance Security (APS) as given below when the bid amount is less than the estimated cost put to tender.**

Sl. No	Range of difference between the estimated cost put to tender and Bid amount	Additional Performance Security to be deposited by the successful bidder
I	Below 5%	No Additional Performance Security
II	From 5% and above and below 10%	50% of (Difference between estimated cost put to tender and bid amount)
III	From 10% and above	150% of (Difference between estimated cost put to tender and bid amount)

In such an event, the bidders who have quoted less bid price/rates than the estimated cost put to tender shall have to deposit Additional Performance Security (as per above table) in shape of Demand Draft / Term Deposit Receipt pledged in favour of the Executive Officer, Basudevpur Municipality at the time of execution of agreement.

13. **The written agreement in Municipal Form No. VIII to be entered into between the successful tenderer here-in-after called the contractor and the Basudevpur Municipality shall be the foundation of the rights of both the parties and the contract shall be deemed to be incomplete until the agreement has been first signed by the contractor and then by the proper officer authorized to enter into the contract on behalf of the State Govt.**


14. **The Earnest Money Deposit of the unsuccessful tenderers who are not awarded with the work will be refunded on application after the tender is finalized.**
15. **Combined BID security for more than one work is not acceptable.**
16. **Tender may not at the direction of the competent authority be considered unless accompanied by attested Xerox copies or attested Xerox copies or attested true copies of the IT CC or GST clearance and the original certificates are to be produced before the tender opening authority as and when required for verification.**
17. **All the rates and prices in the tender shall cover all taxes via Central or State Sales Tax, GST, Octroi, any other local taxes, ferry, tollages charges and royalties and any other charges.**
18. **The contractor shall produce necessary receipts in support of payment of royalty and taxes for the materials supplied by them for the work failing which royalty taxes as applicable will be deducted from their bills.**
19. **The work is to be completed in all respects within the period mentioned as above from the date of written order to commence the work.**
20. **After opening the tenders, the 2nd lowest bidder will be counted as 1st lowest bidder if a 1st lowest bidder withdraws himself from the tender. The EMD received along with the tender shall be forfeited and credited to the Municipal Fund and action will be taken as per Provision laid.**
21. **Preference to SC/ST contractor will be given as per decision of the council in force at the time of finalization of tender by the tender committee.**
22. **If the rate quoted by the bidder is $> 15\%$ of the tendered amount, then such a bid shall be rejected and the tender shall be finalized basing on merits of rest bids. But if more than one bid is quoted at 14.99% (Decimals up to two numbers will be taken for all practical purposes) less than the estimated cost, the tender accepting authority will finalize the tender through a transparent lottery system, where all bidders/their authorized representatives, the Executive Officer, Basudevpur Municipality will remain present.**
23. **If L-1 bidder does not turn up for agreement after finalization of the tender, then the EMD deposited by bidder at the time of submission of bid shall be forfeited. In that case, the L-2 bidder, if fulfills, other required criteria would be called for drawing agreement for execution of work subject to the condition that L-2 bidder negotiates as par with the rate quoted by the L-1 bidder otherwise the tender will be cancelled.**

24. **The affidavit regarding submission of details of bid documents/availing exemption of EMD/ISD, availing SC/ST benefit etc. Should be submitted in original along with tender documents for each work at the time of verification of documents. The affidavit should mention Contractor Name, Regd. No., DTCN No./ BID Identification No, Work Name/ SL No. in which participating. It should be addressed to Executive Officer, Basudevpur Municipality.**
25. **The bidder must upload ink signed copy of BID SPECIFIC AUTHORIZATION from OEM for the bid with complete address and contact details of OEM & Seller. OEM Authorization will be verified by Local OEM Branch Manager. The copy of authorization must be sent to je-bspmum.od@gov.in by OEM through its own mail.**
26. **Bidders shall quote only those products in the bid which are not obsolete in the market and has at least 3 years residual market life i.e., the offered product shall not be declared end-of-life by the OEM before this period. Shelf-life certificate of the products provided by the OEM on letterhead must be uploaded by the seller.**
27. **Seller has to upload the detailed technical leaflets or detailed specification data sheet and warranty details of the products declared by the OEM on its letter head.**
28. **The offered product must comply with the exact technical specifications asked in the bid document. Bidders must upload a test certificate of the offered product after Supply from NABL accredited lab.**
29. **Bidder has to submit the EMD by BG / FDR / DD in favour of Executive Officer Basudevpur Municipality Hard copy of the EMD uploaded by the seller must reach the office of the Executive Officer Basudevpur Municipality Cuttack within the bid end date and time, failing which the bid will be summarily rejected.**
30. **Preference shall be given to the Manufacturers within the state of Odisha for getting in time service.**
31. **Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products amounting not less than 50 lakhs to any Central / State Govt. Organization / PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.**

32. **For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:-**
 - a. **Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the Invoices have been executed**
 - b. **Execution certificate by client with order value.**
 - c. **Any other document in support of order execution like Third Party Inspection release note, etc.**
33. **OEM of the offered product must possess following ISO Certifications and the same is to be uploaded with the bid:**
 - a. **ENVIRONMENTAL MANAGEMENT SYSTEM - ISO 14001:2015**
 - b. **QUALITY MANAGEMENT SYSTEM - ISO 9001:2015**
 - c. **OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - ISO 45001:2018**
 - d. **ENERGY MANAGEMENT SYSTEM ISO 50001:2018**
 - e. **All the chairs shall be BIFMA E3 certified**
34. **Sample of offered product must be deposited at office of the buyer before bid end date at bidder's own cost otherwise bid will be rejected.**
35. **The item must have minimum warranty of 60 months and certificate in this regard to be submitted at the time of delivery. The bidder must submit an undertaking that to attend within 48 hrs from time of registration of complaint for resolving any technical/mechanical issues arises in the equipment and instrument. The bidder shall provide the details of service engineers.**
36. **Bidder must upload self-attested copy of GST certificate, PAN Card, ISO Certificate, Average Turnover duly certified by Chartered Accountant of both bidder/OEM during the last three years, ending on 31st March of the previous financial year have to submit with Valid UDIN.**
37. **A Latest affidavit is to be uploaded by the bidder that his / her firm has not been blacklisted by any PSUs / Central Govt. / State Govt. failing which the bid will be summarily rejected.**
38. **All the required documents must be submitted as per Bid requirement, failing to which the bid will be rejected. The authority reserves the right to cancel the bid at any point of time without assigning any particular reasons thereof.**
39. **Bidder/ OEM shall be having BIFMA certificate**
40. **Bidder /OEM shall be GREEN PRO Member (verification shall be made in website)**
41. **OEM Annual Average Turnover – 5Cr.**

42. Bidder / OEM shall have a local offer / service center in state of ODISHA from last 10 years and the proof of same shall be attached.
43. The Manufacturer shall have through feed edge banding, Multi boring, Panel saw and other machines to execute the order with proper finishing.
44. The bidder must submit authorization from Samsung/ LG for the supply of TV
45. Single benefit will be provided to the handicapped contractors with SC/ST license except the contractors belonging to Engineering back ground.

The authority reserves the right to reject any or all tenders without assigning any reason thereof.


Executive Officer
Basudevpur Municipality

**SAMPLE FORMAT FOR
BIDDERS CONTACT INFORMATION**

Name of the Bidder : _____

Class : _____

Address : At- _____
P.O. _____
Dist. _____
Pin: - _____

Telephone No. : _____

Mobile No. : _____

E-mail Id : _____

**Government of Odisha Government e-Procurement System of NIC
Do's and Dont's for online Payment for Bidders**

	Scenario	Do's	Don'ts
1.	When bidder makes payment through NEFT/RTGS	<ul style="list-style-type: none"> • It is suggested that all the bidders making payment via RTGS/NEFT are required to make the payment at least one day in advance to the last day of Bid Submission as certain amount of time is required for settlement, after the payment is made, and to avoid any technical issues in the last minute. • It is the bidder's responsibility to ensure that RTGS/NEFT payments are made with the exact details as mentioned in the challan. The bidder will not be able to get a successful response, if the following fields are not entered or wrongly entered: <ol style="list-style-type: none"> 1) Beneficiary Name: 2) Account no: 3) IFSC Code: 4) Amount: 5) Bank: 6) Branch: • The bidder may note that the Account number field in the challan will be alpha numeric with the first four characters in alphabets and balance being numeric. For example, GVDP123104. The bidder has to take due care to ensure that the alphabetic and numeric part of the account number is filled exactly as given in the challan. • Bidder has to make only single payment against a challan as per the amount mentioned in the challan. In case of pending 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. There are chances that the amount will get transferred to a wrong account and the bidder will not get a success response for the transaction even if the amount has been debited from his account. The bidder should therefore take extreme care while filling the details before making the payment. <input checked="" type="checkbox"/> Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination. <input checked="" type="checkbox"/> Bidder must not make multiple or split payments against a particular challan. Any split payment or lower amount paid against the EMD amount displayed in the challan will be refunded back to the bidder. <input checked="" type="checkbox"/> Bidder would not be entitled to claim that he/she is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder.

		<p>Response for the transactions even after 3 hours of making the payment during normal working hours, the bidder may check with the bank's help desk on status of the transaction.</p> <ul style="list-style-type: none"> • In case of any query on status of the transaction, the bidder will have to quote the Account number as given in the challan along with the Unique Reference Number (URN) as generated by the bidder's bank after initiating the RTGS/NEFT transaction to the Helpdesk. The bidder may also note the exact time at which the bidder had initiated the transaction and quote the same to the Bank Helpdesk official. • The bidders are advised to make the payment of exact amount as given in the challan. In case the bidder makes a payment lower than the amount mentioned in the challan, the bidder will not receive a success response for the payment made. If the bidder makes a payment higher than the amount mentioned in the challan, the bidder will get a success response if all the other parameters are correct. But the bidder will have to wait till tender opening to get refund of the excess amount paid. • The bidder will have to generate a new challan whenever the bidder is attempting to make payment for a new tender. 	<ul style="list-style-type: none"> • The bidders are advised not to wait till the last minute or last day of bid submission to initiate the EMD payment. The bidder may end up not being able to submit the bid in case of some technical issue or delay in settlement, etc., if the payment is made on the final day fixed by the Department for tender submission
2.	<p>When bidder makes payment through Payment gateway/ Internet banking</p>	<ul style="list-style-type: none"> • In case status of the transaction is pending after the bidder has executed the transaction and his/her account has been debited through internet banking, the amount will get refunded back to the bidder within approximately 3 working days. 	<ul style="list-style-type: none"> • The bidder is advised to wait while after completing the transaction in case of a delay in success response. The bidder should not click on refresh button after doing the transaction in case of delay in response.

		<ul style="list-style-type: none"> If the bidder has not received success status after completing the transaction due to any technical issues at the bank end, the bidder may wait a while and re-attempt another transaction through Internet banking or RTGS- NEFT. It may be noted that as soon as the bidder attempts a new transaction, the existing transaction will become invalid. 	
3.	<p>If the bidder wants to change the mode of transaction from Internet banking to NEFT/RTGS or vice versa</p>	<ul style="list-style-type: none"> The bidder may change the mode of payment from Internet banking to RTGS/NEFT or vice versa, if the bidder is not able to get a success response for the transaction done. As the bidder has the liberty to change the mode of payment at any time before freezing the bid, all the payments made against the tender will be valid. Once the E-Procurement system gets a SUCCESS response against any one of the payments made, the bidder can freeze his/her bid and thereafter rest of the payments made against the same tender will be refunded into the bidders account in due course. 	<ul style="list-style-type: none"> The bidder should not change payment mode without waiting for sufficient time after making an NEFT transaction since the settlement happens as per various settlement cycles during the day. In case the bidder has made the payment late during the day, it is advisable for the bidder to wait till next day morning when the NEFT settlement happens to check the status of the transaction and accordingly take the next step.
4.	<p>For EMD Refunds</p>	<ul style="list-style-type: none"> The refund of EMDs will be paid to the bidders to the account from which the EMD transaction got initiated by the bidder. Accordingly, for internet banking transactions, the EMD will be refunded back to the internet banking account from which the bidder initiated the transaction. If the bidder has made EMD payment through RTGS/NEFT mode, the refund will go back to the account from which the RTGS/NEFT transaction got initiated. 	<ul style="list-style-type: none"> The bidder need not claim or do anything to get the EMD amount refunded back. The amount will get refunded back into the bidder's account on an automatic mode as soon as the Department opens the tender and instructs the bank to initiate their fund.

		<ul style="list-style-type: none"> • The EMD refunds to the bidders, who made the payment through Internet banking will reach the bidder's account in approximately 3 working days and will depend upon how fast the bidder's bank credits the amount back to the bidder's account as per the banks process. • In the case of EMD refund for payments made through RTGS/NEFT mode, the amount will get refunded back on the same day on which the EMD refund gets initiated by ICICIBank. • In case of any delay in EMD refunds getting credited to the bidder's account, the bidder may contact ICICI Bank's helpdesk and give necessary details as required for by the bank. 	
5	Cash Payments	Not Applicable	<ul style="list-style-type: none"> • Cash Payments through Branches are never allowed as handling refunds is not possible
6.	Helpdesk	<ul style="list-style-type: none"> • For any queries or issues on EMD payments made through Internet banking or Payment gateway, • For any queries or issues on EMD payments made through RTGS/NEFT mode, • For any queries on EMD refunds, Help Desk Nos: <u>7205000695</u> e-mail ids- <u>:alina.pati@icicibank.com</u> <u>Saudamini.panda@icicibank.com</u> <u>arunakumar.mishra@icicibank.com</u> 	

Please note: Bidder may please note that the average time taken for settlement of NEFT transaction is 2-3 hours during normal working hours. Bidders are advised to make the payment at least one day in advance to the last day to take care of any exigencies.