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**OFFICE OF THE DIRECTOR OF PHYSICAL PLANTS**

**OUAT, BHUBANESWAR.**

**“e-Procurement Notice No. 10/2023-24**

**2<sup>nd</sup> Corrigendum**

**No. 3713/DPP dt. 20.12.2023**

On partial modification to the above notice the tender ID No. **2023\_OUAT\_98561\_1**, the tender category in **Basic details tab** may be read as **“Goods”** instead of **“Service”**. Similarly, in work item details tab the contract type may be read as **“Empanelment”** instead of **“tender”**, the product category may be read as **“Miscellaneous Goods”** instead of **“Miscellaneous Services”** and the period of works (days) may be read as **“720”** instead of **“365”** respectively. All other terms and conditions remain un-changed.

Sd/-

Director of Physical Plants  
OUAT, Bhubaneswar.

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**OFFICE OF THE DIRECTOR OF PHYSICAL PLANTS**  
**Ouat, BHUBANESWAR.**  
**“e-Procurement Notice No. 10/2023-24**  
**1<sup>st</sup> Corrigendum**

**No. 3690 /dt. 19/12/2023**

On partial modification to the above notice the date and time of availability of bid documents in the portal mentioned at Sl. 3 of the notice may be read as **from dt. 19.12.2023 to 17.00 hrs of dt. 18.01.2024 instead of from dt. 18.12.2023 to 17.00 hrs of dt. 17.01.2024** respectively and last date/time for receipt of bids in the portal mentioned in Sl. 4 of notice may be read as dated **18.01.2023 upto 17.00 hrs instead of 17.01.2024 upto 17.00 hrs**. Similarly at Sl. 5 of the notice for submission of Original documents may be read as **19.01.2024 to dt. 20.01.2024 upto 17.00 hrs instead of 18.01.2024 to dt. 19.01.2024 upto 17.00 hrs** respectively. The date of opening of bid at Sl. 6 of notice may be read as **22.01.2024 at 11.00 hrs instead of 20.01.2024 at 11.00 hrs**. All other terms and conditions remain unchanged.

Sd/-  
Director of Physical Plants  
OUAT, Bhubaneswar.

**OFFICE OF THE DIRECTOR OF PHYSICAL PLANTS  
OUAT, BHUBANESWAR.  
“e-Procurement Notice No. 10/2023-24**

**No. 3659 /dt. 16.12.2023**

1.	Name of the work	:	Expression of Interest (EOI) for empanelment of manufacturer-cum-supplier for installation of furniture in different establishments of OUAT. (All over Odisha)
2.	Type of tender	:	Single Cover system
3.	Date and Time of availability of Bid documents in the portal	:	From Dt. 18.12.2023 to 17.00 hrs of dt. 17.01.2024.
4.	Last date/Time for receipt of bids in the portal	:	Dt. 17.01.2024 upto 17.00 hrs
5.	Submission of Original documents (EOI fee, Affidavit etc as per EOI document)	:	During office hours from dt. 18.01.2024 to dt. 19.01.2024 upto 17.00 hrs in the office of the undersigned.
6.	Date of opening of Bid through online	:	Dt. 20.01.2024 at 11.00 hrs in the office of the undersigned.
7.	Name & address of the O.I.T (Officer Inviting tender)	:	Director of Physical Plants, OUAT, BBSR.

Further details can be seen from the e-procurement portal <https://tendersodisha.gov.in>.

**N.B. Subsequent corrigendum/addendum if required shall be available in the website as indicated above.**

Sd/-  
Director of Physical Plants  
OUAT, Bhubaneswar.



**ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY  
BHUBANESWAR.**

Ref No.	NAME OF THE WORK	EXPRESSION OF INTEREST FEE (In shape of DD in favour of DPP, OUAT, Bhubaneswar)
	Expression of Interest (EOI) for empanelment of manufacturer-cum-supplier for installation of furniture in different establishments of OUAT. (All over Odisha)	Rs. 10,000/- (Non-refundable)

**Invitation for “Expression of Interest” (EOI) for empanelment of manufacturer-cum-supplier of Customized / Standard Furniture in different establishment of OUAT (all over Odisha).**

The proposal is to invite Expression of Interest for registration of suppliers to supply & install furniture at different establishment of OUAT (all over Odisha) as and when required. Description, Scope of work, etc., is available in the EOI Document. The EOI document can be downloaded from our website <https://ouat.ac.in> or from e-tendering website of Govt. of Odisha <https://tendersodisha.gov.in>.

Interested Manufacturers cum supplier of Furniture having sufficient know-how, experience sound and financial background are invited to express their interest to get registered as supplier.

The EOI will be followed by limited Tender enquiry or procurement through GeM portal. The tender will be floated based on specification fixed after the EOI.

**(A) Instructions to Expression of Interest:**

1. For full details and terms and conditions etc., please see the enclosed annexures.
2. Expression of Interest documents can also be obtained from the O/o Director of Physical Plants, OUAT, Bhubaneswar, on payment of expression of Interest fee.
3. Your request letter along with Expression of Interest may be addressed to the Director of Physical Plants, OUAT, Bhubaneswar, Odisha 751003.
4. Interested parties may, at their option, download the Expression of Interest documents from the OUAT website <https://ouat.ac.in> or from e-tendering website of Govt. of Odisha <https://tendersodisha.gov.in> and submit the Expression of Interest along with the required documents through e-tendering website, Govt. of Odisha <https://tendersodisha.gov.in> only. The bidders must possess Digital Signature Certificate (DSC) of Class-II or Class-III.

5. While submitting the original documents (expression of interest fee, affidavits etc), please superscribe on the cover as “Request for Expression of Interest document against Expression of Interest Notice No. 10/2023-24 dt. 16.12.2023.
6. Expression of Interest received after the due date/time will not be considered.
7. Director of Physical Plants, OUAT, Bhubaneswar is not responsible for any postal delays/loss of original documents in transit.
8. Director of Physical Plants, OUAT, Bhubaneswar reserves the right to accept or reject any/or all the quotations/Expression of Interest in part or full.
9. Incomplete EOI will be rejected.
10. Director of Physical Plants, OUAT, Bhubaneswar reserves the right to accept or reject any EOI without assigning any reason.
11. The Expression of Interest (EOI) received shall be evaluated by a committee on the basis of predetermined criteria and only those qualifying the same shall be considered for the next stage. After preliminary scrutiny of the bidder’s documents, the firms short listed will be called for presentation of their products before evaluation committee for final short listing of applicants.
12. The evaluation of the bidders will be carried out by a Committee comprehensively, based on credentials, manufacturing capability, quality control system, financial background, dealer/distributor network, past performance, after sale service, range of furniture items manufactured by the firm, etc.
13. The department reserves the right to restrict the list of such qualified bidders to any number deemed suitable by it **with minimum of four farms.**
14. The registration of the bidder as a supplier **shall be valid for 24 months** from the date of qualification unless extended further by University Authority.
15. The performance and conduct of every registered supplier is to be watched scrupulously and is to be removed from the list of approved suppliers, if it fail to abide by the terms and conditions of the registration or to fail to supply the goods on time or supply substandard goods or make any false declaration to the Department or for any ground which, in the opinion of the Government, is not in Public interest.

**(B). Along with “Expression of Interest” please furnish the following information with self-attested proof/ Registration copies.**

<b>Sl. No.</b>	<b>Description</b>	<b>Documentary proof (Scanned copies)</b>
2.1	Expression of Interest Fee	
2.2	Registered address with phone, Fax, Email, Webetc.,	
2.3	Years of Existence in this field	
2.4	Company / Organization status Individual / Proprietary / Partnership /Ltd (or) Private Ltd. Etc. With Name and Address of Proprietor, Partners, Board of Directors etc	
2.5	Associates: (a) Indian (b) Foreign	
2.6	Details of Infrastructure Facilities owned / available with location details. (at least one branch in Bhubaneswar or Cuttack Odisha)	
2.7	Details of Credit Facilities available	
2.8	Name and Address of Bankers	
2.9	GST Registration Number / PAN Number	
2.10	Detailed catalogue / Brochure of Products in soft copy shall be submitted along withEOI document.	
2.11	Details Certification like ISO 9001: 2015, ISO 14001:2015, 45001:2018. OHSAS 18001	
2.12	Membership number of BIFMA (if available)	
2.13	Membership number of AIOTA (if available)	
2.14	Details of certification like Green Guard or GRIHA or Green pro or indoor air quality or BIFMA certification (if available)	

**Note: Any wrong or misleading information will lead to disqualification.**

**(C). Procedure for evaluation of EOI**

<b>Attributes with maximum marks</b>	
<b>Evaluation by committee based on presentation</b>	
Technical Evaluation by the evaluation committee (Based on presentation/Sample and inspection of the factory premises if necessary) for the following category.  (a) Official (b) Hostel or Residential (c) Class room or Laboratory	(30 marks) (40 marks) (30 marks)
Total	(100 Marks)

To become eligible for short listing, **the bidder must secure at least 60 (sixty) marks in aggregate.** The department, however, reserves the right to restrict the list of such qualified bidders to any number deemed suitable by it (**minimum of four farms**)

## Expression of Interest (EOI) for Procurement of furniture

### (D) Brief scope of work:

The work involves supply of Standard / Customized Furniture for office, classroom, and Laboratory, Hostel, Guest House, Conference Hall, Reception area etc. for different building / upcoming building under different establishments under OUAT present throughout the state of Odisha.

### (E) Who can participate:

The bidder i.e. Manufacturer / companies having **own manufacturing units. / Infrastructure should satisfy** the following eligibility criteria:

Sl.No	Eligibility Criteria	Documentary proof for the eligibility (Self-attested copies to be submitted)
	<b>(Past Performance)</b>	
<b>a.</b>	<p>The bidder should have satisfactorily completed the supply &amp; installation of the similar furniture order value mentioned below since financial year 2020-21 to the last date of submission of EOI.</p> <ul style="list-style-type: none"> <li><b>i) Three similar supply/purchase orders each order costing not less than Rs.50.00 lakhs.</b></li> <li><b>ii) Two similar supply/purchase orders and each order costing not less than Rs.70.00 lakhs</b></li> <li><b>iii) One similar supply/purchase order costing not less than Rs. 100.00 lakhs</b></li> </ul> <p><b>Note: Similar nature of Supply/ Purchase shall mean:“Supply &amp; installation of furniture for Govt. Organization, PSUs or any Educational Institutions affiliated to Central/State Govt.”</b></p>	<p>i) Certified copy of the supply / purchase orders and completion certificates issued by authority concerned to establish work experience.</p>

**Note:**

The value of executed works shall be brought to current costing level by enhancing the actual value of work as per Annexure-I.



<b>Manufacturing Capacity</b>		
<b>Sl.No</b>	<b>Eligibility Criteria</b>	<b>Documentary proof for the eligibility (Self-attested copies to be submitted)</b>
a.	Should have had average annual financial turnover not less than <b>Rs.150.00 lakhs</b> during the last three years ending preceding financial year.	Certified copy from Chartered Accountant for the Annual financial turnover.
b.	The bidders <b>should be a Manufacturer</b>	Copy of Registration/In corporation certificate of competent authority to be submitted.
c.	The bidders should have sales & service setup at Bhubaneswar or Cuttack for faster & better service <b>since last 3 years.</b>	<b>Supporting documentary evidence has to be submitted.</b>
d.	The bidders should not have been black listed by any government / Semi government / Board / Corporations / Autonomous Body	<b>An Affidavit on Non Judicial Stamp paper has to be submitted by the firm to this effect.</b>
<b>Quality Control</b>		
<b>Sl.No</b>	<b>Eligibility Criteria</b>	<b>Documentary proof for the eligibility (Self-attested copies to be submitted)</b>
a)	The bidders should possess relevant certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers e.g. OEM Should have the Quality and Safety Certification like ISO 9001: 2015 ( <b>mandatory</b> ) and at least one out of ISO 14001:2015/ ISO45001:2018/ OHSAS 18001.	<b>Certificate copies to be submitted</b>
<b>Other Requirements</b>		
a.	The bidder shall satisfy all the above-mentioned eligibility criteria failing which the EOI shall stand disqualified.	
b.	The specification of only the qualified bidders will be selected for the next stage of bidding.	
c.	The bidders should participate as a single party <b>no consortium allowed.</b>	
d.	There shall be <b>warranty of minimum one year</b> for the offered items. <b>A declaration may be given as per format (Annexure-II).</b>	
e.	The Expression of Interest shall be capable of supplying all the furniture items for destination <b>within 2 months</b> of issue of order. <b>A declaration may be given (Annexure-III).</b>	

**(F). SUBMISSION OF EOI**

The Expression of Interest may be submitted by communication in written form in their letter head along with submission of the copy of documents (scanned copy) as listed out in Expression of Interest documents with respect to the eligibility criteria within **17.01.2024 at 17.00 hrs** through e-tendering website of Govt. of Odisha, with the letter addressed to the following.

**Address**

The Director of Physical Plants,  
OUAT, Bhubaneswar,  
Odisha-751003

**(G). SELECTION METHODOLOGY**

1. The application may seek clarifications for the doubts if any and other allied technical details in following contact details (Name Er. Mangala Prasad Mohanty, Contact No. 0674-2397738, Mob. No. 9437404294).
2. The bidders shall submit the documents as listed out in Expression of Interest documents with respect to eligibility criteria on or before **dt. 17.01.2024 at 17.00 hrs** through **e-tendering website of Govt. of Odisha <https://tendersodisha.gov.in>**. The original documents (expression of interest fee, affidavits etc) will be received in sealed envelopes at O/o DPP, OUAT, Bhubaneswar from **dt. 18.01.2024 to dt. 19.01.2024 upto 17.00 hrs** and the same will be opened on **dt. 20.01.2024 at 11.00 hrs**, in the presence of intending bidders. The documents will be scrutinized with respect to eligibility criteria and other documents in detail and those bidders who fulfill the eligibility criteria and other requirements will be intimated the time and date for the presentation of their products.
3. The eligible bidders shall arrange for presentation of their products with their design before the Evaluation Committee on the specified date and time. The bidders will be evaluated based on the evaluation criteria specified. Those bidders who secured the qualifying marks, their specification only will be considered for tendering through GeM or limited tender.
4. The registration of the bidder as a supplier **shall be valid for 24 months** from the date of qualification unless extended further by University authority.
5. No transportation and logistic support will be provided to the bidders for the presentation meeting.
6. Canvassing in any form whether by e-mail or telephonic conversation or written submission in hardcopy will make the bidder liable for disqualification from tendering process.

**The EOI will be followed by the limited Tender enquiry or procurement through GeM as per requirement as and when required.**

**Director of Physical Plants, OUAT**

## **(H) Procedure to participate in online bidding e-procurement**

1. PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL: The Contractor/Bidder intending to participate in the bid is required to register in the Portal using his /her active personal/ official e-mail ID as his Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL etc. He/ She has to submit the relevant information as asked for about the firm/ contractor. The portal registration of the bidder/ firm is to be authenticated by the State Procurement Cell after verification of original valid certificates/ documents such as (i) PAN and (II) Registration Certificate (RC)/ GST Registration Certificate and GSTIN (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC/ GST Registration Certificate and GSTIN. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication bidder can participated in the online bidding process.

Contractor not registered with Government of Odisha, can participate in the e-procurement after necessary enrolment in the portal but have to subsequently register themselves with the appropriate registering authority of the Sate Government before award of the work as per prevalent registration norms of the State.

- a. To log on to the portal the Contractor/Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
  - b. The tender documents uploaded by the Tender Inviting Officer in the website <https://tendersodisha.gov.in> will appear in the section of "Upcoming Tender" before the due date of tender sale. Once the due date has arrived, the tender will move to "Active Tender" Section of the homepage. Only a small notification will be published in the newspaper specifying the work details along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or down load the bid documents from the web site.
  - c. Contractor exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption.
  - d. The software application has the provision of payment of cost of tender document through payment gateways of authorized bankers by directly debiting the account of the bidder.
- 1.1 Furnishing scanned copy of such documents is mandatory along with the tender documents otherwise his/her bid shall be declared as non-responsive and thus liable for rejection. Bidders participating through Joint Venture shall declare the authorized signatory through Memorandum of Understanding duly registered and enrol in the portal in the name and style of the joint venture company. It is mandatory that the DSC issued in the name of the authorized signatory is used in the portal.
  - 1.2 In the case of any failure, malfunction, or breakdown of the electronic system used during the e-procurement process, the tender inviting officer shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.

- 1.3 Any third party/company/person under a service contract for operation of e-procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.
  - 1.4 For submission of Bids through the E-Procurement Portal, the bidder shall up load the scanned copy/copies of document in prescribed format wherever warranted in support of eligibility criteria and qualification information. The on line bidder shall have to produce the original documents in support of the scanned copies and statements uploaded in the portal before the specified date as per DTCN.
  - 1.5 Each bidder shall submit only one bid for one package. A bid is said to be complete if accompanied by cost of bid document and appropriate bid security. The system shall consider only the last bid submitted through the E-Procurement portal.
  - 1.6 The bidder may ask question related to tender online in the e-procurement portal using his/her DSC, provided the questions are raised within the period of seeking clarification as mentioned in tender call notice/Bid. The Officer inviting the Bid/ Procurement Officer-Publisher will clarify queries related to the tender.
  - 1.7 The details of drawings and documents pertaining to the works available with the officer inviting the Bid as well as in the office of the DIRECTOR OF PHYSICAL PLANTS, OUAT, as mentioned in the Contract Data will be open for inspection by the bidders. The bidder is required to down load all the documents for preparation of his bid. It is not necessary for the part of the Bidder to up-load other Bid documents (after signing) while up loading his bid. He is required to up load documents related to his eligibility criteria and qualification information and Bill of Quantities duly filled in. It is assumed that while participating in the bid, the bidder has referred all the drawings and documents. Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all documents provided in the Bid by the Officer Inviting the Bid will be construed as plea to disrupt the bidding process and in such cases the bid security shall be forfeited.
  - 1.8 Any addendum / corrigendum/ cancellation of tender shall be published in the website <https://tendersodisha.gov.in> , notice board Only, and such notice shall form part of the bidding documents
    - 1.8.1. The system generates a mail to those bidders who have already uploaded their tenders and those bidders if they wish can modify their tenders. The bidders are required to which the website till last date and time of bid submission for any addendum/ corrigendum/ cancellation thereof. Tender inviting authority is not responsible for communication failure of system generated mail.All the volumes/documents shall be uploaded / provided in the portal by the Officer inviting the bid. The bidder shall carefully go through the document and prepare the required documents and up load the scanned documents in Portable Document Format to the portal in the designated locations of Technical Bid. He will fill up the rates of items or percentage in the BOQ down loaded for the work in designated Cell and up loads the same in designated locations of Financial Bid. Bidders are to submit only the original BoQ uploaded by publisher after entering the relevant fields without any alteration/deletion/modification. Multiple BoQ submission shall lead to cancellation of bid. In case of item rate tender, bidders shall fill in their rates other than Zero value in the specified cells. In the percentage rate tender, the bidder quoting Zero value is valid and will be taken as Schedule of Rates. Submission of document shall be effected by using DSC of appropriate class.
2. PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS: The Bidder shall furnish, as part of his Bid, a Bid security for the amount mentioned under NIT/Contract Data in online mode. Non-submission of bid security within the designated period shall debar the bidder from participating in the on-line bidding system

and his portal registration shall be cancelled. His name shall also be informed to the registering authority for cancellation of his registration **(Deleted)**

2.1 The EMD or Bid Security payable along with the bid is 1% of the estimated contract value (ECV) or as mentioned in the bid document.

2.2 Deleted.

2.3 The tender accepting authority will verify the originals of all the scanned documents of the successful lowest bidder only within 5 days of opening of the tender (price bid). In the eventuality of failure on the part of the lowest successful bidder to procedure the original documents, he will be debarred in future from participating in tender for 3 years and will be black listed by the competent authority. In such as situation, successful L-2 bidder will be required to produce his original documents for consideration of his tender at the negotiated rate equal to L1 bidder.

2.4 Contractor exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption.

2.5 Government of Odisha has introduced e-payment gateway in to the portal for payment of cost of Bid and Bid Security/ Earnest Money Deposit. The process of using e-payment gateway is mentioned in the "Procedure for Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids". .

3. **FORMAT AND SIGNING OF BID:** (Logging to the Portal)-The Contractor/ Bidder is required to type his/her Login ID and Password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, Password and DSC combination and authenticates the login process for use of portal.

The bidder can download the tender of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed tender at his convenience within the final date and time of submission. The bidder shall only submit single copy of the required documents and Price Bid in the portal. In the Financial bid, the bidder can not leave any figure blank. He has to only write the figures, the words will be self generated. The Bidders are advised to up load the completed Bid document well ahead of the last date & time of receipt to avoid any last moment problem of power failures etc.

3.1. The Bidder shall go through the Bid carefully and list the documents those are asked for submission. He shall prepare all documents including Declaration form, price bid etc and store in the system.

3.2. The bidder shall log on to the portal with his DSC and move to the desired tender for up loading the documents in appropriate place one by one simultaneously checking the documents. Once the Bidder makes sure that all the documents have been up-loaded in appropriate place he clicks the submit button to submit the bid to the portal.

3.2.1. The bids once submitted can not be retrieved or corrected. Tender cannot be pre-opened and cannot be submitted after due date and time. Therefore only after satisfying that all the documents have been uploaded, the Bidder should activate submit button.

3.2.2. In the e-procurement process each processes are time stamped. The system can identify each individual who has entered in to the portal for any bid and the time of entering in to the portal.

3.2.3. The Bidder should ensure clarity of the document up loaded by him to the portal especially the scanned documents by taking out sample printing. Non-submission of legible documents may render the bid non-

responsive. However, the Officer inviting the Bid if so desires can ask for legible copies or original copies for verification within a stipulated period provided such document in no way alters the Bidder's price bid. If the Bidder fails to submit the original documents within the stipulated date, his bid security shall be forfeited.

#### SUBMISSION OF BIDS:-

- 3.3. The bidder shall carefully go through the tender and prepare the required documents. The bid shall have a Technical Bid and a Financial Bid. The Technical bid generally consists of GSTIN, PAN, Registration Certificate, Affidavits, Profit Loss statement, Joint venture agreement, List of similar nature of works, work in hand, list of machineries and any other information required by OIT. The Financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information/ undertaking including rebates.
- 3.4. Bidders are to submit only the original BOQ (in .xls format) uploaded by Procurement Officer Publisher (Officer Inviting Tender) after entering the relevant fields without any alteration/ deletion/ modification. Multiple BOQ submission by bidder shall lead to cancellation of bid. In case of item rate tender, bidders shall fill in their rates other than zero value in the specified cells without keeping it blank. In the percentage rate tender the bidder quoting zero percentage is valid and will be taken at par with the estimated rate of the work put to tender.
- 3.5. The bidder shall upload the scanned copy/ copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.
- 3.6. The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BOQ) published by the Officer Inviting Tender. The bidder shall type rates in figure only in the rate column of respective items(s) without any blank cell in the rate column in case of item rate tender and type percentage excess or less up to two decimal place only in case of percentage rate tender.
- 3.7. The bidder shall log to the portal with his/ her DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents.
- 3.8. Bids cannot be submitted after due date and time. The bids once submitted can not be viewed, retrieved or corrected. The Bidder should ensure correctness of the Bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. The bids can not be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.
- 3.9. Each process in the e-procurement is time stamped and the system can defect the time of log in of each user including the Bidder.
- 3.10. The Bidder should ensure clarity/ legibility of the document uploaded by him to the portal.
- 3.11. The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/ tender.
- 3.12. The bidder should check the system generated confirmation statement on the status of the submission.
- 3.13. The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
- 3.14. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
- 3.15. The Bidder is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantity duly filled in. It is not necessary for the part of the bidder to upload the drawing and the other Bid documents (after signing) while uploading his bid. It is assumed that the bidder has referred all the

drawings and documents uploaded by the Officer Inviting the Bid.

3.16. The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time). The date and time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer Inviting the Bid.

3.17. The 'Online bidder' shall digitally sign on all statements documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false/ fabricated/ bogus, his EMD/BID Security shall stand forfeited and his registration in the portal shall be blocked and the bidder is liable to be blacklisted.

**4. SECURITY OF BID SUBMISSION:**

4.1. All bid data uploaded by the Bidder to the portal will be encrypted by the DSC of the opener(s). The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/tender.

4.2. The Bid shall be received in encrypted format by the system which can only be decrypted / opened by the authorized openers only on or after the due date and time.

**5. DEADLINE FOR SUBMISSION OF THE BIDS :**

5.1. The online bidding will remain active till the last date and time of the bid submission. Once the date and time (Server date and time) is over, the bidder will not be able to submit the bid. The date & time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer inviting the Bid.

**RESUBMISSION AND WITHDRAWAL OF BIDS :**

5.2. Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.

5.3. Resubmission of bid shall require uploading of all documents including price bid afresh.

5.4. If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

**6. LATE BIDS :**

6.1. The system shall reject submission of any bid through portal after closure of the receipt time. For all purpose the server time displayed in the e-procurement portal shall be the time to be followed by the bidder and concerned officers.

**7. MODIFICATION AND WITHDRAWAL OF BIDS :**

7.1. In the E-Procurement Portal, it is allowed to modify the bid any number of times before the final date and time of submission. The bidder shall have to log on to the system and resubmit the documents as asked for by the system including the price bid. In doing so, the bids already submitted by the bidder will be removed automatically from the system and the latest bid only will be admitted. But the bidder should avoid modification of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure. If the bidder fails to submit his modified bids within the designated time of receipt, the bid already in the system shall be taken for evaluation.

7.2. In the E-Procurement Portal, withdrawal of bid is allowed. But in such case he has to write a letter with appropriate reasons for his withdrawal addressed to the Officer inviting the bid and up load the scanned document to portal in the respective bid before the closure date and time of receipt of the bid. The system shall not allow any withdrawal after expiry of the closure time of the bid.

**8. OPENING OF THE BID:**

8.1. Bid opening date is specified during tender creation or can be extended with corrigendum. This date is available in IFB, tender document as well as the home page of portal. Bid opening can be done by the

authorized users which are defined during the tender publication / approval stage. The bids are encrypted using their public keys and can be decrypted only on or after the Bid Opening due date and time. The bid openers private key will be required to open the bids and all the openers have to log on to the portal during that time.

8.1.1. The bidders who participated in the on line bidding can witness opening of the bid from any system logging on to the portal with the DSC away from opening place. Contractors are not required to be present during the bid opening at the opening location if they so desire.

8.1.2. Each activity is date and time stamped with user details. For time stamping, server time is taken as the reference.

8.2. In the event of the specified date of bid opening being declared a holiday for the Officer inviting the Bid/Engineer-in-Charge, the bids will be opened at the appointed time on the next working day.

8.3. In case bids are invited for more than one package, the order for opening of the "Bid" shall be that in which they appear in the "Invitation for Bid".

8.4. The Bid openers; who have been pre-defined shall log on to the portal with their respective DSC. Unless all the Officers who have been declared as Opening officers, log on the portal with their DSC the Tender cannot be opened.

8.5. In case of non-responsive tender the officer Inviting tender should complete the e-Procurement process by uploading the official letter for cancellation/ re-tender.

#### **EVALUATION OF BIDS:-**

All the opened bids shall be downloaded and printed for taking up evaluation. The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that "the documents as available in the portal containing..... nos. of pages".

8.5.1. After opening of technical bid, the bidder may be asked in writing / online (in their registered e-mail ID) to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents required for Technical Evaluation. The Officer Inviting Tender may ask for any other document of historical nature during Technical Evaluation of the tender. Provided in all such cases, furnishing of any document in no way alters the bidders price bid. Non-submission of legible documents may render the bid non-responsive. The authority inviting bid may reserve the right to accept any additional document.

8.5.2. The bidders will respond in not more than 7 days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit

8.5.3. Immediately, on receipt of these clarifications, the Evaluating Officers; predefined in the system for the bid, will finalize the list of responsive bidders. They will log on to the site with their DSC and record their comments on the Technical evaluation page in the system. The Officer Inviting the Bid if also the accepting authority, shall log on to the system with his digital signature and check the technical evaluation. He can either accept or pass on to the evaluating officers for re-evaluation. Upon acceptance of technical evaluation by the Accepting authority in the system, the system shall automatically generate letter to all the responsive bidders and the system shall forward the letter to all the responsive bidder that their technical bid has been evaluated responsive with respect to the data/information furnished by him and the letter shall also intimate him the date & time of opening of financial bid. The system shall also inform the non-responsive bidders in their e-mail ID that their bid has been found non-responsive.

8.6. The Technical evaluation of all the bids shall be carried out up as per the information furnished by the



Bidders. But evaluation of the bid does not exonerate the bidders from checking their original documents and if at a later date the bidder is found to have misled the evaluation through wrong information, action as per relevant clause of DTCN shall be taken against the bidder/contractor.

- 8.7 The Procurement officer-Evaluators will evaluate bid and finalized list of responsive bidders. Opening of price bid and evaluation of lowest bidder is subject to satisfaction of other qualification information.
- 8.7.1 The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer-Openers shall log on to the system in sequence and open the financial bids.
- 8.7.2 The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorised representative who wish to be present.
- 8.7.3 At the time of opening of "Financial Bid", the names of the bidders whose technical bids were found responsive will be announced and the bids of only those bidders will be opened. The remaining bids will be rejected.
- 8.7.4 The responsive bidders' name, the bid prices, the item wise rates, the total amount of each item in case the item rate tender and percentage above or less in case of percentage rate tenders will be announced. any discounts and withdrawals, and such other details as the officer inviting the tender may consider appropriate, will be announced by him or his authorized representatives at the time of opening.
- 8.7.5 Rebate/discount offer if any uploaded to the system shall be declared and recorded first.
- 8.7.6 The Financial bid of the bidders shall be opened one by one by the designated officers. The system shall auto-generate the Comparative statement.
- 8.7.7 The Bidder can witness the principal activities and view the documents/summary reports for that particular work by logging on to the portal with his DSC from anywhere.
- 8.7.8 Procurement Officer-Openers shall sign on each page of the download BOQ and the Comparative Statement and furnish a certificate to that respect.
- 8.7.9 System provides an option to Procurement Officer Publisher for reconsidering the rejected bid with the approval of concern Head of Department.

## **9. CLARIFICATION AND NEGOTIATION OF BIDS:**

- 9.1. For examination, evaluation, and comparison of bids, the officer inviting the bid may, at his discretion, ask the lowest bidder for clarification of his rates including reduction of rate on negotiation and breakdowns of unit rates.
- 9.2. On opening of the price bid the system shall arrange the financial bids in order of their value (L1 first, followed by L2, L3 ....) for subsequent evaluation. The evaluation status (Sheet) will be visible to all the participating bidders after opening on their respective logins. Each activity is recorded in the system with date and time stamping.

## **10. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:**

- 10.1. In the E-Procurement Portal, the system shall generate the template of award letter and the Officer Inviting the Bid shall mention the amount of Performance Security and additional security required to be furnished in the letter and intimate the bidders in his e-mail ID.
- 10.2. The Employer/ Engineer-in-Charge shall notify acceptance of the work prior to expiry of the validity period by cable, telex or facsimile or e-mail confirmed by registered letter. This letter of Acceptance will state the sum that the Engineer-in-Charge will pay the contractor in consideration of execution and completion of the works by the contractor as prescribed by the contract and the amount of performance security and

Additional Performance Security required to be furnished. The issue of the letter of Acceptance shall be treated as closure of the Bid process and commencement of the contract.

- 10.3. The Contractor after furnishing the required acceptable Performance Security and Additional Performance Security, " Letter of Proceed" or "Work Order" shall be issued by the Engineer-in-Charge with copy thereof to the Procurement Officer-Publisher. The Procurement Officer-Publisher shall up load the summery and declare the process as complete.
  - 10.4. If the L1 bidder does not turn up for agreement after finalisation of the tender then he shall be debarred from participation in bidding for three years and action will be taken to blacklist the contractor. Besides the consortium/ JV/firm where such an agency/ firm already happens to be or is going to be a partner/ member/ proprietor, he/ they shall neither be allowed for participation in bidding for three years nor his/ their application will be considered for registration and action will be initiated to blacklist him/ them. In that case, the L2 bidder, if fulfils other required criteria would be called for drawing agreement for execution of work subject to condition that the L2 bidder negotiates at par with the quoted by the L1 bidder, otherwise the tender will be cancelled.
11. BLOCKING OF PORTAL REGISTRATION
- 11.1 If the registration Certificate of the contractor is cancelled/ suspended by the registering authority/ blacklisted by the competent authority his portal registration shall be blocked automatically on receipt of information to that effect.
  - 11.2 The portal registration blocked in the ground mentioned in the above Para- 11.1 shall be unblocked automatically in receipt of revocation order of cancellation/ suspension/ blacklisting from the concerned authority.
  - 11.3 The Officer Inviting Tender shall make due inquiry and issue show cause notice to the concerned contractor who in turn shall furnish his reply, if any, within a fortnight from the date of issue of show cause notice. Thereafter the Officer Inviting Tender is required to issue an intimation to the defaulting bidder about his unsatisfactory reply and recommend to the Chief Manager (Tech) for blocking of portal registration within 10 days of intimation to the defaulting bidder regarding his unsatisfactory reply with intimation to the Registering Authority and concerned Chief Engineer/ Heads of Office if any of the following provisions are violated.
    - 11.3.1 Fails to furnish original Technical Documents before the designated officer within the stipulated date and time.
    - 11.3.2 Backs out from the bid on any day after the last date of receipt of tender till expiry of the bid validity period (including till the extended bid validity period).
    - 11.3.3 Fails to execute the agreement within the stipulated date.
    - 11.3.4 If any of the information furnished by the bidder is found to be false/ fabricated/ bogus.Accordingly the officer Inviting Tender shall recommended to the Chief Manager (Tech) State Procurement Cell, Odisha for blocking of portal registration of bidder and simultaneously action shall also be initiated by OFFICER INVITING TENDER for blacklisting as per Appendix-XXXIV of OPWD code Volume-II.

The minimum period of blocking of Portal Registration shall in no case be less than 180 days.

### ANNEXURE-I

Calculation of current costing level from previous year.

The value of executed works shall be brought to current costing level (current financial year i.e. 2023-24) by enhancing the actual value of work at simple rate of 10% per annum calculated from the financial year of execution.

Sl. No.	Financial year of execution	Escalation factor
1.	2022-23	1.10
2.	2021-22	1.21
3.	2020-21	1.33

### ANNEXURE-II

We \_\_\_\_\_ hereby under take to provide one year onsite warranty on our product for any manufacturing defect from the date of actual supply/Installation of the product in different establishments of OUAT (all over Odisha).

Seal & Signature of  
authorized representative

### ANNEXURE-III

#### **Declaration for timely supply of furniture**

We \_\_\_\_\_ hereby under take that supply of the items will be as per order within two months from the date of issue of the order, in different establishments of OUAT (all over Odisha).

Seal & Signature of  
authorized representative

Total = 16 (Sixteen) pages only

Approved  
Sd/-  
Director of Physical Plants