

## TENDER CALL NOTICE

Tender Call Notice No. 95 /2021-22 Dt. 02/07/2021

### TENDER CALL NOTICE FOR SUPPLY OF HEXA FIBER NET TREE GABION.

- A) SALE OF TENDER DOCUMENT- 02.07.2021 TO 18.07.2021 up to 05:00 PM
- B) LAST DATE FOR SUBMISSION OF SEALED TENDER DOCUMENT- 18.07.2021 BY 05:00 PM
- C) OPENING OF TECHNICAL BID- 19.07.2021 AT 11:00 AM
- D) OPENING OF FINANCIAL BID- 19.07.2021 AT 04:00 PM

#### I. PROCEDURE FOR SUBMISSION OF TENDER

1. The tender shall be submitted in two parts namely: -
  - a) **Technical bid:** The technical bid shall be submitted as per **Annexure-II**, which should contain details of organization, production/product etc.
  - b) **Financial bid:** The financial bid which contains the details as indicated in **Annexure-IV**. The tenderer shall quote the **product- wise supply rate (Price including GST and all other incidental cost such as freight, loading & unloading charges, supply cost to the Forest Range office head quarter, Project site etc.)**
2. Tender documents may be collected from **Office of the Divisional Forest Officer, Koraput Forest Division, Dist.- Koraput, Odisha in official time of any working day or can be downloaded from Govt. websites i.e. [www.koraput.nic.in](http://www.koraput.nic.in) / [www.odishaforest.in](http://www.odishaforest.in)**
3. The Bidder/ Tenderer to submit the completed tender document duly signed in all copies of tender documents along with the EMD and tender paper cost for **Rs.1000/-**. A hard copy of the filled Tender document with the relevant attachments should be submitted within the dateline i.e. **Dt.18.07.2021 up to 05:00 P.M.** In case of the **Tender Documents downloaded from the website** then a bank draft of any Nationalized Bank amounting to **Rs.1000/-** should be drawn in favour of Divisional Forest Officer, Koraput Forest Division payable at Koraput and to be enclosed in the Tender documents.
4.
  - a) The tenders shall be signed only by the Proprietor, if it is a Proprietary concern in support of which affidavit of ownership and a copy of the certificate of Registration has to be submitted to know the person authorized to sign the document.
  - b) If it is a Partnership firm, one of the Partners or a person authorized by the partners shall sign the document.
  - c) If it is a Public or Private limited company, the Chief Executive of the company or a person authorized in support of which necessary authorization letter with seal and signature shall be submitted.
5. **Earnest Money Deposit (EMD) and Tender Processing Fee:** An earnest money deposit (E.M.D) of **1%** of the total financial bid amount per product in each case is to be deposited in shape of demand draft drawn in favour of the **Divisional Forest Officer, Koraput Forest Division** from any Nationalized Bank payable at Koraput.

6. In respect of successful tenderer whose supplies are as per the accepted conditions, EMD will be refunded after the validity period of the tender contract. EMD in respect of the unsuccessful tenders shall be refunded following the due procedure.
7. **Validity of Tender Contract:** The rates accepted would be **valid for one year or an extended period as sought by the department.**
8. The Department will not entertain any increase in price during the validity period of the tender or extended period thereof during the tenure of the continuous period of contract. The reduction in price arose out of implementation of GST should be transferred to the purchaser. The applied tax rate would be as per Govt. norms from time to time.
9. **If any, information provided by the tenderer in both Technical bids and Financial bids is found to be factually false or misleading, such tenders will be summarily rejected at any time during the validity of the tender and liable for criminal and civil action against such firm or company with forfeiting of EMD Money.**
10. If any, company is black listed by any State Government department or agency, such tenderer is liable for rejection at any time during the validity of the tender and supplies will be terminated. The tenderers are required to furnish a self declaration that they are not black listed by any Govt. Dept./Agency/Undertaking.
11. **No document will be accepted after opening of the tender.**
12. Each tender paper should be **properly sealed and superscribed on the top right corner** of the envelop mentioning "**Tender for Hexa Fiber Net Tree Gabion, (Technical Bid/ Financial Bid) and** name, address and mobile number at the left corner of the envelope.
13. Tender paper should be submitted to the Divisional Forest Officer, Koraput Forest Division, At/PO/ Dist.- Koraput, PIN- 764020 either through registered post/ speed post/Courier service/ can also be dropped in the tender box available in the O/O- the Divisional Forest Officer, Koraput Forest Division.
14. The tenderer or his authorized representative shall submit a sealed packet containing specification of sample (Size-1mX1m) separately as per **Annexure-I** before the tender selection committee on the date of opening of technical bid.

## **II. OPENING OF TENDERS & TENDERS SCRUTINY:**

01. Opening of Technical bids will be done on dated **19.07.2021 at 11:00AM** in the presence of the tenderers or their authorized representatives and the Tender Selection Committee will conduct preliminary scrutiny of EMD. Later on, a detailed scrutiny will be taken up and those found to be in order will only be accepted.
02. Opening of Financial Bids shall be published in the office Notice Board of Division Office, Koraput in respect of those tenderers whose technical bids are qualified by the Tender Selection Committee.
03. The tenderers or their authorized representatives shall be allowed to attend at the time of opening of tenders only after produce of negative Covid-19 report obtained from any Govt hospital last two days from date of opening.

**04. Final selection of the bidder shall be done based on the quality and cost of the materials.**

**III. PRODUCT SPECIFICATIONS:**

**01. Hexa Fiber Net Tree Gabion** supplied shall be in conformity with the standards / specification as in **Annexure-I** of the tender document.

**IV. TENDERED RATES & QUOTED QUANTITY**

**01.** The rates quoted by the tenderer in respect of required packing sizes of each item shall be offered in the prescribed **Annexure -IV** (financial bid) format only.

**02.** The rates quoted by the tenderer shall be most competitive since it involves sizeable quantity. The rates quoted should be inclusive of insurance freight including loading and unloading charges at the destinations etc., for supply of material in the required packing sizes prescribed at **Annexure-IV**.

**03.** The tender accepting authority shall have the right to alter the quantity finally ordered to the extent of 25 % either way of requirement indicated in the tender document.

**V. ELIGIBILITY CRITERIA FOR THE TENDERERS:**

**01. The original manufacturer or their channel partner can participate in the tender process. The authorized person of the channel partner is to produce the relevant certificate for doing business / marketing / wholesaling from the original manufacture.**

**VI. ISSUE OF SUPPLY ORDERS & EXECUTION OF SUPPLIES & PAYMENTS:**

**01.** The successful tenderer shall furnish a security deposit @5% of the total bid amount in shape of Demand Draft drawn from any nationalized bank in favour of the Divisional Forest Officer, Koraput Forest Division payable at Koraput within 7 days from the date of Financial bid. This security deposit of the successful tenderer shall be retained at Koraput Forest Division and shall be returned after completion of delivery of the materials subject to satisfaction of the quality and quantity of the materials. If the tenderer fails to deliver the required quantity of materials in time as per agreement, then the security deposit shall be forfeited to Govt.

**02.** Tender Accepting Authority may accept more than one supplier at L1 rate or more than one tenderer whoever agrees to supply at L1 rate in order to ensure multiple supply sources. Besides, the selected suppliers may be asked to supply the products to other offices of the district at the approved rate by the committee.

**03.** Copies of the Valid Registration Certificates as per the Companies Act and Valid GST Registration certificate as per GST Act are to be submitted by the tenderer. Besides GST clearance certificate up to March, 2021 issued by the concerned Sales Tax organization.

**04.** Income tax return of last three assessment years shall be submitted.

**05.** If selected tenderers do not supply the required quantity during the period of requirement, then alternate succeeding tenderers will be considered for supplies who have accepted to supply at L1 rates.

- 06.The tenderer shall execute an agreement with the Divisional Forest Officer, Koraput Forest Division in line with the terms and condition laid out in the tender document.
- 07.The supplies should be made within the time limit specified by the concerned office.
- 08.The successful tenderer should supply the required quantities from time to time as per the supply orders up to one year from the date of execution of agreement.
- 09.The selected supplier will issue GST bill/invoice in the name of the firm only after the supply of the materials at approximate destination.
- 10.The supplier shall compulsorily mention the respective Batch No./Lot number/TIN number/GST number in the bill and should submit the quality analysis report of the same.
- 11.Tenderer should provide account details as Name, Bank Name, Branch Name, Account Number and Bank IFSC code for payment.
- 12.The payment will be made through NEFT mode. IT- TDS, GST-TDS will be applicable as per norms while making the payments.
- 13.The Department will not have any liability for any damages to the products at any time during the currency of the tender contract.
- 14.The materials should be delivered on site and with proper weighing and counting in presence of the Forest Range Officer in charge of the Range and taking counter signature on the challan copy.
- 15.The final payment will be made only after full satisfaction of the quantity and quality of the materials by the verifying committee of the Division.

#### **VII.QUALITY RESPONSIBILITIES & CERTIFICATIONS:**

01. The supplier shall have the sole responsibility of ensuring quality **Hexa fibre Net Tree Gabion** as per the specifications mentioned in **Annexure-I**.

#### **VIII. PENALTIES FOR NON-COMPLIANCES, VIOLATIONS & NON-PERFORMANCE.**

01. On Placement of the supply order if the supplier does not perform his obligations as per the order and within the time limit specified by the concerned officer, such supplier will be blacklisted and department shall reserve all rights to make alternative arrangements to procure the products and the difference of higher cost and other related expenses paid, if any, will be recovered from the defaulting supplier through appropriate legal action in addition to forfeiting of EMD.
02. Any delay in relation to delivery schedule, the Department shall have the right to reject the late supplies.
03. Violation of any of the terms and conditions of the Tender by the supplier is liable for stringent actions like forfeiting of EMD amount and legal action.

**IX. RIGHTS RESERVED:**

**01. The Tender Inviting Authority reserves the right of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reason thereof. Also, the Tender Inviting Authority reserves the right to reject the tender even after opening of Technical bid or financial bid without assigning any reason whatsoever.**

  
**Divisional Forest Officer  
Koraput Forest Division**

## ANNEXURE-I

### 1. Hexa fiber net tree Gabion.

(Per piece rate)

Height- 1.8Mt

Dia.- 0.45Mt

GSM 400 with UV protected.

Mesh Size- 2.5 cm x 2.5 cm

## Annexure-II

### TECHNICAL BID

To

The Divisional Forest Officer,  
Koraput Forest Division.

From

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Sub:- Supply of .....reg.

Ref:- Tender Notification No:-\_\_\_\_\_Dated:\_\_\_\_\_

#### 1. TENDERERS PROFILE

1	Name of the product for which technical bid submitted	
2	Details of EMD	a) DD No. : b) DD Date: c) Name of the Bank : d) Amount Rs. :
3	Cost of Tender Paper amounting to Rs.1000/- <b>(If, it is downloaded from website)</b>	a) DD No. : b) DD Date: c) Name of the Bank : d) Amount Rs.
4	Name & address of the tenderer along with Phone number, Fax number and Email ID	
5	Status of the firm i) Registered firm ii) Sole proprietorship firm iii) Partnership firm iv) Private limited company/ Public limited company	Please tick ( ) the appreciate furnished documentary proof as shown against each  .....(Registration certificate)  .....(Registration certificate, Name & address of the proprietor-Address proof copy)  .....(Partnership agreement deed and authorized from other partner to bid for this tender)  .....(certificate of incorporation issued by Ministry of Corporate Affairs, Govt. of India.

6	Name of the authorized contact person who deal with this tender matters	
	a) Name	
	b) Designation	
	c) Telephone Number	
	d) Mobile Number	
	e) Fax Number	
	f) Email ID	
	g) PAN Number	
7	GST registration numbers	GST No..... certificate..... (Please enclose photo copies of Registration certificate or latest renewal certificate)

**II. PRODUCTION PROFILE:** Furnish the following details

- i) Name & Address of the firm:
- ii) Name of the product manufactured / distributed:
- iii) Production details for .....product
  - a) Production Capacity

**III. CLEARANCES / CERTIFICATES:**

Copy of the GST returns filed / Certificate for last year : Uploaded/ Not uploaded.

**IV. DECLARATION BY THE TENDERER**

- i) I have read and understood the tender terms and condition relevant to tender notification No:-.....date ..... and I have submitted the technical bid in accordance with the terms and conditions of the above notification and tender documents.
- ii) The information furnished in the Technical 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.
- iii) I would abide by the terms and conditions governing this tender. In case if I fail to supply as per the departmental requirement, I would be fully responsible for all the consequences that may arise and department can exercise appropriate action like black listing in addition to forfeiting of EMD and security deposit. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product.
- iv) The financial bid is separately submitted against this tender.

Place:  
Date:

Seal & Signature  
of the tenderer

**ANNEXURE-III**

**LIST OF ENCLOSURES TO BE SUBMITTED ALONG WITH TECHNICAL BID APPLICATION**

Sl	Particular	Yes/No
1	Duly filled and signed Technical and financial Bid application.	
3	A copy of the partnership deed (if it is partnership firm)	
4	A copy of the memorandum & Articles of Association (if it is Limited /Private Limited Company)	
5	An Affidavit of ownership (if it is proprietary firm/Sole distributor)	
6	A copy of Authorization for Signing (If it is a limited / Private Limited Company or a Partnership firm with signature attestation of the authorized person.)	
7	If representative is participating, letter of authorization from the person who has signed the technical and financial Bids to participate in the tender opening & negotiation of rates for items tendered.	
8	GST Registration Certificate(Valid)	
9	GST Clearance Certificate for last year.	
10	Copy of <b>Registration Certificate</b> issued by the Industries Department.	
11	If the tenderer is a distributor of Firm/Firms then a letter of appointment from such firm/firms is to be enclosed.	
12	Recent Income tax Clearance Certificate.	

- Note-**
- (i) Legible and readable copies should be attached.
  - (ii) Enclosed document should be dully attested by the component authority.
  - (iii) One set of all documents should be enclosed to each of the technical bid.
  - (IV) All documents enclosed should be in the order as given in the checklist.

**Signature of the tenderer**

**FINANCIAL BID**

- 1) Submitted to : The Divisional Forest Officer, Koraput Forest Division  
 2) Submitted by :  
 3) References : Tender notification No:\_\_\_\_\_, Dt:\_\_\_\_\_  
 4) Financial bid submitted for i. **Hexa fiber net tree Gabion**  
 5) Rate quoted / tendered as per terms & conditions governing:

Sl. No	Name of the Product	Packing Size	Supply Rate as per packing size (in Rs.)	Qty offered for Tender (In Tons / Nos.)
II	Hexa fiber net tree Gabion	01 nos.		-

**Note :**

- The rate quoted should be inclusive of all taxes, duties, cess, insurance, freight including loading and unloading charges to the destination.
- The rate quoted should be for the packing size, prescribed in annexure -IV
- Quantity required to be tendered :-

Sl. No	Name of the Product	Total Quantity required for Koraput Forest Division
II	Hexa fiber net tree Gabion	23750 nos. of size -height 1.8Mt X Dia-0.45Mt of 400 GSM of mesh size -2.5cmX2.5cm (UV Protected)Quantity mentioned is provisional, which may increase or decrease.

**7) Declaration by the tenderer**

- I have submitted this financial bid against notification No..... dated..... and tender terms and conditions ..... dated.....
- 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.
- 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 supply of the product.
- The financial bid is separately submitted against this tender.

Place :  
Date:

Seal & Signature  
of the tenderer.