

**BIDDING DOCUMENT**

**FOR**

**PRINTING/SUPPLY OF**

**LEAFLETS, BANNERS, POSTERS, POSTER KIOSKS,  
BILL BOARDS, LOGO (STICKERS), LOGO (MARBLE),  
HOARDINGS, LAPTOP COMPUTERS, SOLAR INVERTERS**

**UNDER**

**AMAGAON AMA BIKASH & RURAL HOUSING SCHEMES**

**IN**

**DISTRICT RURAL DEVELOPMENT AGENCY**

**SUNDARGARH DISTRICT**

**ODISHA STATE**

**DISTRICT RURAL DEVELOPMENT AGENCY, SUNDARGARH  
AT/PO/DISTRICT-SUNDARGARH, PIN-770001  
ODISHA, INDIA**

**TELEPHONES: (91) 06622 – 273873, E-Mail: ori-dsundargarh@nic.in**

ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା ସୁନ୍ଦରଗଡ଼ ଦ୍ଵାରା  
ଆମ ଗାଁ ଆମ ବିକାଶ ଓ ଗ୍ରାମୀଣ ଗୃହ ନିର୍ମାଣ ଯୋଜନା  
ଅନ୍ତର୍ଗତ କାର୍ଯ୍ୟ ପାଇଁ ବିଭିନ୍ନ ପ୍ରକାରର ସାମଗ୍ରୀ ଯୋଗାଣ  
ପାଇଁ ଠିକା ପ୍ରସ୍ତାବ ଦସ୍ତାବେଜ ଆହ୍ଵାନ

ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ସୁନ୍ଦରଗଡ଼, ଓଡ଼ିଶା  
ଗ୍ରା: ପୋ: ଜିଲ୍ଲା-ସୁନ୍ଦରଗଡ଼, ପିନ-୭୭୦୦୦୧  
ଟେଲିଫୋନ ନମ୍ବର: (୯୧)୦୬୬୨୨-୨୭୩୮୭୩  
ଇମେଲ ଆଇଡି: ori-dsundargarh@nic.in

## **DISTRICT RURAL DEVELOPMENT AGENCY : SUNDARGARH**



District Rural Development Agency,  
Sundargarh - 770001  
Tel / Fax No. 06622-273873  
E-mail - ori-dsundargarh@nic.in

### **TENDER CALL NOTICE**

**No.3 6 7 6/DRDA-RH**

**Dated the 16<sup>th</sup> November, 2018**

#### **Bid Identification Notice No/DRDA-SNG-RH-01/2018-2019**

1.	The Collector, Sundargarh on behalf of Governor of Odisha inviting Tender in <b>OFF-LINE</b> mode from eligible registered Printing Press/Firms/ Manufacturers/ Suppliers/ Proprietors/ Agencies for supply of Leaflets, Banners, Posters, Poster Kiosks, Bill Boards, Logo (Stickers), Logo (Marble), Hoardings, Laptop Computers and Solar Inverters in the district under AMA GAON AMA BIKASH & 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. The other details can be seen from the DTCN of this Tender Call Notice.	
2.	Nature of Works	:- Printing/ Supply of Leaflets, Banners, Posters, Poster Kiosks, Bill Boards, Logo (Stickers), Logo (Marble), Hoardings, Laptop Computers and Solar Inverters in the district under AMA GAON AMA BIKASH & RURAL HOUSING Schemes in the district.
3.	Availability of bid document in the website	:- <b>From 19.11.2018 (11.00 A.M.) to 28.11.2018 (5.00 P.M.)</b> <b>Sundargarh District Website "<a href="http://www.sundargarh.nic.in">www.sundargarh.nic.in</a>"</b>
4.	Last date of receipt of Bids	:- <b>Dt.28.11.2018 (5.00 PM)</b>
5.	Mode of receipt of Bids	:- By Registered Post/ Speed Post (Indian Post Offices) only and in no other means.
6.	Date of opening of Bid	:- <b>Date: 29.11.2018 at 11.00 AM</b> in the office chamber of Project Director, DRDA, Sundargarh.
7.	The bidders have to participate in <b>OFF-LINE</b> bidding only. Further details can be seen from the Sundargarh District website " <a href="http://www.sundargarh.nic.in">www.sundargarh.nic.in</a> ". Any addendum/ corrigendum/ cancellation of tender can also be seen from the said website.	

**Sd/-**

**COLLECTOR : SUNDARGARH**

**Memo No. 3 6 7 7 /DRDA-RH**

**Dated the 16<sup>th</sup> November, 2018**

Copy forwarded to the Editor, SAMAJ ([samaja.sng@gmail.com](mailto:samaja.sng@gmail.com)), SAMBAD ([dambarudhar.n@sambad.in](mailto:dambarudhar.n@sambad.in)) & with a request to publish in their Daily Odia newspapers in small letter, single space & single line before **18.11.2018** for wide publication & circulation of this Tender Call Notice. Complimentary copy of newspaper containing the Tender Call Notice must be submitted along with bill as per the I&PR Rate to this office for reference, record and payment.

**Sd/-**

**COLLECTOR : SUNDARGARH**

**:: 2 ::**

**Memo No. 3 6 7 8/DRDA-RH**

**Dated the 16<sup>th</sup> November, 2018**

Copy to the A.D.M., Sundargarh/ Rourkela/ P.D., DRDA, Sundargarh/ Municipal Commissioner, RMC, Rourkela/ P.D., DUDA, Sundargarh/ Executive Officer, Zilla Parishad, Sundargarh/ Sub-Collector, Sadar/Panposh/ Bonai/ PA, ITDA, Panposh/ Bonai/ Sundargarh/ All Block Development Officers & Tehsildars of the District/ DI & PRO, Sundargarh/ Rourkela/ D.W.O., Sundargarh/ District Culture Officer, Sundargarh/ District Tourist Officer, Rourkela/ PM, DIC, Rourkela/ GM, DIC, Sundargarh/ District Sports Officer, Sundargarh/ Executive Officers, Sundargarh/ Rajgangpur/ Biramitrapur Municipalities for information and 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 & necessary action. They are requested to remain present during opening of Bids.

**Sd/-**

**COLLECTOR : SUNDARGARH**

**Memo No. 3 6 7 9/DRDA-RH**

**Dated the 16<sup>th</sup> November, 2018**

Copy to DIO, NIC, Sundargarh with a request to upload this Tender Call Notice in the Sundargarh District Website "[www.sundargarh.nic.in](http://www.sundargarh.nic.in)" by **19.11.2018** for wide publication and timely response by the intending Manufacturers/Suppliers/ Proprietors/Printers.

**Sd/-**

**COLLECTOR : SUNDARGARH**

## **SUNDARGARH DISTRICT AT A GLANCE:**

Sundargarh District was constituted on the 1st January, 1948, out of the two ex-States of Gangpur and Bonai, which merged with Odisha on that day. True to its name, this beautiful District of Sundargarh with about 43 percent of its total area under forest cover and numerous colourful tribes dotting its landscape and with abundant mining potential is bounded by Ranchi District of Jharkhand on the North, Raigarh District of Chhatisgarh on the west and North West, Jharsuguda, Sambalpur and Angul Districts of Odisha on the South and South East and Singhbhum District of Jharkhand and Keonjhar District of Odisha on the east.

The Sundargarh town is the district headquarter. Geographically, the district is not a compact unit and consists of widely dissimilar tracts of expansive and fairly open, dotted with tree, clad isolated peaks, vast inaccessible forests, extensive river valleys and mountainous terrain. Broadly speaking, it is an undulating tableland of different elevations broken up by rugged hill ranges and cut up by torrential hill streams and the rivers IB and Brahmani. The general slope of the District is from north to south. Because of this undulating, hilly and sloping nature of landscape, the area is subjected to rapid runoff leading not only to soil erosion but also to scarcity of water for both agriculture and drinking purposes. Brahmani, Sankh, Koel and IB are the major rivers flowing through this District. Covering a geographical area of 9712 SQ. KMs., Sundargarh District is the second largest District of the state, accounting for 6.23 percent of its total area. Out of this total area, forests cover 4232.57 SQ. KMs., this being the second largest in the state, accounting for 8.53 percent of the state total.

Sundargarh District has 3 sub divisions, 18 Tehsils, 17 Blocks and 279 Gram Panchayats and 1779 no. of villages (includes 8 Census Towns and 9 out growths) and 04 Urban Local Bodies. Topographically, this district is located between latitude 21 degree 36' N to 22 degree 32' N and longitude 83 degree 32' E to 85 degree 22' E. The population of this District is 20,93,437, which is fifth most populous District of the state, out of which the rural population is 13,55,340 and urban population is 7,38,097 and the TRIBAL population of the district is 10,62,349, which is more than 50% of the total population. The literacy rate of the district is 73.34%.

The tribals all over the state/country particularly in the area of Sundargarh are known for their performing arts in the form of indigenous tribal songs, music and rhythmic dance. Music and dance forms an integral part of their life and living. The dances and songs of tribals as well as the music they play with their traditional musical instruments are so vibrant and rhythmic that many foreign visitors evince interest to visit tribal pockets only to catch a glimpse of such music and dance. But with changing times, the melodious song, music and dance forms of tribal are in the process of dying out.



**DISTRICT RURAL DEVELOPMENT AGENCY : SUNDARGARH**

District Rural Development Agency,  
Sundargarh - 770001  
Tel / Fax No. 06622-273873  
E-mail - ori-dsundargarh@nic.in

**A. CRITICAL Bid Information (FACT SHEET)**

Sl. No	Item	Details
1	Bid Identification No .	Collector & District Magistrate, Sundargarh <b>(Bid Identification Notice No/DRDA-SNG-RH-01/2018-2019)</b>
2	Name of the Work	Printing/ Supply of Leaflets, Banners, Posters, Poster Kiosks, Bill Boards, Logo (Stickers), Logo (Marble), Hoardings, Laptop and Solar Inverters in the district under AMA GAON AMA BIKASH & RURAL HOUSING Schemes in the district.
3	Officer Inviting tender	Collector & District Magistrate, Sundargarh.
4	Officer concerned with head quarters authorized for the Tender.	(1)Project Director, DRDA, Sundargarh (Contact No. 06622-273873) (2)Sri Subrat Kumar Choudhury, Asst.P.D.(RH), DDA, Sundargarh (Contact No. 9439006560 )
5	Accepting Authority	Collector & District Magistrate, Sundargarh
6	Intended completion period / Time period assigned for supply of items.	01 (One) Calendar months from the date of supply order/ Work Order.
7	Availability & downloading of Tender Documents from the Website.	Dt.19.11.2018 (11.00 AM) to Dt.28.11.2018 (5.00 PM) <a href="http://www.sundargarh.nic.in">"www.sundargarh.nic.in"</a>
8	Last Date for submission of Bid	Dt.28.11.2018 (5.00 PM)
9	Date of Bid Opening	Dt.29.11.2018 (11.00 AM). If Holiday, the next working Day.
10	Place of Bid Opening	Office chamber of P.D., DRDA, Sundargarh
11	Address for communication	Project Director, DRDA, Sundargarh, At/Po/District-Sundargarh (Odisha),PIN-770001
12	Cost of Bid Document	<b>Rs.5,000/- for each category. Category-A(Laptop Computers), Category-B (BPGY-LOGO-Engraved white Marble) and Category-C (Solar Invertors)</b> <b>Rs.3,000/- Category-D(Printing of Forms, Leaflets, Logo-Stickers, Flex Banners, Posters, Posters-Kiosk, Bill Boards &amp; Hoardings)</b> <b>(To be submitted in shape of D.D. issued from any Nationalized/ Scheduled Bank in favour of Project Director, DRDA, Sundargarh to be drawn at Sundargarh. )</b>
13	Bid Security (Earnest Money Deposit)	<b>Rs.1,00,000/- for each category. Category-A(Laptop Computers), Category-B (BPGY-LOGO-Marble) and Category-C (Solar Invertors)</b> <b>Rs.50,000/- . Category-D(Printing of Forms, Leaflets, Logo-Stickers, Flex Banners, Posters, Posters-Kiosk, Bill Boards &amp; Hoardings)</b> <b>(To be submitted in shape of D.D./ Bank Guarantee issued from any Nationalized/ Scheduled Bank in favour of Project Director, DRDA, Sundargarh to be drawn at Sundargarh).</b>
14	Validity of Proposal	30 days from the date of submission.
15	Mode of submission of Bids	Through Speed Post/Registered Post (Indian Post) only and in no other means.
16	Currency of Contract	Indian Rupees
17	Language of Contract	English
18	Format of Financial Bid	As per Annexure-II/1-4

Sd/-

Collector & District Magistrate,  
Sundargarh

# DETAILED TENDER CALL NOTICE(D.T.C.N.)

## INVITATION FOR BIDS(IFB)

### **Bid Identification Notice No/DRDA-SNG-BYV-01/2018-2019**

The Collector, Sundargarh on behalf of Governor of Odisha inviting Sealed Tender in **OFF-LINE** mode from eligible registered and interested Firms/ Manufacturers/ Suppliers/ Proprietors/ Agencies for Printing/ Supply of Posters, Poster Kiosks, Bill Boards & Logo (Stickers) under AMA GAON AMA BIKASH Scheme and Biju Pucca Ghar Logo (Engraved White Marble), Hoardings, Flex Banners, Laptop, Leaflets and Solar Inverters under RURAL HOUSING Scheme in the district. The bidders are required to participate and submit separate bid category-wise package mandatorily. The Indicative list showing the quantity, brands and specifications item-wise to be required are placed at **Annexure-I** for reference. The exact requirement of above items may exceed/decrease or vary depending on actual requirement at the time of placing of orders/later stage. The bidders are required to quote their rate item-wise in the Financial Bids at **Annexure-II/1(Category-A-Laptop)**, **Annexure-II/2 (Category-B BPGY-LOGO-Engraved White Marble)**, **Annexure-II/3 (Category-C, Solar Invertors)**, **Annexure-II/4 (Category-D Printing of Forms, Leaflets, Logo-Stickers, Flex Banners, Posters, Posters-Kiosk, Bill Boards & Hoardings)** as they intended. Submission of bid separately for each category is mandatory. The check-list for submission of Technical Bid is placed at **Annexure-III** herewith for reference and guidance of the bidders. The detail bid documents are available in Sundargarh District Official website of "[www.sundargarh.nic.in](http://www.sundargarh.nic.in)".

The bid documents can be downloaded from 11.00 A.M. of Dt-19/11/2018 to 5.00 P.M. of Dt-28/11/2018. 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 28.11.2018. Bidders are required to submit Technical Bid and Financial Bid in separate envelopes enclosed in a common envelope mentioning "THE CATEGORY FOR WHICH THE TENDER IS SUBMITTED WITH NAME OF ITEMS" on the cover of the envelope addressed to "Project Director, DRDA, Sundargarh, At/Po/District-Sundargarh, PIN-770001". Tender to be received after due date and time will not be accepted. **District Rural Development Agency, Sundargarh District** 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 Sundargarh district official website "[www.sundargarh.nic.in](http://www.sundargarh.nic.in)"., if any will be uploaded in the above mentioned Website.

**District Rural Development Agency, Sundargarh** 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 to the Officers as detailed in the FACT/DATA SHEET or as under:

**Address:**

District Rural Development Agency, Sundargarh  
At/Po/District- Sundargarh  
PIN-770001

Email: ori-dsundargarh@nic.in

Phone No : 06622-273873

(Mob.9437083213, Sri Subrat Kumar Choudhury, Asst. P.D( RH), DRDA, Sundargarh).

The Technical Bid will be opened on 29-11-2018 at 11.00 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 DRDA level 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 further basing on requirement and quality service provided by the bidder.

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 Background, Scope of work, indicative list of Sports equipment, Technical evaluation criteria, financial Bid evaluation and annexure for submitting the Tender can be downloaded from District Website [www.sundergarh.nic.in](http://www.sundergarh.nic.in) during the notice period.

**Category A- (Purchase of IT Equipments)-LAPTOP:**

Brief Description of particulars	Minimum Specifications	Installation Requirement if any	Warranty	Brand
Laptop	<p><b><u>LAPTOP-1</u></b>  <b>Processor Configuration: Mobile Intel Core i-5, 7<sup>th</sup> Gen Intel Core Processor, U Dual core</b>                      Memory: DDR4 2400MHz; slots supporting upto 32GB                      HDD: 1TB (min.)                      Display: 14" (35.56) or above active Matrix wide screen.                      Resolution: 1366x768 WXGA or higher.                      Video Controller: Intel HD Graphics 620.                      Wireless Connectivity: Integrated wireless b/g/n, Integrated Blue tooth.                      Key Board: Key Board with Touch pad.                      Min 3 USB ports, Ethernet card.                      Operating system: Microsoft windows10 pro 64 bit with the driver CD, Quickheal Total Security Antivirus Software latest version with 3 years license                      Power Supply: AC Supply with rechargeable battery pack, comprising of Li-Ion/Li-Polymer suitable for approx. 4hrs operation complete with battery charger/adaptor, Cary case.</p>	Yes	3 Years on site with spare and service.	DELL (Latitude 3490)
	<p><b><u>LAPTOP-2</u></b>  <b>Processor Configuration: Mobile Intel Core i-7, 7<sup>th</sup> Gen Intel Core Processor, U Quad core</b>                      Memory: DDR4 2400MHz; slots supporting upto 32GB                      HDD: 1TB (min.)                      Display: 14" (35.56) or above active Matrix wide screen.                      Resolution: 1366x768 WXGA or higher.                      Video Controller: Intel HD Graphics 620.                      Wireless Connectivity: Integrated wireless b/g/n, Integrated Blue tooth.                      Key Board: Key Board with Touch pad.                      Min 3 USB ports, Ethernet card.                      Operating system: Microsoft windows10 pro 64 bit with the driver CD, Quickheal Total Security Antivirus Software latest version with 3 years license                      Power Supply: AC Supply with rechargeable battery pack, comprising of Li-Ion/Li-Polymer suitable for approx. 4hrs operation complete with battery charger/adaptor, Cary case.</p>	Yes	3 Years on site with spare and service.	DELL (Latitude 3490)

**Category-B ( Purchase of BPGY-LOGO-Engraved White Marble):**

Brief Description of particulars	Specification	Sample verification
Biju Pucca Ghar Logo (Marble)	Good quality white Marble of 15" x 15" with 16 mm thickness and engraved logo in black colour. Sample of BPGY LOGO engraved with white Marble can be seen in RH Section in office hours during the tender period.	Submission of sample of BPGY (LOGO) engraved white marble is compulsory before opening of tender for quality verification, failing which the bids will not be opened.

**Category C- (Solar Inverter):**

Brief Description of particulars	Specification	Installation Requirement if any	Warranty	Make
Solar Inverter	<b>Annexure-IV</b>	Yes	5 Years on site with spare and service.	Luminous or Su.kum

**Category-D (Printing Leaflets, Logo-Stickers, Flex Banners, Posters, Posters-Kiosk, Bill Boards & Hoardings):**

Brief Description of particulars	Specification	Period of Delivery
LEAFLET	Paper Size – 27cm x 21.5 cm Color - Multi color both side printing Paper quality: 120 GSM Glossy Paper Sample of print- Can be seen in RH Section in office hours.	Within 7 days of Supply order
POSTER	Paper Size – 24 Inch X 18 Inch Print - Multi Color print Paper quality: 170 GSM Paper Sample of print- Can be seen in RH Section in office hours.	Within 7 days of Supply order
	Paper Size – A2 Print - Multi Color print Paper quality: 170 GSM Paper Sample of print- Can be seen in RH Section in office hours.	Within 7 days of Supply order
BANNER	Size-Different size Type of Material- Star Flex 300 GSM Print – Multi Color High Quality Print Sample of print- Can be seen in RH Section in office hours.	Within 5 days of Supply order
HOARDINGS	Size – 12 feet X 8 feet Print - Multi Color print Type-Star Flex with 12 gaze iron frame with bamboo or wooden pole structure (Printing, mounting & installation at different places of the district i.e. Blocks/ GPs including transportation). Sample of print- Can be seen in RH Section in office hours.	Within 7 days of Supply order

LOGO (STICKER)	Size- 16 Inch X 16 Inch Type of Material- Sticker Print – Multi Color High Quality Print Sample of print- Can be seen in RH Section in office hours.	Within 5 days of Supply order
POSTERS (KIOSK)	Paper Size – 24 Inch X 8 Inch Print - Multi Color print Paper quality: 170 GSM Paper	Within 7 days of Supply order
BILL BOARDS	Paper Size – 36 Inch X 18 Inch Print - Multi Color print Paper quality: 170 GSM Paper	Within 7 days of Supply order

## **BACKGROUND**

DRDA Sundargarh intends to procure the items as mentioned in the Category-A, Category-B, Category-C & Category-D as per the indicative list at Annexure-I. The cost is inclusive of all applicable taxes and transportation.

## **SCOPE OF WORK**

The selected bidders will be required to make delivery of the items Category-wise at Sundargarh as well as Block level, as per the indicative given below;

- (1) Category-A- All Laptop at DRDA, Sundargarh.
- (2) Category-B- BPGY Logo with Engraved White Marble to be handed over at respective Block headquarters as per requirement to be mentioned in the Work Orders.
- (3) Category-C- Solar Invertors @ 01 no. in each block and 02 nos. in DRDA, Sundargarh to be handed over at respective Block headquarters with installation and functional.
- (4) Category-D- Printing of Forms, Leaflets, Posters, Posters (KIOSK), Bill Boards, Logo (Stickers), Flex Banners are to be handed over in DRDA, Sundargarh. The hoardings with installation will be at different locations at Block/ GP Points in the district to be intimated later as per requirement.

## **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.

SI 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 : <ul style="list-style-type: none"> <li>• PAN Card:</li> <li>• Income Tax Return of 3 years (FY 2014-15, FY 2015-16, FY 2016-17)</li> <li>• GST Registration Certificate</li> </ul>
2	The Bidder should have experience of executing/supplying of similar nature of work.	Copy of work 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 (2014-2015, 2015-16 and 2016-17) 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/- or Rs.3,000/- for the category as mentioned in the FACT SHEET.	Demand Draft in favour of Project Director, DRDA Sundargarh payable at Sundargarh
6	The Bidder should submit an Earnest Money Deposit ( EMD) of Rs 1,00,000/- or Rs.50,000/- for the category as mentioned in the FACT SHEET.	Bank Draft/ Demand Draft in favour of Project Director, DRDA Sundargarh payable at Sundargarh
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 competent authority of the Bidder.
8	Bidder should submit an undertaking that it is not blacklisted by Government of Odisha or any other Government Authority.	Attach self- certification/ undertaking on company letter head duly signed and stamped by the competent authority of the Bidder. ( Attached as <b>Annexure IV</b> )

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

*If the Technical Bid is found complete in all respect, than only 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 at

#### **Annexure-II/1-4.**

*Contract shall be awarded to the firm (s) offering the lowest/net bundled price category-wise and not with reference to lowest prices quoted for the sub-items. If prices for each and every items are not quoted, net-bundled price offered shall not be accepted.*

### **EARNEST MONEY DEPOSIT**

As part of Technical bid submission, the bidder would be required to submit an Earnest Money Deposit amounting to INR 1,00,000 or 50,000 in form of a demand draft as the case may be category wise separately. The demand draft should be in favour of **Project Director, DRDA, Sundargarh** payable at Sundargarh. The EMD money of successful bidders 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/- or Rs.3,000/- as the case may be as per category in form of a demand draft payable at Sundargarh. The demand draft should be in favour of **Project Director, DRDA**, Sundargarh payable at Sundargarh. The Bid Processing Fee is ***Non Refundable***.

### **BID PRICE:**

- A. The transportation & 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.
- (d) The quotation would be evaluated for each item separately.

## **AWARD OF CONTRACT**

- (a) The purchase Order will be placed to the selected bidder(s) 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 Project Director, DRDA, Sundargarh.
- (d.)The 1<sup>st</sup> Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification, quality & requirement of DRDA, Sundargarh.
- (e) The quantity specify is tentative which may vary as per requirement.

## **PAYMENT:**

- The payment against the work orders will be made on submission of bills & 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.

Sd/-

**Collector & District Magistrate,  
Sundargarh**

**Annexure-I**

Sl. No.	Brief Description of items	Specifications	Total Quantity requires
01	<b>Category A- (Purchase of IT Equipments- LAPTOPS):</b>		
	Laptop-1	<p><b>LAPTOP-1</b>  <b>Processor Configuration: Mobile Intel Core i-5, 7<sup>th</sup> Gen Intel Core Processor, U Dual core</b>            Memory: DDR4 2400MHz; slots supporting upto 32GB            HDD: 1TB (min.)            Display: 14" (35.56) or above active Matrix wide screen.            Resolution: 1366x768 WXGA or higher.            Video Controller: Intel HD Graphics 620.            Wireless Connectivity: Integrated wireless b/g/n, Integrated Blue tooth.            Key Board: Key Board with Touch pad.            Min 3 USB ports, Ethernet card.            Operating system: Microsoft windows10 pro 64 bit with the driver CD, Quickheal Total Security Antivirus Software latest version with 3 years license            Power Supply: AC Supply with rechargeable battery pack, comprising of Li-Ion/Li-Polymer suitable for approx. 4hrs operation complete with battery charger/adaptor, Cary case.</p>	<b>68</b>
	Laptop-2	<p><b>LAPTOP-2</b>  <b>Processor Configuration: Mobile Intel Core i-7, 7<sup>th</sup> Gen Intel Core Processor, U Quad core</b>            Memory: DDR4 2400MHz; slots supporting upto 32GB            HDD: 1TB (min.)            Display: 14" (35.56) or above active Matrix wide screen.            Resolution: 1366x768 WXGA or higher.            Video Controller: Intel HD Graphics 620.            Wireless Connectivity: Integrated wireless b/g/n, Integrated Blue tooth.            Key Board: Key Board with Touch pad.            Min 3 USB ports, Ethernet card.            Operating system: Microsoft windows10 pro 64 bit with the driver CD, Quickheal Total Security Antivirus Software latest version with 3 years license            Power Supply: AC Supply with rechargeable battery pack, comprising of Li-Ion/Li-Polymer suitable for approx. 4hrs operation complete with battery charger/adaptor, Cary case.</p>	<b>5</b>
02	<b>Category-B ( Purchase of BPGY-LOGO-Engraved White Marble):</b>		
	Biju Pucca Ghar Logo (Marble)	Good quality white Marble of 15" x 15" with 16 mm thickness and engraved logo in black colour.	<b>14,314</b>
03	<b>Category C- (Solar Inverter):</b>		
	Solar Inverter	Annexure-IV	<b>19</b>
04	<b>Category-D (Printing Leaflets, Logo-Stickers, Flex Banners, Posters, Posters-Kiosk, Bill Boards &amp; Hoardings):</b>		
	LEAFLET	Paper Size – 27cm x 21.5 cm Color - Multi color both side printing Paper quality: 120 GSM Glossy Paper	<b>As per requirement</b>
	POSTER	Paper Size – 24 Inch X 18 Inch Print - Multi Color print Paper quality: 170 GSM Paper	<b>11,000</b>
		Paper Size – A2 Print - Multi Color print Paper quality: 170 GSM Paper	<b>5,500</b>

	BANNER	Size-Different size Type of Material- Star Flex 300 GSM Print – Multi Color High Quality Print	As per requirement
	HOARDINGS	Size – 12 feet X 8 feet Print - Multi Color print Type-Star Flex with 12 gaze iron frame with bamboo or wooden pole structure (Printing, mounting & installation at different places of the district i.e. Blocks/ GPs including transportation).	500
	LOGO (STICKER)	Size- 16 Inch X 16 Inch Type of Material- Sticker Print – Multi Color High Quality Print	2,100
	POSTERS (KIOSK)	Paper Size – 24 Inch X 8 Inch Print - Multi Color print Paper quality: 170 GSM Paper	13,550
	BILL BOARDS	Paper Size – 36 Inch X 18 Inch Print - Multi Color print Paper quality: 170 GSM Paper	1,371

**NB:**

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

**CATEGORY- A: ( FORMAT OF FINANCIAL BID FOR LAPTOP )**

- 1. Name of the Supplier/Agency :
- 2. Address Detail :
- 3. Bank draft amount, bank & date :

Sl no.	Particulars	Specification	Approximate quantity requires.	Per Unit Rate (Fig. in Rs.)	Total amount including tax ( 4 X 5 ) (Fig. in Rs.)
1	2	3	4	5	6
1	Laptop	i5	68		
2	Laptop	i7	5		
		Total	73	xxxxxxx	

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

(In Words): **.....**

Total bid price must be including all applicable taxes, transportation, installation with 3 years on site warranty.

**Signature of the  
Quotationer/Tenderer**

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

1. Name of the Supplier/Agency :
2. Address Detail :
3. Bank draft amount, bank & date :

Brief description of Items	Specifications	Approximate quantity requires.	Rate for Each Unit (Fig. in Rs.)	Total Amount ( 3 X 4 ) (Fig. in Rs.)
1	2	3	4	5
Biju Pucca Ghar Logo	Supply of Good quality of Marble of 15"x15" and 16mm thickness and engraved logo in black colour as Annexed-III	14314		

**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**

**CATEGORY- C: ( FORMAT FOR FINANCIAL BID OF SOLAR INVERTER)**  
**( ENGRAVED WHITE MARBLE)**

1. Name of the Supplier/Agency :
2. Address Detail :
3. Bank draft amount, bank & date :

Brief description of Items	Specifications	Approximate quantity requires.	Rate for Each Unit (Fig. in Rs.)	Total Amount ( 3 X 4 ) (Fig. in Rs.)
1	2	3	4	5
Solar Inverter	As per Annexure-IV	19		

**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**

**CATEGORY- D****FORMAT FOR FINANCIAL BID OF PRINTING OF FORMS, LEAFLET, POSTER, BANNER, HOARDINGS, LOGO (STICKER), POSTER(KIOSKS), BILL BOARDS**

1. Name of the Supplier/Agency :

2. Address Detail :

3. Bank draft amount, bank &amp; date :

Brief Description of items	Specification	Approximate quantity requires. (In number)	Rate for Each Unit (Fig. in Rs.)	Total Amount ( 3 X 4 ) (Fig. in Rs.)
LEAFLET	Paper Size – 27cm x 21.5 cm Color - Multi color both side printing Paper quality: 120 GSM Glossy Paper	As per requirement		
POSTER	Paper Size – 24 Inch X 18 Inch Print - Multi Color print Paper quality: 170 GSM Paper	11,000		
	Paper Size – A2 Print - Multi Color print Paper quality: 170 GSM Paper	5,500		
BANNER	Size-Different size Type of Material- Star Flex 300 GSM Print – Multi Color High Quality Print	As per requirement		
HOARDINGS	Size – 12 feet X 8 feet Print - Multi Color print Type-Star Flex with 12 gaze iron frame with bamboo or wooden pole structure (Printing, mounting & installation at different places of the district i.e. Blocks/ GPs including transportation).	500		
LOGO (STICKER)	Size- 16 Inch X 16 Inch Type of Material- Sticker Print – Multi Color High Quality Print	2,100		
POSTERS (KIOSK)	Paper Size – 24 Inch X 8 Inch Print - Multi Color print Paper quality: 170 GSM Paper	13,550		
BILL BOARDS	Paper Size – 36 Inch X 18 Inch Print - Multi Color print Paper quality: 170 GSM Paper	1,371		
	<b>TOTAL AMOUNT:</b>	XXXXXXXX	XXXXXX	

**NB:**

Bidders are required to quote single rate for one sample 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.

Sd\*-

**Signature of the  
Quotationer/Tenderer**

**Technical Submission Checklist**

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

<b>S. No.</b>	<b>Documents</b>	<b>Attached (Yes/No)</b>
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**

## Technical Specification Of 1kW On & Off Grid Solar Power Plant System. (SOLAR INVERTER)

**Stand-alone Solar Photovoltaic System will have following ranges:**

Items Configuration	Capacity
1.Total PV Module Mono crystalline silicon solar panel system with 5 year of warranty.(Make –Luminous & Su.kum, solar with latest standard )	1Kw
2.PV module wattage in each panel. (The dimension of panel is 6.4 feet x 3.2 feet)	335 kwp
3.No. of Solar Panels.	3 Nos.
4. Module efficiency	≥14%
5. Cell efficiency	≥16%.
6. Open Circuit Voltage of each panel	42Vdc
7. Max MPPT Voltage of each panel	36Vdc
8.Temperature range	-10°C to 60C°
9.Solar PCU/Inverter as per specifications,1-Phase(Make –Luminous & Su.kum solar)	1.5 KVA.
10. The batteries will have rating 150 Ah X 12 V sealed free tubular GEL battery or Lithium Ferro battery (Make –Luminous & Su.kum solar).	2 Nos.
11.MPPT Solar charge controller (controls the uncontrolled power coming from solar panel )	12V / 20AMP
12. Space required in two nos. of tubes joining two Iron legs shall be manufactured by ISI marked G.I. hollow rectangular tube bar Size 50.0mm x 25 Gaze.	6 sq meter
13. Charge Time By Sun	(5-6 Hours)
14. Electronics Efficiency	Minimum 85% total
15.Other Components Control.	Control electronics, Module mounting hardware, Battery box, inter-connecting wires / Cables, Separate Switches, Operation, instruction and maintenance manual.

### **With Complete Accessories.**

Recommended Load:

\* 4 LEDs + 3 Fan + 4 Computer+ 1 HP Laser printer

Backup Time:

\* Approximate 6-7 Hours for 700W Load.

**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 Project Director,  
District Rural Development Agency,  
Sundargarh District.**