

**COLLECTORATE:::: KORAPUT**  
**(( SSEPD SECTION ))**

No. 2030 / 2018 DDRRC

Dt 13/12/2018.

**TENDER CALL NOTICE**

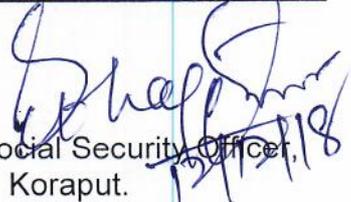
Sealed tender papers are invited from the intending authorized Firms/Suppliers for supply of raw materials for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches having TIN/SRIN with GST clearance certificate and income tax clearance certificate for below mentioned items.

1. Raw materials for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches
2. The detailed specification for supply of Raw materials for manufacturing of MCR Foot wears for persons affected with leprosy to be procured in four tranches is available at the website [www.koraput.nic.in](http://www.koraput.nic.in)

The last date of submission of Tender paper by registered post/speed post should be on and before 31.12.2018 at 05.00 PM and opening of financial & technical bids on Dt. 09.01.2019 at 04:00 PM in the presence of Tender Committee constituted for this purpose and the bidders or their authorized representative.

For details please visit [www.koraput.nic.in](http://www.koraput.nic.in).

**By order of Collector, Koraput.**

  
District Social Security Officer,  
Koraput.

# TENDER PAPER

[TERMS & CONDITION OF TENDER PAPER]

**Procurement of raw materials for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches.**

**Tender Call Notice No: 2020/2018 Date: 12.12.2018.**

| Sl. | Events  | Date, Time             |
|-----|---|------------------------|
| 1.  | Availability of Tender Document on the District Website | 15.12.2018, 11.00 hrs. |
| 2.  | Last date and time for Submission of Tender Document    | 31.12.2018 ,17.00 hrs  |
| 3.  | Opening of Technical bids                               | 09.01.2019, 16.00 hrs. |

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|                        |  |
|------------------------|--|
| Project Timeline       | Selected bidder need to deliver the required raw material at designated sites within <b>30 working days time</b> from award of work order.   |
| Language of Bid        | Proposal should be prepared by the Bidder in English language only.  |
| Currency of Bid        | The bidder should quote price in Indian Rupee only.  |
| Taxes & Duties         | The offered price must be exclusive of taxes and duties. The taxes as appropriate & applicable would be paid at the prevalent rates.   |
| Validity Period        | Proposals/ Bids must remain valid minimum for 180 days after the submission date.  |
| Bid to be Submitted at | The proposal must be submitted to:<br>District Social Security Officer, Koraput (Odisha ) through registered post or speed post only. The tender paper, technical bid [Form 1 to Form 8], tender fees and EMD shall be put in a sealed envelope with superscription as "Technical Bid". The price bid [Form 9,10, 11] shall be put in the same sealed envelope. The envelopes shall be put in a separate envelope with superscription as "Tender Paper for supply of raw materials for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches." |

## 2. Proposal

The District Social Security Officer, Koraput invites Tenders from OEMs /authorized Partners ("Bidders") for the supply of raw materials for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches as described in Clause 7.1 of this tender paper, "Scope of Work".

## 3. Background Information

### **3.1 Basic Information**

Any contract that may result from this Tender Process will be issued for a term of 3 Years ("the Term")

Tender papers must be received not later than time, date and venue mentioned in the Cover Page. Tender papers that are received after the deadline WILL NOT be considered in this procurement process.

### **3.2 Project Background**

To supply (Micro Cellular Rubber) MCR foot wears, adoptive devices and Ulcer Kits for 921 people affected by leprosy in Koraput.

### **3.3 Definitions**

The terms 'SSEPD', shall mean as the Social Security and Empowerment of Persons with Disabilities.

## **4. Instructions to the Bidders**

### **4.1 General**

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the project to meet the requirements based on their past experience.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the District Social Security Officer, Koraput.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by the District Social Security Officer, Koraput. Any notification of preferred bidder status by the District Social Security Officer, Koraput shall not give rise to any enforceable rights by the Bidder. The District Social Security Officer, Koraput may cancel this procurement at any time prior to a formal written contract being executed by District Social Security Officer, Koraput.

This Tender Paper supersedes and replaces any previous public documentation & communications on the same subject, and Bidders shall place no reliance on such communications.

## 4.2 Compliant Proposals/ Completeness of Tender Paper

- a) Submission of the bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph or any clause of the Tender Paper may render non-compliant and the tender paper may be rejected. Bidders must:
- i. Include all documentation specified in this tender paper;
  - ii. Follow the format prescribed in this tender paper and respond to each element in the order as set out in this tender paper.
  - iii. Comply with all requirements as set out within this tender paper.

## 4.3. Key Requirements of the Bid

### 4.3.1 Right to Terminate the Process

- a. District Social Security Officer, Koraput may terminate the Tender process at any time and without assigning any reason thereof. The District Social Security Officer, Koraput makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by DSSO Koraput the bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

### 4.3.2 Cost of Tender Paper

- a. Tender document can be downloaded from <http://koraput.nic.in> . The bidders are required to submit the non-refundable tender **document Fee of Rs.500 /-** in shape of an account payee Demand Draft in favour of District Social Security Officer, Koraput and payable at Koraput from any of the scheduled or commercial bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

### 4.3.3 Earnest Money Deposit (EMD)

- a. Bidders shall submit, along with their Technical Bids, **EMD of Rs. 50,000/- only**, in the shape of an account payee Demand Draft issued by any Scheduled or Commercial bank in favour of District Social Security Officer, Koraput and payable at Koraput, and shall be valid for 90 days from the due date of the tender / tender paper.
- b. EMD of all unsuccessful bidders would be refunded by DSSO Koraput within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
- c. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- e. The EMD may be forfeited:
- If a bidder withdraws its bid during the period of bid validity.
  - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.

- If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

#### **4.3.4 Submission of Proposals**

a. The bidders shall submit their tender paper as per the format given in this tender paper in the following manner

1. Technical Bid [Form 1 to Form 8] - in first envelope [Tender Paper, Technical Bid, EMD, Cost of Tender Paper]

2. Price Bid [Form 9, 10 & 11] - in second envelope

b. The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in a sealed envelope super-scribing "Technical Bid" and "Price Bid" respectively.

c. Please Note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.

d. The envelope containing copies of Technical Bid and Price Bid shall be put in one single sealed envelope clearly marked "Tender paper for supply of raw materials for manufacturing of MCR foot wears for the persons affected with leprocy".

e. The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder.

f. All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

g. The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.

h. All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.

### **5.3.6 Authentication of Bids**

The tender paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the HUF/ Firm/ Company.

## **5.4 Preparation and Submission of Tender Paper**

### **5.4.1 Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of tender paper, in providing any additional information required by DSSO Koraput to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. DSSO Koraput will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **5.4.2 Language**

The Proposal shall be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

### **5.4.3 Venue & Deadline for Submission of Tender Paper**

Proposals, in its complete form in all respects as specified in the tender paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the tender paper at the address specified below through register post/ speed post [Indian Post] only. No other way of submission of tender paper including submission through courier shall be considered. District Office Koraput shall not be responsible for any postal delay.

### **5.4.4 Late Bids**

a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

b. The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

c. The DSSO Koraput shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

d. The DSSO Koraput reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities and urgent commitments. Such amendments shall be hosted in the Corporation website and shall be published in the same newspaper in which the tender call notice is published.

## 5.5 Evaluation Process

a. The DSSO Koraput has already constituted a Purchase Committee [Tender Committee] to evaluate the responses of the bidders.

b. The Tender Evaluation Committee constituted by the DSSO Koraput shall evaluate the tender papers and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence as specified in clause – 5.1 of tender paper may lead to rejection.

c. The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

d. The Committee may ask for meetings with the Bidders to seek clarifications on their proposals

e. The Committee reserves the right to reject any or all proposals on the basis of any deviations.

f. Each of the tender paper shall be evaluated as per the criteria and requirements specified in this tender paper.

### 5.5.1 Tender Opening

The Bids submitted up to the stipulated last date and time as mentioned on the cover page will be opened on scheduled date and time by the tender committee, in the presence of the Bidders or their authorized representatives, who may be present at the time of opening. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their *bona fides* for attending the opening of the proposal.

### 5.5.2 Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

### 5.5.3 Tender Evaluation

a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers;

- Are not submitted in the format as specified in the tender document
- Received without the Letter of Authorization (Power of Attorney)
- Are found with suppression of details
- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested in the checklist
- Have non-compliance of any of the clauses stipulated
- With lesser validity period
- Received without Cost of Tender Paper/ EMD or both

b. All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this tender paper document. The decision of the Committee will be final in this regard.

## 6 Criteria for Evaluation

Tenders for this contract will be assessed in accordance with Quality and Cost-based Selection (QCBS) system on 50 : 50 basis. All bids will primarily be evaluated on the basis of eligibility criteria. The Tender Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

a. Overall completeness and compliance with the requirement

b. Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.

c. Any other relevant factors, if any, listed in the document, or the District Social Security Officer, Koraput deems necessary or prudent to take into consideration

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent section. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of Tenders which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for financial evaluation.

### 6.1 Qualification Criteria

All bids will primarily be evaluated on the basis of Qualification Criteria. The Tender Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

| <u>Sl.</u> | <u>Basic Requirement</u> | <u>Specific Requirements</u>  | <u>Documents Required</u>   |
|------------|--------------------------|---|---|
| 1          | Legal Entity             | i. The bidder should be a Company registered under the Companies Act, 1956 or Limited Liability Partnerships (registered under LLP Act, 2008) since last 3 years<br>ii. Sales Tax/ VAT Registration<br>iii. Service Tax Registration<br>iv. Income Tax Registration | - Certificates of incorporation<br>- Sales Tax Registration<br>- Service Tax Certificate,<br>- PAN copy |

|   |                          |         |   |  |     |
|---|--------------------------|---------|---|--|-----|
| 2 | Up-to-date Clearance     |         | The company must have cleared up-to-date VAT  | up-to-date clearance   | VAT |
| 3 | Minimum Turnover         | Sales   | Average Annual Turnover during last three financial years (as per the last published Balance sheets), should be minimum 50 Lakhs.     | Copy of the Audited Balance sheet; Showing the relevant trade for last three financial years   |     |
| 4 | Letter authorization OEM | of from | The bidder must submit the Authorization from OEM(s) on the products quoted under this tender   | Letter of authorization; as per template provided [Form 6]   |     |
| 5 | Technical Capability     |         | Bidder must have successfully undertaken at least five numbers of assignments ;   | Work order(s) and Completion Certificate(s) from the client mentioning details and no of articles supplied and amount of claim on such supply.     |     |
| 6 | Proven product           |         | The Bidder or their OEM must have already at least five assignments   | Work order(s) and Completion Certificate(s) from the client mentioning details and number of articles supplied and amount of claim on such supply. |     |
| 7 | Guarantee/ Warranty      |         | The Bidder must have submitted the guarantee & warranty period (3 Years) indicating details of guarantee and warranty to be provided. | Self-Certified Letter  |     |
| 8 | Quality Certifications   |         | ISO 9001  | Copy of certificate  |     |

|    |              |   |  |    |
|----|--------------|---|--|----|
| 09 | Blacklisting | Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of 31.03.2014 must be submitted on original letter head of the bidder with signature & seal. | Affidavit prescribed format                                  | in |
| 11 | Performance  | The Bidder must not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.  | A Self Certified letter                                      |    |
| 12 | Tender Fees  | The Bidder must have submitted 1, 000/ (Rupees One Thousand) only towards the cost of the Tender Document.  | In shape of Account Payee DD from Scheduled/ Commercial Bank |    |
| 13 | EMD          | The Bidder must have furnished the EMD of Rs. 50,000 (Rupees Fifty Thousand only).  | In shape of Account payee DD from Scheduled/ Commercial Bank |    |

## 6.2 Technical Evaluation

Bidders who meet the qualifications/eligibility requirements would be considered as qualified to move to the next stage of financial evaluations. The Product offered should meet all the technical and functional specifications given in the “**Form 7: Compliance Sheet for Technical Bid**”. Non-compliance to any of the technical and functional specification will attract rejection of the proposal.

Response except “Yes” or “No” is not acceptable. If any bidder provides response other than “Yes” or “No” the same will be treated as ‘Not Available’. Bidders, whose bids are responsive to all the items in the Compliance Sheet for Technical Proposal and meet all the technical and functional specifications, would be considered technically qualified

## 6.3 Quoting of Rate

Bidder must consider the installation and commissioning cost which includes cost of Computer, Printers and other Items such as Power Cable etc required for installation, transportation to designated location, maintenance cost for 3 years at the designated location from the date of installation, while quoting the rate. The bidder must quote price exclusive of any taxes and duties. **Arithmetical errors** will be rectified on the following basis. Amount mentioned in word will prevail against the figure in case of any discrepancy in Financial Proposal. Technically qualified bidder quoting the lowest price will be declared as preferred bidder

## 7 Appointment of Supplier

### 7.1 Award Criteria

The DSSO Koraput will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above

### 7.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

The DSSO Koraput reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

### **7.3 Notification of Award**

Prior to the expiration of the validity period, The DSSO Koraput will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process/ public procurement process has not been completed within the stipulated period, The DSSO Koraput may like to request the bidders to extend the validity period of the bid. In such case such extended period shall be accepted as mutually agreed upon.

Notification of award will constitute formation of the contract. Upon successful bidder's signing the contract, The DSSO Koraput will notify each unsuccessful bidder and return their EMD.

### **7.4 Contract Finalization and Award**

The DSSO Koraput shall reserve all right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

### **7.5 Signing of Contract**

The DSSO Koraput notifies the successful bidder that its proposal has been accepted, The DSSO Koraput shall enter into a contract, incorporating all clauses and the proposal of the bidder between the DSSO Koraput and the successful bidder. The Draft Legal Agreement will be provided as a separate document.

### **7.6 Failure to Agree with the Terms and Conditions of the Tender Paper**

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event The DSSO Koraput may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the DSSO Koraput shall forfeit the EMD of the successful bidder.

### **7.7 Period of Contract**

The period of contract shall be for a period of three years from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

## 8 Terms of Reference

### 8.1 Scope of Work

Selected vendor is expected to deliver the equipment listed in Bill of Material (Section 7.2.) such as Laptop, Desktop, UPS, Printer, Scanner, Computer table-chair, almirah and necessary accessories required for installation at the designated locations (State Capital & District Headquarters). Responsibility of the vendor includes transportation to designated location, installation, commissioning of the supplied equipment at designated depot locations with onsite warranty & maintenance support for a period of 3 years. Equipment bid shall be new, current models manufactured with 100% new OEM parts.

All products should be offered in current production as of the date of the award. For purpose of this contract "current production" shall mean that the equipment model is being manufactured as new equipment for the Indian market. Refurbished equipment is not acceptable. All equipment ordered as stated in the tender paper must be shipped fully configured with the required components.

The procurement order may be increased or decreased of same specification at the same rate decided in the tender process.

#### 8.1.1 Delivery and Installation

The Bidder will deliver the equipment at the designated sites in his own arrangement. No additional transportation cost will be provided. Final list of designated sites will be provided to the selected bidder at the time of work order. No additional cost will be provided for installation.

#### 8.1.2 Maintenance Support

Maintenance support service is for a period of 3 years. Three Years onsite warranty Period will be started after successful installation of the equipment at the designated sites. The service provider must attend to the complaints regarding malfunction of the equipment with in 24 hour of report. Maximum resolution time for any type of complaint is 3 working days.

### 8.2 Bill of Material

| MCR Foot wear Materials for 1642 Pairs |                                      |          |                   |
|--|--------------------------------------|----------|-------------------|
| Sl.no                                  | Item                                 | Utility  | Total requirement |
| 1                                      | MCR Insole 10mm size (12.25 Sq feet) | 17 pairs | 100 sheets        |
| 2                                      | Outer Sole 10mm size (10.3 Sq feet)  | 13 pairs | 120 sheets        |

|   |  |          |              |
|---|--|----------|--------------|
| 3 | Eva sheet 2mm size (22.5 Sq feet)        | 30 pairs | 55 Sheets    |
| 4 | Buff Leather 2mm Black & Brown (sq feet) | 1 pair   | 1650 Sq feet |
| 5 | Fevicol 707 (5 litre tin)                | 40 pairs | 40 tins      |
| 6 | Velcro 1 inch (25 metres)                | 60 pairs | 15 Rolls     |
| 7 | Velcro 2 inch (25 metres)                | 60 pairs | 15 Rolls     |
| 8 | D Rings Pack (100)                       | 25 pairs | 65 packets   |
| 9 | Buttons (1000)                           | 1000     | 1000         |

### 8.3 Methodology

- A. Selected vendor will collect the final list of designated sites from the District Social Security Officer, Koraput along with the work order.
- B. The vendor will deliver the items as per the final list of designated sites.
- C. The vendor will coordinate with the office-in-Charge and install the item at the office in a suitable location within the office space.
- D. The vendor will collect a certificate from the DDRO DDRC Koraput.
- E. The vendor will submit all the certificates along with the claims for payment on the basis of no of items supplied to District Social Security Officer, Koraput
- F. District Social Security Officer, Koraput will collect a report on proper functioning for one complete month of all items supplied by the vendor.

### 8.4 Deliverable & Project Timeline

The delivery of all the items should be completed within time duration of 15 days from the date of work order. The vendor is responsible to deliver the equipment at the designated sites and install them successfully.

### 8.5 Payment Schedules

- I. Selected vendor can raise claims for payment on the basis of number items supplied & the certificates obtained from the office.
- II. 80 % of the cost of equipment (along with applicable taxes) will be paid on successful delivery on phase manner as required.
- III. Balance 20% of the cost of equipment (along with applicable taxes) will be paid after testing the quality of the raw materials

## 8.6 Liquidated Damages

### 8.6.1 Service Level for Delivery and Installation

In the event of delay in execution of work in delivery the bidder shall be liable to a penalty @1% of the value of work order in respective phases, for every week of delay up to a maximum of 10%. As the project is highly time bound, in case of delay, District Social Security Officer, Koraput shall be at liberty to cancel the award at point of time without stating any reason there off.

| Form 1: Compliance Sheet for Technical Bid  |   |                   |                              |
|---|---|-------------------|------------------------------|
| Tender Call Notice No: _____, Date: _____   |   |                   |                              |
| Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid |   |                   |                              |
| Sl  | Compliance Document   | Provided (Yes/No) | Page No in the Technical Bid |
| 1   | Copy of Certificate of Incorporation and Certificate of Commencement  |                   |                              |
| 2   | Copy of Sales Tax/ GST Registration Certificate   |                   |                              |
| 3   | Copy of Service Tax Registration Certificate  |                   |                              |
| 4   | Copy of PAN   |                   |                              |
| 5   | Copy of Up to date VAT Clearance Certificate  |                   |                              |
| 6   | Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three years |                   |                              |
| 7   | Copy of Income Tax Return of last three years   |                   |                              |
| 8   | Tender Paper Cost (DD No.: _____, Amount: _____, Bank: _____, Date: _____)  |                   |                              |
| 9   | Earnest Money (DD No.: _____, Amount: _____, Bank.: _____, Date: _____)   |                   |                              |
| 10  | Acceptance of terms & conditions contained in the tender documents [Form 2]   |                   |                              |
| 11  | Particulars of the Bidder (In the format attached at Form 3)  |                   |                              |
| 12  | List of Projects Executed (In the format attached at Form 4) [Certificate from the client as per clause 5.1]                        |                   |                              |
| 13  | Project Citation of each Project listed in Form 4 (In the format attached at Form 5)  |                   |                              |
| 14  | Letter of authorization from OEM (In the format attached at Form 6)   |                   |                              |
| 15  | Specification Compliance of Proposed Equipment (In the format attached at Form 7)   |                   |                              |
| 16  | Affidavit of not be under Ineligibility(In the format attached at Form 8)   |                   |                              |

|    |   |  |  |
|----|---|--|--|
| 17 | Copy of Power of Attorney in the name of the Authorized signatory |  |  |
| 18 | Self-Certified letter on Guarantee/ Warrantee                     |  |  |
| 19 | Self-Certified letter on Local Service Center                     |  |  |

Signature of witness

Company Seal

Signature of the Tenderer

Date:

Place:

## Form 2: Bid Letter (Technical Bid)

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

Location,

Date

To

The District Social Security Officer, Koraput  
Odisha.

**Subject:** Submission of the technical & financial bids for supply of raw materials Of for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches

Dear Sir

We, the undersigned, offer to provide the required raw materials for supply of raw materials of for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches by the District Social Security Officer, Koraput on your Tender Call Notice vide no \_\_\_\_\_ dated \_\_\_\_\_ We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our tender is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the tender paper document.

We understand you are not bound to accept any tender you receive.

Yours sincerely

Authorized Signature  
Name of Firm:  
Address:

Place:

### **Form 3: Particulars of the Bidder**

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

1. Name of the Organization:

2. Organization Status of Registration

3. Address of Corporate Office

4. Address of Office in Odisha

5. Telephone No Fax No

6. Email Address

7. Website

8. Registration No of Certificate of

Incorporation & Date

9. Registration No of Sales Tax/

VAT & Date

10. Registration No of Service Tax

11. Permanent Account Number of

Income Tax & Date of Regn.

12. No. of years of proven experience of providing similar Services:

13. Annual Turnover

## Form 11: Financial Bid

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

Unit Rate/ Value must be quoted below exclusive of any taxes and duties. Tax percentage and Tax amount should be mentioned separately. The Price Bid will be evaluated as per Total Value of the equipment exclusive of taxes & duties

| <b>MCR Foot wear Materials for 1642 Pairs</b> |  |          |                   |                  |
|---|--|----------|-------------------|------------------|
| Sl.no   | Item                                     | Utility  | Total requirement | Unit Rate quoted |
| 1   | MCR Insole 10mm size (12.25 Sq feet)     | 17 pairs | 100 sheets        |                  |
| 2   | Outer Sole 10mm size (10.3 Sq feet)      | 13 pairs | 120 sheets        |                  |
| 3   | Eva sheet 2mm size (22.5 Sq feet)        | 30 pairs | 55 Sheets         |                  |
| 4   | Buff Leather 2mm Black & Brown (sq feet) | 1 pair   | 1650 Sq feet      |                  |
| 5   | Fevicol 707 (5 litre tin)                | 40 pairs | 40 tins           |                  |
| 6   | Velcro 1 inch (25 metres)                | 60 pairs | 15 Rolls          |                  |
| 7   | Velcro 2 inch (25 metres)                | 60 pairs | 15 Rolls          |                  |
| 8   | D Rings Pack (100)                       | 25 pairs | 65 packets        |                  |
| 9   | Buttons (1000)                           | 1000     | 1000              |                  |

Note: Amount mentioned in 'A. Total value in Figure' will be considered for the financial bid evaluation. Tax amounts will not be considered for evaluation

## Bid Letter (Price Bid)

To

**District Social Security Officer,  
Koraput (Odisha)**

**Sub:** Submission of the price bid for tender to supply raw materials for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches.

Sir

We, the undersigned, offer supply raw materials for manufacturing of MCR foot wears for persons affected with leprosy to be procured in four tranches in accordance with your Tender Document tender paper No. \_\_\_\_\_ dated \_\_\_\_\_ Date \_\_\_\_\_ and our Bid (Technical and Price Bid). Our Financial Bid is attached in Form 11.

### **1. PRICE AND VALIDITY**

All the prices mentioned in our Tender are in accordance with the terms as specified in the tender paper documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the tender paper. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

### **2. UNIT RATES**

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

### **3. QUALIFYING DATA**

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

### **4. BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section [7.1] in the tender paper. These prices are indicated at Price Bid attached with our Tender as part of the Tender.

We understand you are not bound to accept any tender you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

Yours sincerely,

Authorized Signature: