

GOVERNMENT OF ODISHA
OFFICE OF THE DIVISIONAL FOREST OFFICER, SUNDARGARH FOREST DIVISION

DTCN

BID IDENTIFICATION NO. 07 DFO, SNG OF 2025-26

1. The DIVISIONAL FOREST OFFICER, SUNDARGARH FOREST DIVISION, SUNDARGARH on behalf of Governor of Odisha invites **Percentage Rate bids** in double cover system in **offline mode** for the construction of civil works as detailed in the table, from the class of eligible contractors/firms as mentioned in column-6 (Six) registered with the State Governments and Contractors of equivalent Grade/ Class Registered with Central Government for execution of Civil Works. The proof of registration from the appropriate authority shall be enclosed along with the Bid. If successful, the bidder who has not registered under state government has to register under the appropriate registering authority of the State Government of Odisha in appropriate class of eligibility before award of the work.
2. Class of Contractor/firm: As per Column -7 of Annexure.
3. Time for Completion: As per Column-6 of Annexure.
4. Tender Paper Cost: Tender paper cost submitted Offline as per Col-5 of Annexure
5. The successful bidder shall deposit required APS & ISD before signing the contract agreement. This amount must be submitted in accordance with the availability and execution of the CAMPA APO-2025-26 As per Column-4 & 5.
6. Mode of Submission of tender. Tender should be submitted through Regd. Post/Speed Post/ Courier Service in the address of **At- Divisional Forest Officer Sundargarh Forest Division, Kacheri Road, Near Court, Po- Sundargarh, District- Sundargarh, Pin-770001, Odisha.**

Tender to be submitted in two separate envelopes as detailed below containing the following:

Envelope 1:

- a) Clear acceptance of all Terms & Conditions and technical specifications of the bidding document, as stated in the format "Declaration by the Tenderer.
- b) The tender document downloaded from the website are duly filled in, signed & stamped in all pages. There should be no condition in this envelope which will otherwise make the bid of the tenderer/firm liable to be cancelled.
- c) In envelope -1 bidders should be submitted DTCN & Tender Call Notice only which is uploaded in the district website.

Envelope 2:

- a) In envelope-2 the bidder should be submitted BOQ in percentage rate for the particular work separately otherwise bid will be rejected.

7. Period of availability of tenders on Office Notice Board / Date & time of bidding / Date of opening tender papers. The details are as follows.

Procurement Officer	Bid Identification No.	Notification of Tender for bidding		Last Date and time of seeking tender clarification	Date & Time of opening of Bid	
		From	To		Technical Bid	Financial Bid
1	2	3	4	5	6	7
Divisional Forest Officer, Sundargarh Division	07	14.10.2025	24.10.2025	24.10.2025	27.10.2025	28.10.2025

8. Bid documents consisting of qualification information and eligibility criteria of bidders, specifications, drawings & the schedule of quantities of the various classes of work available on the Division Offices, Sundargarh Forest Division. These documents can also be accessed on the official website: <https://sundargarh.odisha.gov.in>
9. The bid for the work shall remain valid for a period of Ninety days from the date of bids. If any Bidder/Tenderer withdraws his bid / tender before the said period or any modifications in the terms and conditions of the bid, the said earnest money shall be forfeited and procedure for blacklisting will be initiated.
10. Other details can be seen in the bidding documents, which is available on the Sundargarh portal i.e. <https://sundargarh.odisha.gov.in>
11. Tenderer represented through power of attorney holder should ensure that the power of attorney is duly signed and identified through an affidavit from first class Magistrate containing the photograph of both the license holder and the person to whom the power of attorney is given unless the tender will be considered for rejection.
12. If the office happens to be closed due to subsequent declaration as holidays by Govt. local authority on the date of opening as specified above, tenders will be opened immediate next working day at the same specified time and venue.
13. The successful tenderer should produce all the original documents within 5 days of receipt of intimation for verification.
14. Exemption of EMD, the intending Engineering Contractor must submit an affidavit along with the tender documents, stating that they have not availed EMD exemption for more than three works in the current financial year.
15. **Performance Security** shall be obtained from the bidders as per Works Department memorandum no 5992 dtd. 27.04.2021 in shape of TDR, POTD, POSB, NSC & KVP and EMD & ISD in shape of POTD, NSC, POSB & KVP pledged in favour of the Divisional Forest Officer, Sundargarh Forest Division within seven days of issue to LOA.

16. **The Additional Performance Security (APS)** shall be obtained from the bidders as per Works Department memorandum no 4559 dtd. 05.04.2021 in shape of TDR, POTD, POSB, NSC & KVP and EMD & ISD pledged in favour of the Divisional Officer, Sundargarh Forest Division within seven days of issue to LOA otherwise the bid shall be cancelled and the EMD shall be forfeited. Further proceeding for blacklisting shall be initiated against bidder. Works Department Memorandum no 4559 dtd 05.04.2021 (Additional performance Security in case of Abnormally Low Bids (ALBS))

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 the estimated cost put to tender and Bid amount)
iii	From 10% and above	150% of (difference between the estimated cost put to tender and Bid amount)

17. The rates quoted by the Contractor shall be excluding GST. The GST as applicable for the work contract shall be payable to Contractor on each bill amount.

18. Prevailing rate of GST on the gross amount of the bill will be deducted from the Contractors bill as tax deduction at source (TDS) as per rules. Authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

ANNEXURE-**DETAILS WORK OF SUNDARGARH FOREST DIVISION
SUNDARGARH**

Sl. No.	Name of the work	Approximate Value of works (Approx.)	Bid Security EMD (In Rs.) to be submitted demand Draft	Cost of tender paper (In Rs.)	Period of Completion	Class of Contractor	Last date & time of receipt of Bids
1	2	3	4	5	6	7	8
1	Construction of Forest Guard Quarter of Gaddwar beat, Gopalpur Section, Gopalpur Range under Sundargarh Forest Division.	1156576.78	11566.00	6,000/-	03 (Three) Calendar Months	"D" & "C"	17:00 Hours of 24.10.25
2	Construction of Forest Guard Quarter of Gambharidihi beat, Ujalpur Section, Ujalpur Range under Sundargarh Forest Division.	1156576.78	11566.00	6,000/-	03 (Three) Calendar Months	"D" & "C"	17:00 Hours of 24.10.25
3	Construction of Forester Quarter at Gundiadihi, Lephripura Range under Sundargarh Forest Division	1446331.43	14463.00	6,000/-	03 (Three) Calendar Months	"D" & "C"	17:00 Hours of 24.10.25


Divisional Forest Officer,
Sundargarh Forest Division.

1. INSTRUCTION TO BIDDERS FOR DETAILS OF THE DOCUMENT TO BE FURNISHED WITH TENDER

1. Details of document to be furnished
 - a) Bid Cost & EMD is to be furnished.
 - b) Copy of GSTN Registration Certificate
 - c) Copy of PAN Card.
 - d) Copy of Aadhaar Card.
 - e) Contractor Registration No. (for Construction Civil Work)
 - f) Experience as a Civil Contractor (Preference shall be given to experience holder Contractor in case tie)
 - g) Affidavit regarding correctness of information /Certificate.
 - h) Affidavit regarding no relation certificate in prescribed format.
 - i) Tenderer/firm represented through power of Attorney holder should ensure that the power of Attorney is duly signed and identified through an affidavit from the Registering authority containing the photograph of both the license holder and the person to whom the power of Attorney is given failing which the tender will be considered for rejection.
 - j) Copy of the IT returns filed and audits Certificates for the last three consecutive financial years duly certified by the chartered Accountant.
2. The documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidders have to provide the original to the concerned Authority on receipt of such letter which will be sent through registered post/mail/special messenger.
3. DTCN is to be submitted by the bidder. The bidder has to only agree/disagree on the condition in the DTCN. The bidders, who disagree on the condition of DTCN, cannot participate in the bidder.
4. The Engineering contractor should produce their original license for exemption of EMD before signing the agreement.
5. Mode of Submission of Tender: Tender documents should be submitted through Regd. Post/Speed Post/ Courier service only.
6. Period of availability of tenders on Notice Board of All Offices, Sundargarh Forest Division. The details are as follows / Date of time of submission / last date of seeking clarification / Date of opening of tender papers.

Procurement Officer/ Tender inviting Authority	Bid Identification No.	Notification of Tender for bidding		Last Date and time of seeking tender clarification	Date & Time of opening of Bid	
		From	To		Technical Bid	Financial Bid
1	2	3	4	5	6	7
Divisional Forest Officer, Sundargarh Division	07	14.10.2025	24.10.2025	24.10.2025	27.10.2025	28.10.2025

7. Bid document consisting of qualification information and eligibility criteria of bidders, plans, specification, drawing where necessary the schedule of quantities and abstract of estimate of the various classes of work is available on the Notice board of All Offices, Sundargarh Forest Division.
8. The bid for the work shall remain valid for acceptance for a period of ninety days from the last date of receipt of bids. If any Bidder / Tenderer withdraw the bid/tender before the said period or makes any modification in the terms and condition of the bid, the earnest money shall stand forfeited and blacklisting procedure will be initiated.
9. Other details can be seen in the bidding documents which is available in the Sundargarh portal i.e. <https://sundargarh.odisha.gov.in>
10. Authority reserves the right to reject any of all the tenders without assigning any reasons thereof.
11. Tender may not, at the discretion of the competent authority, be considered, unless accompanied by attested copies of the PAN or GST Clearance Certificate and the original certificates are to be produced before the tender opening authority as and when required for verification.
12. Bidders registered under other State Government in equivalent rank may participate in the tender, but successful bidders have to register under the State PWD before sign the agreement for Civil works.
13. All the rates and prices in the tender shall cover all tax viz. Central or states sales tax, octroi, any other local taxes, ferry, tollage charges, CESS and royalties and any other charges. The contractors shall produce necessary receipts in support to payment of royalty and taxes for the material supplied by them for the work failing which royalty, taxes as applicable will be deducted from their bills.

- 14.** The work is to be completed in all respect with in the period mentioned in Annexure of NIT in Calendar months from the date of written order to commence the work.
- 15.** After opening the tenders if a tenderer withdraws himself from the competition during the validity of tender, the EMD received along with the tender shall be forfeited & credited to the 'Govt. and procedure for Blacklisting of tenderer will be initiated accordingly.
- 16.** If the rate quoted by the bidder is less than 15% of the tendered amount, then such a bid shall be rejected & 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 tender through a transparent lottery system, where all bidders/their authorized representatives, the concerned procurement/Tender committee will remain present.
- 17.** The bidder shall submit bids as a percentage of estimate of estimated of unit work as a whole for all works. In case of any discrepancies, the lowest percentage quoted for any of the items shall be considered the percentage bid for all the items, subject to the agreement of the bidder, failing which, he shall be excluded from further process in the bidding.


Divisional Forest Officer,
Sundargarh Forest Division

2. INSTRUCTIONS TO TENDERERS

2.1 Eligibility Criteria: -

The eligibility criteria for participation in this tender are given below. The tenderer(s) should go through these eligibility criteria before purchasing the tender documents. Tenderer(s) not fulfilling the eligibility criteria and submit the tender, can do so at their own risk, as the tender will summarily be rejected.

- (1) The intending tenderer(s) should have the valid Registration Certificate as on date, of the required class as mentioned in Annexure of NIT.
- (2) The intending tenderer (s) should have up to date valid PAN, GSTN clearance Certificate.
- (3) The intending tenderer (s) should have furnished EMD, if required, as mentioned in NIT.
- (4) The intending tenderer (s) should have also satisfy the eligibility criteria as per NIT.

2.2 During scrutiny evaluation & comparison of the tenders the authority at his discretion may ask any tenderer for clarification on his tender document including breakdown of the unit rates. The request for clarification & the response shall be in writing. No additional documents in fresh which will affect the original status of the eligibility criteria of the tender at the time of receipt of tenders are acceptable.

2.3 The successful tenderer shall make his own arrangement for all materials T&P machineries required for satisfactory completion of work in time. Unless otherwise specified in the conditions or contract.

2.4 By submitting a tender for the work, a tenderer will be deemed to have satisfied himself by actual inspection of the site & locality of the work about the quality & availability of the required quantity of materials, medical & labour & food stuffs etc. & that the rates quoted by him in the tender will be adequate to complete the works according to the specifications & conditions attached there to & that he has taken into account all conditions & difficulties that may be encountered during its progress & to have quoted labour rates, & materials rates which shall include cost of materials with taxes, octroi & other duties, lead, lift loading & unloading, freight for materials & all other charges necessary for the completion of the work, to the entire satisfaction of the Divisional Forest Officer & his authorized subordinates. After acceptance of the contract rates, Govt. will not pay any extra charges from any reasons in case the contractor is found later on to have misjudged the condition as regards availability of materials, labour or any other factors.

- 2.5 Acceptance of the tender will be intimated to the successful tenderer. The tenderer is to deposit the initial security deposit & sign the agreement as prescribed in the NITs.
- 2.6 If the tenderer has a relative employed as Asst. Secretary & above in the Forest Department, he shall inform the Procurement committee mentioning the exact details in a covering letter along with the tender failing which his tender will not be considered.
- 2.7 Also, if the fact or relationship subsequently comes to light, his contract will be rescinded. The Earnest Money & the total Security Deposit will be forfeited & he shall be liable to make good any loss or damage resulting from such cancellation. In case, the tenderer has no relationship with any of the Officers mentioned above he shall have to furnish with tender a certificate to this effect.
- 2.8 No contract work however petty may be carried out except under & in accordance with duly executed agreement, or a special written authority from Divisional Forest Officer or its authorized Subordinate.
- 2.9 Canvassing in any form is prohibited & the tenders submitted by the tenderers who resort to canvassing will be rejected & the tenderer will not be allowed to tender for any other works in this Organization.
- 2.10 Details of drawing & specifications if any as are not supplied with the tender document for the work may be seen in the Office of the Divisional Forest Officer, Sundargarh Division on working days during working hours.
- 2.11 If any other information regarding plan & specifications etc. are required before submission of the tender, the same can be obtained from the Divisional Forest Officer, Sundargarh Division.
- 2.12 The detailed specification for all items of work involved in the work shall be in accordance with the following: - (a) IRC & ISI Codes of practice & MOST publications such as specifications of road & bridge works & sound engineering practices. (b) Orissa detailed standard specification. (c) Any other standard code or specifications or work as prescribed by the Forest Department. In case of variations in provisions of codes or specifications of works referred to above, the decision of the Divisional Forest Officer, Sundargarh, as regards the specifications to be adopted in the work, shall be final, conclusive & binding on both the parties. Every tenderer must examine the aforesaid specification before submitting his tender. The Divisional Forest Officer, Sundargarh Division or his authorized subordinates reserves the right, without impairing the contract to make such increase or decrease in the quantities or items of work mentioned in the schedule attached to the tender notice as may be considered necessary to complete the work duly & satisfactorily. Such increase or decrease shall

- in no case invalidate the contractor's rates. It shall be definitely understood that the Govt. does not accept any responsibility for the correctness or the completeness of the quantities shown in the schedule. The schedule is liable to alteration by omissions or additions or deductions. Such omissions, additions or deductions to any extent shall in no case invalidate the contract & extra monetary compensation will be entertained.
- 2.13 The tenderers are required to go through each clause of PWD form P1 carefully in addition to the clauses here in before & herein after provided as these are deemed to be the part of the contract.
- 2.14 The notice inviting tenders, instructions to tenderers, general condition of contract, detailed call notice, special contract, specifications, schedule of quantities along with printed conditions of PWD form F2, approved drawing, time schedule & the rate together with the letter of awarding the work will form part of the contract. In case of conflict between any of the provisions, the same is to be got clarified by the tenderer before submission of the tender. If such conflicts arise after the tenders are opened the decision of Divisional Forest Officer shall deem to be final & binding on the contractor.
- 2.15 (a) The tenders will be considered to be valid for 90 days from the date of opening of the tenders,
(b) The period of validity of tender can also be extended if agreed by the tenderer & the Tender Issuing Authority.

In case of ambiguity between clauses of this DTCN & P1 contract form, the relevant clauses of P1 contract form shall prevail over the DTCN. The clauses not covered in P1 contract form shall be governed by DTCN.

Special Condition for Execution of the work

1. Construction of Forest Guard Quarter at Gaddwar Beat, Gopalpur Section, Gopalpur Range under Sundargarh Forest Division during the FY-2025-2026.
2. Construction of Forest Guard Quarter at Gambharidihi Beat, Ujalpur Section, Ujalpur Range under Sundargarh Forest Division during the FY-2025-2026.
3. Construction of Forester Quarter at Gundiadihi, Lephripara Range under Sundargarh Forest Division during the FY-2025-2026.

The bidder must have basic knowledge/idea of the sustainability factors being used in buildings and shall be able to answer when questioned by the concerned officials.

The bidder must be involved in executing similar construction previously, with similar techniques of constructions/works.


Divisional Forest Officer,
Sundargarh Forest Division.

3. GENERAL CONDITION OF CONTRACT

- 3.1 The contractor/firm shall not sublet whole or part of the work without written consent of the concerned Divisional Forest Officer or its authorized subordinate or transfer be made by power authorizing others to receive payment on behalf of the contractor and such consent if given shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts of defaults and negligence of any sub-contractor employed by him as fully as if they are caused with the acts, defaults and negligence of the contractor, his agents, servants or workmen. Employing labourer directly on piece work basis shall not be deemed to be understood as subletting as explained above.
- 3.2 The contract comprises the construction, completion and maintenance of the works and except in so far as the contract otherwise provides of provision of labour, material and construction plant, temporary works and everything whether of a temporary or permanent nature required in and for such construction, completion and subsequent maintenance for a period of not less than Twenty-Four months.
- 3.3 a) The drawing shall remain in the safe custody of the Divisional Forest Officer, but two sets of copies thereof shall be furnished to the contractor on free of cost. At the completion of the work the contractor shall return to the Divisional Forest Officer one set of all the drawings, supplied to duly signed as completion drawing.
- b) No claim shall be entertained against the department on account of any increase in railway or road freight or prices of cement, steel, petrol, coal, fuel, oil, lubrication. Explosives and other materials or commodities, labour charges etc. during the course of construction or after tendering for this work till the date of completion except the incidence at price variation and period covered under the relevant Price Escalation Clause of the Agreement.
- 3.4 The contractor shall give adequate notice in writing to the Divisional Forest Officer for any further drawing or specification that may be required for the execution of the work or otherwise under the contract. In the event of any delay in the issuing of any of the detailed drawing etc. for any reasons what-so-ever reasonable extension of time may be granted on application by the contractor but on no account any claim for monetary compensation will be entertained.
- 3.5 One copy of the drawing supplied to the contractor shall be made available at the site for reference for use of the departmental officers during inspection.

- 3.6 From time to time the contractor shall submit to the Divisional Forest Officer for his approval the programme showing the order of procedure and method in which he proposes to carry out the work and whenever required by the concerned Divisional Forest Officer or his representative furnish for his information, particulars in writing of the contractor's arrangements for the carrying out of the work and of the constructional plan and temporary work which the contractor intends to supply, use or construct as the case may be. The submission to and approval by the Divisional Forest Officer or its authorized subordinate of such programme for furnishing of such particulars shall not relieve the contractor of any of his duties or responsibilities under the contract.
- 3.7 The contractor shall be responsible for the true and proper setting out of the work and for the correctness of the position, levels, dimensions and alignments of all part of the work and for the provision of all necessary instruments, appliances and labour in connection there with. If any time during the progress of the work, any error shall appear or arise in the position, levels, dimensions or alignments of any part of the works the contractor on being required to do so by the concerned Divisional Forest Officer. The checking of any setting error to the satisfaction of concerned Divisional Forest Officer or his representative shall not in any way relieve the contractor of his responsibility for the correctness there of and the contractor shall carefully protect and preserve all bench marks, pegs and other things used in setting out of the works.
- 3.8 Department will have the right to inspect the scaffolding and centring made for the work and can reject partly or fully such structures if found defective from safety or any other grounds. The contractor has to carry out any such detailed instruction from the Divisional Forest Officer or his authorized sub-ordinates regarding such structures. All the centring and shuttering should be got approved by the Divisional Forest Officer before concreting is done.
- 3.9 Explosive shall not be used on the work by the contractor without the permission in writing of the concerned Divisional Forest Officer and then only in the manner and to the extent prescribed. Where explosives are used the same shall be stored in a special magazine to be provided by and at the cost of the contractor who shall be liable for all damages, loss or injury to any person or property and shall be responsible for complying with all the statutory rules and regulations prescribed by the Chief Inspector of Explosive. It is the responsibility of the contractor to procure explosive required for the work. However, the department may extend necessary possible help for procuring explosive license. No claim will however be entertained for delay or failure in rendering such help by the Department.

3.10 The contractor shall in connection with works provide and maintain at his own cost all lights, security guards, fencing and watching as and where necessary or required by the concerned Divisional Forest Officer or his representative for the protection of the works or for the safety and convenience of the public or others.

3.11 The contractor shall indemnify the department against all losses and claims for injuries or damages to any person or property what-so-ever which may arise out of or in consequence of the construction and maintenance of the works and against all the claims demands, proceedings, costs charges and expenses what so-ever in respect of or in relation' there to.

3.12 The contractor shall abide by the C.P.W.D. safety code introduced by the Government of India. Ministry Housing & Supply in standing orders No.-44-250 dated 25-11-57 which can be seen in the office of the Executive Engineer, on any working day during office hours.

3.13 The contractor shall abide by "Fair Wages" clause in accordance with the Government of Orissa, Works and Transport Department letter No. A - VIIIIR- 18/52/25 dated 26-02-55 and No. IIM – 56/51-28845 (A) dated 27-09- 61 and Workmen's Compensation Act. 1923 and other laws as may be introduced by the Government from time to time.

3.14 The contractor in accordance with the requirement of the Department afford all reasonable opportunities for carrying out their works to any other contractors employed by the Department and their workmen and to the workmen of the department and of any other duly constituted authorities who may be employed in the execution on or near the site of any work not included in the contract or of any contract which the department may enter into in connection with or ancillary to the works.

3.15 The contractor shall at his own expenses provide and maintain all the constructional plant, temporary works, materials both for temporary and for the permanent works, labour transport to or from the site and in and about the works and other things of every kind required for the construction, completion and maintenance of the works.

3.16 The Dept. may supply materials as are available with them but the contractor shall keep himself in touch with the day-to-day position regarding the supply of the materials from the Department and to so adjust the progress of the work that their labour may not remain ideal nor may there be any other claim due to arising out of the delay in obtaining the materials. It should be clearly understood that the contractor is solely responsible to make his own arrangements for all the materials required for the completion of the work in time.

3.17 On the completion of the work, all rubbish, debris, vats, tanks materials and temporary structures of any sort or kind used for the purpose of/or connected with its

construction are to be removed by the contractor and all pits and excavations filled up at his own cost and his site handed over in a tidy and workmen like condition and the final payment in settlement of accounts for the said work shall be held to be due or shall not be made to the contractors till such site clearance shall have been effected by him and such clearance may be done by concerned authorized officer of Divisional Forest Officer at the expense of the contractor in the event of his failure to comply with provisions within 7 days after receiving notice in writing from the authorized officer to that effect if it becomes necessary for the Authorized Officer to have the site clearance done as indicated above at the expense of the contractor. The department shall under no circumstances be held liable for any losses or damages to such of the contractor's property as may be on such site due to such removal there from, removal of which may be affected by means of public sale of such materials and property or in such way as deemed fit and most convenient to the Authorized Officer.

- 3.18 The contractor shall have to submit to the Authorized Officer fortnightly return of labour both skilled and unskilled as employed by him on the work in the proforma to be prescribed by the Divisional Forest Office.
- 3.19 The contractors are required to quote their rates for all the items noted in the schedule of quantities. The Dept. reserves the right of deciding the type of the structure construction to be constructed and contractor shall abide the decision of Dept. In case of alternative items or items occurring in the tender, Divisional Forest Officer or its Subordinate may order to execute any of such item or items at which direction and the contractor shall not have choice in his decision to his advantage.
- 3.20 The rates in the tender will be deemed to include cost of all materials including loading unloading, leads, lifts, taxes, royalties etc. and in other charges whether the materials are issued the Dept. or arrange from any other sources by the contractor.
- 3.21 The contractor shall supply sample of all materials, free of cost before procurement for the work for testing and acceptance as may be required by the Divisional Forest Officer, Sundargarh Division.
- 3.22 The contractor shall uncover any part or parts of the works or make opening in or though same as the Divisional Forest Officer, Sundargarh Division or its Authorized subordinate may from time to time direct for testing and shall reinstate and make good such part or parts to the satisfaction of the concerned.
- 3.23 The Divisional Forest Officer or its Authorized subordinate during the progress of the works has power to order in written in the site order book, so maintained at the site of work by the contractor in the form prescribed in the Dept. from time to time.
- a) The removal of any materials from the site within such time or times as may be specified, which in the opinion of the Authorized Officer are not in accordance with the specification.
 - b) The substitution of proper and suitable materials.

- c) The removal and proper re-execution of any work in respect of materials workmanship which in the opinion of the Authorized Officer is not in the accordance with the specification.

3.24 Either during the execution or after the completion of the work, contractor shall arrange in his own cost requisite equipment for testing the structures, if found necessary by the Authorized Officer and bear the entire cost of such tests conducted as per the direction of the Divisional Forest Officer, Sundargarh Division.

3.25 The contractor shall on the written order of the concerned Authorized Officer suspend the progress of the work or any part thereof for such time or times and in such manner as the Divisional Forest Officer or its Authorized subordinate may consider necessary and shall during such suspension, properly protect and secure the work as far as is necessary in the opinion of the DFO or its authorized subordinate. No claim in this regard will be entertained.

3.26 The contractor after award of the work shall commence the work at site within the period prescribed by the DFO or its authorized subordinate and shall also maintain proportionate progress. The contractor should bear all expenses and charges of special or temporary road required by him in connection with access to the site. Subject to any requirement in the contract as to the completion of any portion of the works before completion of the whole, of the works shall be completed within the time stated in the contract.

3.27 The Divisional Forest Officer shall make any variation of quality or quantity of the works or any part thereof that may in his opinion be necessary and for that propose or it for or any other reasons. It shall in his opinion be desirable. If due to such alteration or additions any item or items of works are to be executed which are not specially covered by the contract then the same may be taken up departmentally through job work agreements with the same contractor or separate piece workers or through master rolls at the prevailing schedule of rate at or rates approved by the Divisional Forest Officer or its subordinate. When the extra or additional items are executed through the same contractor, he shall give in writing his willingness to accept the prevailing schedule of rate or the rates approved by Divisional Forest Officer, Sundargarh prior to taking up the work. It is to be clearly understood that no claims what-so-ever will be entertained as regards the extra or less quantity of work against the items provided in the contract or extra items of work done under written order of the concerned Divisional Forest Officer. The rate in the latter case being the Prevailing schedule of rates or the rates approved by the Divisional Forest Officer. If the contractor executes the extra items but fails to give in writing his willingness to accept the prevailing schedule of rates the decision of the Divisional Forest Officer, will be final as regards rates admissible, which will be binding on the contractor.

(a) GST on finished products shall not be paid separately. If any such tax is levied, the contractor shall bear the same. The contractor should accordingly quote the rate in percentage basis. No special conditions on this issue will be entertained. They should also give an under taking on this point as indicated below: certified that the rates quoted by me are inclusive of sales tax on finished work. No extra amount shall be claimed.

* 3.28 The construction materials if available with the Dept. may be supplied to the contractor at the direction of the Dept. at the place and at the rates as noted against each. The contractor may satisfy himself about the quality and quantity of materials at the time of issue. In case of non-supply these materials for any reason what-so-ever it shall be the responsibility of the contractor to procure such materials (to be approved by the authorized subordinate) from the market and complete the work within the stipulated time. No monetary claim or compensation of any kind what-so-ever will be entertained by the Dept. nor this can be taken as a plea by the contractor to apply for extension of time to complete the work. The state custody and up keep of the materials so issued by the Dept. will be the sole responsibility of the contractor. He is also to bear in addition, the entire incidental charges such as transport, storage, handling of materials and in other expenditure incurred for return of empty cement bags and empty containers etc. at issuing stores.

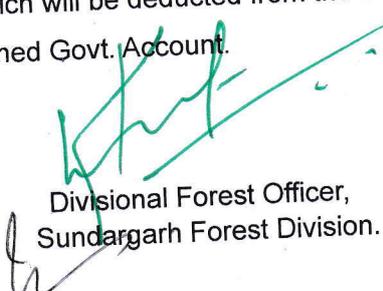
3.29 The Dept. have the right to supply at any time in the interest of work any departmental materials to be issued in the work in addition to those mentioned in appendix (A) and the contractor shall use such materials without any controversy or dispute on the account. The rate of such materials as supplied under clause 3.28 will be at the stock issue rate fixed by the Dept. or market rates prevalent at the time of supply whichever is higher.

3.30 The contractor may take delivery of departmental supply of materials according to his need for the work issued by the sub-divisional offices. The contractor shall make all arrangements for proper storage including cost of store sheds required for the purpose and providing for watching arrangements at his expenses.

3.31 The dept. is not responsible for any effect due to issue of materials. Under any short contingency if the contractor stops or delays the execution of work relevant penalty clause as per P1 agreement will be enforced.

3.32 The contractor will responsible for the misuse, loss or damage due to any region may what-so-ever of any departmental materials supplied to him the execution of the work. Case of such loss damage or misuse, recovery at the rate of five times the cost of the materials issued will be deducted from the bills or his other dues.

- 3.33 Machinery is available may be issued by the direction of the Dept. contract on hire at daily or hourly rates as per appendix - B, without POL subject to condition that the contractor execute in advance an agreement with the Authorized Subordinate as per the circular vide work Dept. letter No. 8949 dt. 03-02-89.
- 3.34 The contractor will refund the machinery taken by him for use in the work in good serviceable condition to the issuing store at his own cost.
- 3.35 The hire charges will be calculated from the date of issue to the date of return.
- a) Special class Contractor shall employ under him one Diploma Holders belonging to the State of Orissa.
 - b) The contractor shall pay to the Engineering personnel monthly emoluments which shall not be less than the emoluments of the personnel of equivalent qualification employed under the Government of Orissa.
 - c) The names of such Engineering personnel appointed by the contractor should be intimated to the tender receiving authority along with each tender as to who would be supervising the work. In absence of such intimation the tender shall be treated as incomplete.
 - d) Amount will be released after submission of completion certificate for work duly verified and signed by the Divisional Forest Officer or his authorized representative.
- 3.36 The tender amount is inclusive of labour cess 1% which will be deducted from the final payment directly and will be deposited in the concerned Govt. Account.


Divisional Forest Officer,
Sundargarh Forest Division.

ORISSA PUBLIC WORKS DEPARTMENT
(Form F2)

PERCENTAGE RATE TENDER AND CONTRACT FOR WORKS

General Rules and Directions for the guidance of contractors

1. All works proposed for execution by contract will be notified in a form of invitation to tender passed on a board hung up in the office of and signed by the Divisional Forest Officer. This notice will state the work to be carried out, the items and approximate quantities thereof as well as the date of submitting and opening of tenders also the amount of earnest money to be deposited and the amount of the security deposit to be deducted from bills. Copies of the specification, designs & drawings and any other documents required in connection with the submission of tender signed for the purpose of identification by the Divisional Forest Officer shall also be open for inspection by the contractor at the office of the Divisional Forest Officer.
2. In the event of the tender being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so. Receipt for payments made on account of work, when executed by a firm must also be signed by the several partners, except where the contractors are described in their tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipts of the firm.
3. The memorandum of work tendered for and the memorandum of materials to be supplied by the Department and their issue rates shall be filled in and completed in the office of the Divisional Forest Officer/ Authorized Officer before the tender form is issued. If a form is issued to an intending tenderer without having been so filled in and completed, he shall request the office to have this done before he completes and delivers his tender.
4. The amount of earnest money to be deposited will be One percent of the tendered amount, whenever required.
5. The Procure committee will open the tenders in the presence of any intending contractors who may be present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form. In event of a tender being rejected, the challan for the earnest money forwarded there with be returned to the tender with a pay order for the amount of the earnest money.
6. The Procure Committee shall have the right to reject all or any of the tenders. In the event of a tender being selected for acceptance, the Procure Committee which opened the tenders will if he is competent to accept the tender, inform the tenderer of the selected tender who shall thereupon sign copies of the specification and to the documents mentioned in rules 1 and 4 for the purpose of identification and for his acceptance with the tender. The tender of the selected tender shall also deposit the required amount of the security money with the prescribed time. If the tenderer fails to deposit the required amount of the security money within the prescribed time, the DFO or Procurement

Committee may reject the tender. If the procurement Committee is not competent to accept the tender himself, he will inform the tenderer of the tender which he decides to recommend for acceptance. Such tenderer shall thereupon sign forth with copies of the specification and other documents mentioned in rules 1 and 4 and shall deposit the required amount of the security money within the prescribed time. The tender with the specification and other documents signed by the tender will then be forwarded for acceptance to the Officer/Committee who is competent to accept the same. If the said Officer/Committee rejects the tender the security money deposited shall be refunded to the tenderer.

7. When a tender is selected for acceptance, the tenderer shall deposit the required amount of the security money in cash in the treasury and shall forward the challan to the Divisional Forest Office. Government securities may be endorsed to the Divisional Forest Officer in lieu of a cash deposit of the required amount of the security money. No tender shall be finally accepted until the required amount of the security money has been deposited.
8. When tender has been selected for acceptance and the required amount of the security money has been deposited, the Divisional Forest Officer or its authorized subordinate shall scrutinize all pages of the form of item, rate, tender and contract for works to see that the form has been properly filled up and signed by the contractor and the signature witnessed. He shall then, if he is competent to accept the tender, sign the acceptance of the tender or if he is not so competent, shall send the form for signature of the acceptance to the officer competent to accept it.
9. The rates quoted by the Contractor shall be excluding GST. The GST as applicable for the work contract shall be payable to Contractor on each bill amount.
10. Prevailing rate of GST on the gross amount of the bill will be deducted from the Contractors bill as tax deduction at source (TDS) as per rules.
11. The period of the work should be kept within four months. There should be a special provision in the contract, that in no case additional time period will be allowed beyond two months and the contract will be closed as such beyond the completion.


Divisional Forest Officer,
Sundargarh Forest Division

CHECK LIST

Sl no	Documents	submitted		Page No	Remarks
		Yes	No		
1	2	3	4	5	6
1	Cost of tender paper				
2	EMD				
2	Annexure-I				
3	Annexure-II				
4	Annexure-IV				
5	Annexure-V				
6	Annexure-VI				
7	Annexure-VII				
8	Annexure-VIII				
9	Annexure-IX				
10	Annexure-X				

I have personally verified that the documents are submitted in the Technical Bid which have been ticked (Yes) in the checklist in case of any document is found not available in the Technical Bid but it is ticked as "Yes" in checklist than my bid will be automatically rejected.

Seal & Signature of the Bidder

APPLICATION-TECHNICAL BID

1. Name of Tendering Civil
 2. Work Address :
(Block Letter) :
 3. Name of the Proprietor / Partner/ Director :
 4. Full Address of Registered Office :
Proof of Address to be furnished :
 5. Address for correspondence :
(If other than two) :
 6. Contact No. and E-Mail Id of Authorized :
Officer / Person :
 7. PAN No. (Please furnish document) :
 8. Aadhaar Card No. (Xerox copy) :
 9. GST Certificate (Please furnish document) :
 10. Works Department License (for civil) :
 11. Contractor Registration No. (for civil) :
(Please furnish document) :
 12. Copy of the IT returns filed and audit :
Certificates for the last three consecutive
Financial years duly certified by the chartered
Accountant
 13. Experience as a civil contractor :
(Proof of experience to be enclosed)
- Certified that the information as above is true to be best of my knowledge & I will be held responsible if anything to the Contrary / Adverse will be observed in future.

Full Signature of Applicant / Authorized Person

Date-

Place-

Declaration by the Tenderer

1. I have submitted this financial bid against notification No. SNG/25-26 dated and tender terms and conditions.
2. The information furnished in the technical bid and financial bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.
3. I would abide by the terms and conditions governing this tender. In case if I fail to supply as per the department requirement. I would be fully responsible for all the consequences that may arise. The department can exercise appropriate action in addition to forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for the execution of the contract.
4. The financial bid is separately submitted against this tender.

Place:

Date:

Seal & Signature of the Tenderer

WORKING EXPERIENCE

Work performed as prime Contractor (in the same name and style) on construction works of a similar nature and volume over the last five years from the date of receipt of this bid. Attach certificate from the Engineer-in-Charge not the below rank of Executive Engineer or equivalent.

Project Name	Name of Employer	Description of work	Value of Contract	Contract No	Date of issue of work order	Stipulated date of completion.	Actual date of completion.	Year wise value of work done as per		Remarks explaining reasons for Delay, if any
								Year	Amount (Rs. in lakh)	
1	2	3	4	5	6	7	8	9	10	11

Seal & Signature of the Tenderer

ANNEXURE - V

WORKING EXPERIENCE LIST OF SIMILAR NATURE OF PROJECTS IN PROGRESS

Name of Employer	Name of location and name of work	Contract price in Indian Rupees	Items of works	Date of starting the work as per Agreement	Stipulated date of completion of the work as per Agreement	Revised target date of completion of the work, if any	Reasons for slow progress, if any, with the updated billing amount
1	2	3	4	5	6	7	8

Seal & Signature of the Tenderer

ANNEXURE – VI

**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING OF
TENDERED OR ABANDONMENT OF WORK BY THE TENDERER**

1. a) Is the tenderer currently involved in any litigation relating to the : Yes/ No
in any litigation relating to the works.
- b) If yes: give details: .
2. a) Has the tenderer or any of its constituent partners been debarred/ : Yes/ No
expelled by any agency in India during the last 5 years.
3. a) Has the tenderer or any of its constituent partners failed to : Yes/ No
perform on any contract work in India during the last 5 years.

b) If yes, give details:

Note:

If any information in this schedule is found to be incorrect or concealed, qualification application will be summarily be rejected.

Signed by an Authorized Officer,
(firm /bidder)

Date :

AFFIDAVIT

1. The undersigned, do hereby certified that all the statements made in the required Attachments for the Tender work _____ submitted to the Divisional Forest Officer, Sundargarh Forest Division are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ nor any of its constituent partners have abandoned any road/ bridge/Irrigation /Buildings or other project work in India nor any contract awarded to us for such works have been rescinded during the last five years prior to the date of this bid
3. The undersigned hereby authorized and request (s) any bank, person, firm or Corporation to furnish pertinent information as deemed necessary and as requested by the Department to verify this statement or regarding my (our) competency and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested and agree to furnish any such information at the request of the Department.

Signed by an Authorized Officer,
(firm /bidder)

Date :

BIDDER'S COVERING LETTER

To,

The Divisional Forest Officer,
Sundargarh Forest Division
At/Po- Sundargarh, Dist.-Sundargarh, Pin-770001

Sub:- Construction of civil works

Dear Sir,

I, the undersigned, offer to participate in the selection process to Construction of civil works of Divisional Forest Office, Sundargarh Forest Division in accordance with your Tender Call Notice Number.05-2025-26. We are hereby submitting our proposal. I hereby declare that all the information and statements made in this proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 1 year and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the request for proposal document. In case any provision of this request for proposal are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours Sincerely,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No:

To,

The Divisional Forest Officer,
Sundargarh Forest Division
Near Collectorate, Kocheri road
Dist.-Sundargarh, Pin-770001

Sub:-

(Authorization for attending bid opening in the Tender for Construction of civil works of
Divisional Forest Office, Sundargarh Forest Division, Dist. Sundargarh (Tender No:

Dear Sir,

Following persons are hereby authorized to attend the bid opening for the tender
mentioned above on behalf of (Bidder) in order of
preference given below.

Specimen Signature

Name of Authorized Person

Order of Preference

- 1.
- 2.

Signature of Bidder

Or

His authorized Representative

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall, where bids will be opened, will be refused in case authorization as prescribed above is not produced.

CERTIFICATE OF NO RELATIONSHIP

I hereby certify that I am not related to any officer of Sundargarh Forest Division and any officer of the rank of Under Secretary and above of Forest Department, Govt. of Odisha, I am aware that, if the facts subsequently proved to be false, my contract will be rescinded with forfeiture of E.M.D and security deposit and I shall be liable to make good the loss or damage resulting from such cancellation. I also note that, non –submission of this certificate will render my tender liable for rejection.

Seal & Signature of the Tenderer
Date: