

**BIDDING DOCUMENT**

**FOR**

**SUPPLY OF**

**LOGO (TILES)**

**UNDER**

**BIJU PUCCA GHAR YOJANA**

**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

## **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. 1779 /DRDA-RH

Dated the 30<sup>th</sup> June, 2020

#### **Bid Identification Notice No/DRDA-SNG-RH-01/2020-2021**

1.	The Collector, Sundargarh on behalf of Governor of Odisha inviting Tender in <b>OFF-LINE</b> mode from eligible registered Firms/ Manufacturers/ Suppliers/ Proprietors/ Agencies for supply of Logo (Tiles) to all the blocks in the district under BPGY Scheme (Rural Housing). 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	:-	Supply of Logo (Tiles) in the district under BPGY Scheme under Rural Housing in Sundargarh district.
3.	Availability of bid document in the website	:-	<b>From 01.07.2020 (11.00 A.M.) to 15.07.2020 (3.00 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. 15.07.2020 (3.00 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: 16.07.2020 at 04.00 PM</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.		

  
**COLLECTOR : SUNDARGARH**

Memo No. 1780 /DRDA-RH

30<sup>th</sup>  
Dated the June, 2020

Copy forwarded to the Editor, SAMBAD ([dambarudhar.n@sambad.in](mailto:dambarudhar.n@sambad.in))/ NEW INDIAN EXPRESS ([newindianexpress@gmail.com](mailto:newindianexpress@gmail.com)) with a request to publish in their Daily newspapers in small letter, single space & single line before **01.07.2020** for wide publication & circulation of this Tender Call Notice. The advertisement cost should be limited to Rs.5,000/- inclusive of all cost. Complimentary copy of newspaper containing the Tender Call Notice should be submitted along with bill to this office for reference, record and payment.

  
**COLLECTOR : SUNDARGARH**

**Memo No.** 1781 /DRDA-RH

**Dated the** 30<sup>th</sup> June, 2020

Copy to the A.D.M., Sundargarh/ Rourkela/ 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/ PM, DIC, Rourkela/ GM, DIC, 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.

  
**COLLECTOR : SUNDARGARH**

**Memo No.** 1782 /DRDA-RH

**Dated the** 30<sup>th</sup> June, 2020

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 **01.07.2020** for wide publication and timely response by the intending Manufacturers/Suppliers/ Proprietors/Printers.

  
**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-01/2020-2021)</b>
2	Name of the Work	Supply of Logo (Tiles) with in Sundargarh district under BPGY Scheme under Rural Housing in Sundargarh 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), DRDA, Sundargarh (Contact No. 9439006560 )
5	Accepting Authority	Collector & District Magistrate, Sundargarh
6	Intended completion period / Time period assigned for supply of items.	03 (Three) Calendar months from the date of supply order/ Work Order.
7	Availability & downloading of Tender Documents from the Website.	<b>01.07.2020 (11.00 A.M.) to 15.07.2020 (3.00 P.M.)</b> "www.sundargarh.nic.in"
8	Last Date for submission of Bid	<b>15.07.2020 (3.00 P.M.)</b>
9	Date of Bid Opening	<b>Dt.16.07.2020 (4.00 P.M.). If Holiday, the next working Day.</b>
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	<b>Cost of Bid Document</b>	<b>Rs.5,000/- (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. ) for each item.</b>
13	<b>Bid Security (Earnest Money Deposit)</b>	<b>Rs.1,00,000.00 (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) for each item .</b>
14	Validity of Proposal	30 days from the date of submission.
15	Mode of submission of Bids	Through Speed Post/Registered Post (India 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-I .

Sd/-

Collector & District Magistrate,  
Sundargarh

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

## INVITATION FOR BIDS(IFB)

### **Bid Identification Notice No/DRDA-SNG-RH-01/2020-2021**

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 Supply of Logo (Tiles) under BPGY Scheme under Rural Housing. 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 in the Financial Bids at **Annexure-I** for **Tiles**. The check-list for submission of Technical Bid is placed at **Annexure-II** 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 **01.07.2020 (11.00 A.M.) to 15.07.2020 (3.00 P.M.)**. The last date and time of submission/receipt of Bid as per contract data through Registered Post/ Speed Post only is up to 3.00 PM of **15.07.2020**. Bidders are required to submit their Technical Bid and Financial Bid in separate envelopes enclosed in a common envelope mentioning "BID DOCUMENTS FOR LOGO TILES UNDER BPGY" on the cover of the envelope addressing "Project Director, DRDA, Sundargarh, At/Po/District-Sundargarh, PIN-770001". Tender 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 to this tender, if any relating shall be uploaded in Sundargarh district official website "[www.sundargarh.nic.in](http://www.sundargarh.nic.in)" within the specified time period of tender.

**District Rural Development Agency, Sundargarh** reserves the right to accept or reject any or all tenders without assigning any reason thereof. For any queries the intending Firms/ Suppliers may contact to the Officers as detailed in the FACT/DATA SHEET as under:

**Address:**

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

Email: ori-dsundargarh@nic.in

Phone No : 06622-273873

(Mob.9439006560, Sri Subrat Kumar Choudhury, Asst. P.D( RH), DRDA, Sundargarh).

The Technical Bid will be opened on 16.07.2020 at 04.00 PM 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.

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 exceed 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 such 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 such 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, 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.

**(BPGY LOGO-TILE):**

Brief Description of particulars	Specification	Sample verification
BPGY Logo (Tiles)  <b>(Approximately 36,000 nos. will be required)</b>	Good quality Tile of (15 x 15 ") with 15 mm thickness and printed logo in multi colour as prescribed by Govt.  Sample of BPGY LOGO can be seen in the enclosed sheet at Annexure-IV	Submission of sample of BPGY printed Logo (Tiles) is compulsory before opening of tender for quality verification, failing which the bids will not be considered for opening.

**SCOPE OF WORK**

DRDA Sundargarh intends to procure the items as mentioned above. The cost to be quoted is inclusive of all applicable taxes and transportation upto block point as per the order to be given by DRDA.

## **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.

<b>SI No</b>	<b>Criteria</b>	<b>Supporting Documents to be Submitted</b>
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 2016-17, FY 2017-18, FY 2018-19)</li><li>• GST Registration Certificate.</li></ul>
2	The Bidder should have experience of executing/supplying of similar nature of work.	Preference shall be given to the Vendor having experience in execution of such nature of works. Copy of work order specifying the date of award , contracting authority and the quantity along with the cost of equipment supplied must be enclosed for consideration.
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 (F.Y 2016-17, FY 2017-18, FY 2018-19). The minimum average annual turnover should be Rs.50.00 Lakh and above, which must be supported with Audit Report duly certified by the Chartered Account.
5	The Bidder should submit a Bid processing fee of Rs 5, 000/- only. (Compulsory for all)	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/- for each category as mentioned above.	D.D./ Bank Guarantee in favour of Project Director, DRDA Sundargarh payable at Sundargarh.
7	Bidder should submit an undertaking that there is 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 the firm 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.

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

*If the Bidder will qualify under Technical Bid, than the financial bid will be opened, otherwise Financial Bid will be returned to the bidder without opening.*

## **FINANCIAL BIDS**

The Financial bids of successful Bidders whose Technical Bids will be selected by the Tender Committee will only be opened. Financial Bid must be submitted as per the format at **Annexure-I**. Contract shall be awarded to the firm (s) offering the lowest price.

### **EARNEST MONEY DEPOSIT**

As part of Technical bid, the bidder would be required to submit an Earnest Money Deposit amounting to INR 1,00,000 in the form of a **demand draft. / Bank Guarantee** 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 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/- in the form of 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 to be included in the Bid Price up to block point for BPGY LOGO.
- 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. 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) Confirm 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(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.
- (d) 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.

**S/d-**  
**Collector & District Magistrate,**  
**Sundargarh**

**Annexure – I**

**CATEGORY- A FORMAT FOR FINANCIAL BID OF BPGY PRINTED LOGO PRINTED (TILES)**

1. Name of the Supplier/Agency :
2. Address Detail :
3. Bank draft amount, bank & date :
- (i) EMD :
- (ii) Bid Security :

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
<b>BPGY Logo Tile</b>	Good quality Tile of (15 x 15 ") with 15 mm thickness and printed logo in multi colour as prescribed by Govt. Sample of BPGY LOGO can be seen in the enclosed sheet at Annexure-IV	<b>36,000</b>		

**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.

**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**

**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:**

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**Signature (With Seal)**

**To:**

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



## ପ୍ରଧାନମନ୍ତ୍ରୀ ଆବାସ ଯୋଜନା (ଗ୍ରାମୀଣ)- ବିଜୁ ପଙ୍କା ଘର ଯୋଜନା



ହିତାଧିକାରୀଙ୍କ ନାମ: \_\_\_\_\_

ଅଟକଳ ପରିମାଣ: \_\_\_\_\_

ଆର୍ଥିକ ବର୍ଷ: \_\_\_\_\_

ପଞ୍ଚାୟତରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର