

TENDER CALL NOTICE NO. 02(MPF)/2018-19
DIRECTORATE GENERAL OF F.S,HGs & C.D, ODISHA,CUTTACK

Tender Document No. I

1. Sealed Tenders are invited from the Manufacturer/Authorized Agent /Authorized Dealer of the OEM for purchase of different types of Equipment items for Home Guards under "MPF Scheme" during current F/Y - 2018/19 as mentioned at Annexure- A.
2. Name of Equipment items along with detailed technical specification, probable requirements against each item may be seen from the Govt. of Odisha Web Site i.e. www.odisha.gov.in. and web-site of the Directorate General of Fire Service, Home Guards & Civil Defence, Odisha, Cuttack i.e. www.odishafshgscd.gov.in. The quantity may vary during indent of the item depending upon budgetary allocation.
3. The Tender document may be obtained,
 - a) On payment of Rs.300/- (Rupees Three Hundred) only between 10 A.M. to 5 P.M. on each working day from the Office of the undersigned at the address given below.
 - b) By sending a self stamped (Rs.80/-) envelope of size not less than 35 cm x 25 cm along with a Demand Draft non A/c payee of Rs.300/- (Rupees Three Hundred) only payable at S.B.I. Main Branch Cuttack drawn in favour of **D.D.O, O/o Commandant General, Home Guards, Odisha, Cuttack**.
 - c) By downloading from Govt. of Odisha Web Site i.e. www.odisha.gov.in or from web-site of the Directorate General of Fire Service, Home Guards & Civil Defence, Odisha, Cuttack i.e. www.odishafshgscd.gov.in.
4. The Tender documents shall be submitted in the office of the undersigned duly signed by the authorized signatory in each page and duly authenticated with seal in token of having read, understood and accepted the terms and conditions of the contract. However in case of down loaded Tender document a non-A/C payee Demand Draft of Rs.300/- (Rupees Three Hundred) only payable at SBI Cuttack drawn in favour of **D.D.O, O/o Commandant General, Home Guards, Odisha, Cuttack** towards cost of Tender document shall be enclosed. Bids submitted otherwise than in the manner prescribed in the Tender document shall be rejected.
5. Tender calling authority has the right to accept or reject the Tender(s) without assigning any reason thereof.
6. This tender shall remain valid for 1 year from the date of finalization of approved bidder for any of the listed items by the Purchase Committee or till the next tender is floated by the indenter for same item whichever is earlier.
7. Date of issue of Tender documents on dtd. 18.11.2018 at 10.00 A.M.
8. Last date for issue of Tender document on dtd. 11.12.2018 up to 5.00 P.M.
9. Last date for receipt of Sealed Tender and sample on dtd. 12.12.2018 up to 5.00 P.M.
10. Date for opening of sealed Tenders / Technical Bids on dtd. 13.12.2018 at 11.00 A.M at the Conference Hall of the Directorate General of Fire Service, Home Guards & Civil Defence, Odisha, Cuttack.
11. The concerned bidders are required to depute their representatives to remain present during opening of the received Tenders / Technical Bids on 13.12.2018 at 11.00 A.M. at the Conference Hall of the Directorate General of Fire Service, Home Guards & Civil Defence, Odisha, Cuttack.
12. The Tenders received after the stipulated date will not be taken into consideration and liable for rejection.
13. All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent Court at Cuttack only.
14. It is to certify that this tender document contains 21 pages.

**I.G. of Police, F.S, HGs & C.D,
Odisha, Cuttack**

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ANNEXURE - "A"

**APPROX. REQUIREMENT OF EQUIPMENT ITEMS TO BE PURCHASED FOR HOME
GUARDS UNDER "MPF SCHEME" AS PER ANNUAL ACTION PLAN-2018/19.**

Sl. No.	Name of the Equipment item to be purchased	Total approximate quantity to be purchased as per Annual Action Plan - 2018/19
1	2	3
1	Torch Light (Rechargeable)	150
2	Traffic Umbrella	150
3	Life Jacket	200

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GENERAL CONDITIONS OF THE CONTRACT.

1. The bidder /Supplier shall essentially be
 - a) An Original Equipment Manufacture
 - Or
 - b) An Authorized Agent of the OEM having running business in the tendered item with good business track record.

The bidder in proof of he being an OEM/ Authorized Dealer or Agent shall submit authenticated documentary evidence in this regard. The proof submitted earlier in some other context shall not be treated as valid and sufficient. (Note : Prospective bidders should ensure that contact details such as Telephone/ mobile number, Fax number, e-mail Id of their OEM / Principal must be mentioned in the letter of Authorization).

2. The tenders (also called bids), not submitted in prescribed format or in the prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
3. All the information as called for in the tender document should be submitted truly clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
4. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
5. There shall be no over-writing in the tender document and other papers submitted. All the additions, alterations, deletions and cutting should be initialed with rubber stamp (or seal) by the same person, who signs the tender document failing so, the tender may be rejected.
6. All the rates and amounts shall be quoted in Indian Rupees (IR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document. However an OEM located outside the country may quote its price in the Currency of the country to which he belongs but the same shall be converted to INR at the exchange rate prevailing on the date of opening of Tender and the same will be binding on both parties.

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7. The rates quoted shall be valid for a period of one year counted from the last date of receipt of the bids or submission of tenders.
8. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
9. For the Companies and Corporations making the bids, the tender document shall be signed by the managing Director. If it is otherwise, the authority to sign the tender paper on behalf of the Company / Corporation shall be enclosed. In case of partnership Firm, it shall be signed by the active Partner. In case of a proprietary firm, the tender document shall be signed by the Proprietor.
10. "Legal Status" of a bidder shall mean either proprietorship or partnership or private / public limited company or otherwise (to be specified), as the case may be.
11. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder unless specified otherwise in the tender document.
12. All the promotional and technical literature of the products intended to be supplied should be submitted for proper appreciation of the bid, whether or not; specifically called for in this tender document. This literature should also be in English or Odia.
13. Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. All such bids except one received first will be cancelled at the discretion of the authority calling the bids. A bidder may however, offer in his bid more than one product of the same Original Equipment Manufacturer (OEM), if in his opinion all such products meet the prescribed technical specifications. In that case, he should submit "Technical Bids" of all such products separately but in the same prescribed format, in the same sealed single cover. Separate "financial bids" should also be submitted similarly in the same sealed single cover (**see below for the meaning of sealed cover**).
14. The bidder may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
15. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder.
16. No firm / Company without valid **GST Registration number** and PAN shall be eligible for submitting bids. Firms blacklisted shall also not be eligible for participating in the bid.

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17. Copies of Valid Registration Certificates issued by competent Authorities under the **GST Act** and Copy of PAN shall be enclosed to the Tender document. In no case other certificates issued by authorities in lieu of such certificates shall be accepted.
18. Copies of income Tax return, Audited Balance Sheets, P/L a/c and Trading a/c of previous year along with copies of Annual VAT and CST returns of previous year need also be enclosed to the Tender document.
19. At the time of opening of Tender/Financial bid the bidder will have to satisfy the competent authority that he is not only authorized as per his Registration Certificates to deal in the tendered item but he has also a running business in such items and he has the ability to supply the tendered quantity in prescribed time limit and to meet the warrantee conditions of the product.
20. The bidders of Odisha will have to submit GST Registration Certificate issued by the competent authority of Odisha long with the GST returns (GSTR-3B and GSTR-1) filed for the last tax period. Similarly the bidder from outside State will submit the GST Registration Certificate, copy of GST return of last tax period and the affidavit enclosed as Annexure-D at the time of submission of tender.
21. The bid security (EMD), if called for, shall either be in the form of Demand Draft/FDR/Banker's Cheque of a Scheduled Bank payable at Cuttack or by pledging of NSC/FDR/Postal Savings Pass Book, all in favour of **D.D.O, O/o Commandant General, Home Guards, Odisha, Cuttack**. EMD shall be returned immediately after the rejection of a bid. The DD/FDR/Banker's Cheque etc. shall be returned in original with or without reverse endorsement as required for the refund. EMD of the successful bidders shall be retained till the supplies are successfully delivered as per order or adjusted against "Performance Security" (defined on condition No.10 of Special Conditions of the Contract) as per conditions of performance security agreement.
22. **This tender document has prescribed a two-bid format for submitting the offers. It contain the "Technical" (Tender document No.V) and "Financial" (Tender document No.VI) bid formats. Both the bids shall be submitted in separate sealed covers identified as "Technical" or "Financial" bid after detaching their formats from this tender document. Both the sealed covers the remaining part of this tender document including General Conditions of the Contract (Tender Document No. II), Special Conditions of Contract (Tender Document No.III), General Bid (Tender Document No. IV) and all Annexure A,B,C,D and E and all other papers / documents should be put inside a bigger sealed cover and shall be delivered as per conditions published in the tender call notice. All the sealed cover shall have boldly written with the name of supplier/bidder, the tender call notice number and the last date for submission.**

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23. No document as required and mentioned in the General /Special conditions of contract shall be enclosed to the technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be enclosed to the General bid proforma duly authenticated and **serially numbered and page marked.**
24. The tenders or the bids can be sent by Regd. with AD post or courier as well. However, the authorities shall not be responsible for the postal and other delays in receipt of bids.
25. If the last date for receipt of the tender/bid turn out to be a holiday, it will automatically be extended to next working day.
26. The tender calling authority shall make arrangements in his office for issuing a written acknowledgement, under proper seal and signature, of the filled in tenders, provided those are submitted on or before the due date. The acknowledgement shall be issued even if the Tenders are dropped in a sealed box. The acknowledgement receipt shall mention, among others, the tender call notice number.
27. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any may be provided by them.
28. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No. claim, whatsoever, shall be admissible for the alleged loss / damage suffered by the bidders on account of such rejections.
29. The Tenders/bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
30. The "Technical" bids shall be opened and scrutinized by the Technical Committee, only in respect of the bidders who have been found to fulfill all the prescribed criteria and conditions of this tender document other than technical specifications of the products. Only branded products shall be accepted unless otherwise mentioned in the special conditions of the contract.
31. All the products, failing to fulfill the prescribed technical specifications, shall be rejected. Decision of the Technical Committee in this respect shall be final and binding. The Technical Committee may examine (i) experience and past performance on similar contracts for last 2 (two) years (ii) capabilities with respect to personnel, equipment and manufacturing facilities (iii) financial standing through latest I.T.C.C., Annual Report (balance sheet and Profit & Loss Account) of last 3(three) years.
32. The bidder shall have to submit in separate paper mentioning complied or not complied against each column of the technical specification given in the tender document.

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33. Notwithstanding an offered product meeting the prescribed technical specifications, it may be rejected, if it has not been tried and tested or used in Odisha Fire Service, Home Guards & Civil Defence with satisfaction. It may also be rejected if the bidder fails to successfully demonstrate its product before the Technical Committee.
34. "Financial Bids" shall be opened only in those cases, where one or more of the offered products have fulfilled the prescribed technical specifications. All financial documents like Registration Certificate issued under **GST Act** and IT Acts, VAT Clearance Certificate, IT and ST returns, Audited Balance sheet, Trading a/c and P/L a/c shall be verified at the time of opening of financial bids.
35. All the prices quoted shall be F.O.R., destination i.e **Cuttack** which means that prices shall include the cost of delivery at destination if nothing otherwise is mentioned in the Special Condition of contract.
36. The Purchase Committee shall discuss and deliberate on the past performance, experience, production capacity, financial strength etc. of the bidders / suppliers as recommended by the Technical Committee, besides the rates quoted by them and select the L-I bid in most transparent manner, taking into considerations the relevant provisions of OGFR and Circulars and notifications issued by the Government of Odisha from time to time, so as to ensure that the purchases are effected in most prudent and economical manner, without compromising the prescribed quality, from the most eligible bidder.
37. Financial negotiations with firms other than the lowest bidder shall not be held without obtaining the prior approval of Government.
38. The authorities are not bound to accept the lowest financial bid.
39. The order for supply may be placed on the successful bidders but the technical specifications (or quality requirements) for the purpose of supply shall be those, which were offered and accepted by the Technical Committee and not those specified in the tender document. It shall not be necessary for the office of the Commandant General Home Guards, DGP Fire Service & Director Civil Defence to place a single order for the entire requirement. Order for the same item but on identical terms and conditions may be placed by different wings of the office such that the total orders placed shall roughly correspond to the quantity mentioned in the tender document. The bills for payment shall be submitted, accordingly, on different wings placing the order.

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40. On delivery, the supplies or products shall be inspected to verify the quantity and to see whether those are in accordance with the technical specifications (or quality requirements) for which the order was placed. If it turns out to be otherwise, the acceptance of delivery shall be refused at the risk and responsibility of the supplier. Further the articles found damaged shall not be counted as accepted until repaired or replaced to the satisfaction of the authorities. Moreover, in respect of products like equipments, the supplier shall install, commission and run the same to the satisfaction of user regarding the performance parameters as specified in the technical specification.
41. Short / Part deliveries may not be accepted. All the items ordered must be supplied in full, for claiming even the part payment.
42. All the transit risk shall be the responsibility of the supplier.
43. User manual of the product shall be supplied without being asked for and without being mentioned in the supply order. Moreover, it should be in English.
44. The supplier have to supply the indent within the time specified in the supply order, Failure to supply the indent in full within the stipulated period as mentioned in the supply order may lead to forfeiture of EMD/ Performance Security and blacklisting of the suppliers. If at all the delivery is allowed to be accepted after the due date, liquidated Damages (LD) @ 0.5% of the total amount of order (excluding taxes) per week or part thereof shall be charged, however that the L.D. shall not exceed 5% of the amount of order.
45. The supplier shall submit an undertaking given by him or the OEM committing to supply spare parts for the maintenance of the supplies for a period of at least 10 years from the date of delivery.
46. The supplier shall give a "Performance Warrantee" for a minimum period as mentioned at SL.10 in the Special Conditions of Contract. The "Performance Security" may be forfeited partly or fully for failure to fulfill the terms and conditions of supply and post sales commitments / obligations. The Bank Guarantee if furnished towards performance security should be enforceable and payable at Cuttack and shall be valid for a period of warranty. (Performance Security has been defined on condition No. 10 of Special Conditions of the Contract).

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47. All the clarifications sought from the bidders / suppliers on technical specifications of the products or otherwise shall be promptly submitted in a transparent and unambiguous manner.
48. Terms & Conditions of the tender documents can't be negotiated for variation without obtaining prior approved of Govt.
49. Entire tender document, duly filled in, shall be treated as part of the contract agreement for supplies in case of the successful bidders and shall be submitted in original.
50. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Cuttack.
51. The bidders shall submit all required documents along with tender. Under no circumstances a bidder would be allowed to make any addition / alternation in any document related to tender or to submit required documents after receipt of tender by the tender calling authority.
52. Deduction of tax at source shall be made at the appropriate rate in the applicable case where the total value of supplies of taxable goods or services or both, under a contract where total values of such supplies exceeds Two lakh and fifty thousand rupees.
53. Any objection / suggestion / complaint by any bidder with regard to tender shall be intimated in writing to the tender calling authority. The Chairman/Members of Technical/Purchase Committee would not entertain any correspondence / discussion in the above matter.

Seal & Signature of Bidder.

**I .G of Police, F.S, H.Gs & C.D,
Odisha, Cuttack
(Tender Calling Authority)**

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SPECIAL CONDITIONS OF THE CONTRACT

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Tender Document No. III

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1. The Special Conditions given here shall prevail over the General Conditions.
2. **Bid Security (E.M.D) :-** The tender document shall accompany with a Earnest Money Deposit (EMD) at the rate noted under col-5 against each item in SI.No.3 below without which the tender shall be rejected. The Earnest Money Deposit should be made available in the form of DD/FDR/Banker's Cheque / NSC / Postal Saving Pass Book in a separate envelop along with the sealed covers of "Technical" and "Financial" bids. However, local MSEs registered in Odisha with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC while participating in tenders shall be exempted from payment of Bid Security (Earnest Money).
3. **QUANTITY :-** Sealed bids in this tender document have been invited for the supply of the item listed below. The approximate quantity required has been mentioned against each. Detailed technical specifications of such item is available in the Annexure of "Special Conditions of the Contract" enclosed herewith.

SI. No.	Name of the Equipment items	Approximate quantity to be purchased	Technical Specification	E.M.D Value
1	2	3	4	5
1	Torch Light (Rechargeable)	150	Annexure-B	Rs.3,000
2	Traffic Umbrella	150	Annexure-B	Rs.1,500
3	Life Jacket	200	Annexure-B	Rs.10,000

4. The quantities mentioned above are subject to variations. The rates quoted by the firms shall continue to be valid even if the quantities of items mentioned above are varied. Further the bidder (s) should certify that the rates quoted by it for any item (s) listed above shall remain valid subject to variation in any Govt. Tax Structure on the same (i.e the base price of the item quoted shall remain valid irrespective of variation in the tax structure) for a period of one year from date of finalization of rate by the Purchase Committee.

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5. It shall not be necessary to bid for all the items mentioned above. The firms / companies may bid for one or more of the items depending on their convenience and submit Bids Security (E.M.D) accordingly. The items above do not necessarily consist of a single piece of equipment. It may be composition of inter-connected or inter-related appliances. Bidding is not permitted for the components obtained by splitting an item. Bidding is also not permitted for a part of the quantity of an item indicated above.
6. If any equipment / item consists of different components, the bidder shall have to quote price for each component separately in the Financial Bid in the prescribed format enclosed in the Tender document including installation charges, if any.
7. The bidder shall submit along with this tender document a list of names, complete addresses. Telephone/FAX numbers of the customers to whom, the items, for which the bid has been submitted, have been supplied and installed in last three years, if any, A clear unambiguous statement shall be made if an item has not be sold anywhere in India so far.
8. The supplies shall be delivered to the authorities at the place indicated below.

Type of items	Name of the Authority with address	Quantity
Centrally Purchase Items (All items)	I.G. of Police, F.S, HGs & C.D Odisha, Cuttack, 3 rd Floor Vigilance Directorate At - Nuapatna, Po - G.P.O, Buxi Bazar, Cuttack Dist-Cuttack, Odisha, Pin - 753 001 Phone / Fax - 0671-2303387 Mail ID- cghomeguardsodisha@gmail.com	As per supply order

9. The working of the equipment shall be demonstrated successfully after its installation and its performance parameter checked to the satisfaction of the user. The expenses incurred on demonstration shall be borne by the supplier.
10. The supplier shall organize adequate training to acquaint the employees of the Organization regarding operation of the equipment in their own cost.
11. **Performance Security :-** The successful bidder shall have to enter into an agreement with the Tender Calling Authority for successful completion of supply / installation of the tendered items after proper inspection within stipulated period and also for comprehensive performance warrantee of all the items from the date of supply / installation are up to a period of 1(One) year. In this regard the bidder has to furnish the security deposit to be called "Performance Security" at the rate of 5% of the total amount of the order excluding all taxes in the form of NSC/Post Office Savings Bank A/c / FDR / Bank Guarantee from any nationalized bank duly pledged in favour of Tender Calling Authority. However, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.

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12. Notwithstanding anything contained in the General Conditions of contract a new / fresh brand of product / equipment not tried, tested and used in Odisha Fire Service, Home Guards & Civil Defence Organisation may be accepted subject to meeting the prescribed technical specification and approval of Technical Committee.
13. All the supplies made shall be subject to a minimum period of warranty of 1(One) year.
14. The supplier shall repair or replace at his cost any component of the supplies that may go out of order during the warranty period. The repair and replacement shall as far as possible be carried out within the premises, where the equipment has been installed. If however, it is necessary to take the equipments to the workshop of the supplier, it must be repaired and re-installed successfully in its premises within 48 hours counted from the time service call is placed. Failing so, replacement equipment in working condition shall be supplied till return of the equipment.
15. If an equipment or supply goes out of order within the warranty period and the supplier is informed about it, it must be attended to within 48 hours counted from the time service call is placed.
16. Pre-delivery inspection : Not required.
17. **PAYMENT** :- No advance payment shall be made. 100% of the payment will be made on delivery of supplies, successful installation and demonstration subject to clause 9 & 10 above.
18. **Sample:** - The tender shall accompany samples of the items quoted. No rate shall be quoted without furnishing the sample. In case the rates are quoted without samples, the tender is liable for rejection. The parcel containing samples should be freight paid. A label with seal and the details of manufacturing unit/ company with trademark of the articles so tendered, if any should be affixed to the sample. The label should contain a reference to the serial number of the articles quoted/ indicated in the tender. In respect of all ISI products mentioned in the tender the relevant ISI mark shall be printed on the sample. ***For each item not more than 2 (two) variety of samples shall be submitted by a vender.***

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19. The bidders of Odisha will have to submit the GST Registration Certificate issued by the competent authority of Odisha along with the GST returns (GSTR-3B and GSTR-1) filed for the last tax period. Similarly the bidder from outside state will submit the GST Registration Certificate, copy of GST returns of last tax period and the affidavit enclosed as Annexure – D at the time of submission of tender.

20. The selected Tenderers will have to enter into an agreement with the Tender Calling Authority. The agreement bond form duly filled in indicating the amount of “Performance Security” at the required rate as mentioned above and signed by the Tenderer with the attestation and common seal affixed with special adhesive stamp **(Non-Judicial) not less than worth of Rs.10/- (Rupees Ten) only should be submitted within 15 days on receipt of information from Directorate General of FS,HGs & C.D, Odisha, Cuttack. The first page of the Tender Agreement should be written on non-judicial stamp paper of Rs.10/- if stamp paper of Rs.10/- denomination is not available, a no. of small denomination may be used in that place.**

21. The equipment shall be conforming to the technical specifications as per Annexure- B

22. The bidder shall indicate make and model of quoted item in Tender Document No. V.

23. As regards ISI marked, the attested copies relating to valid Registration of IS number of the item, if obtained from Indian Standard Bureau, New Delhi are to be enclosed.

Seal & Signature of Bidder.

I.G of Police, F.S, H.Gs & C.D,
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ANNEXURE-B

**TECHNICAL SPECIFICATION OF DIFFERENT TYPES OF EQUIPMENTS ITEMS TO BE
PURCHASED FOR HOME GUARDS ORGANIZATION UNDER "MPF SCHEME" VIDE TENDER
CALL NOTICE NO.02(MPF)/2018-19.**

S.L. No.	Name of the item	Technical Specification
1	Rechargeable Torch Light	LED Bulb – 5 Watt, 2 Brightness level High Quality 3000 mAh rechargeable lithium battery Battery Life – 50,000 hours Recharge time – Maximum 8 to 10 hours Discharge time – Minimum 6 hours at Maximum brightness Date of manufacturing of torch including battery should not be more than 6 months.
2	Traffic Umbrella	It should be of Indian Pattern large size umbrella made out of Metallic Stick and thin wire rods and white and sky blue Nylon cloth alternately, which can prevent from rain and sunlight. Metallic Stick with 5" long wooden straight handle grip at the end and locking system for wire rods should be provided. Nylon cloth of the Umbrella should be divided into 8 (eight) parts with white and sky blue colour alternately, length of outer portion of each part should be of the length of 45 cms, so as to make the circumference of the umbrella to about 360 to 370 cm. Fabric- Nylon (IS:667 -2003) mass per unit area G/m ² , minimum 135 (IS:1964) stitching with Nylon thread. OP logo of size 4" x 4" should be printed on the outer side (Lower portion) of the umbrella cloth.
3	Life Jacket	Life jacket made of super fire kapok in PVC bags, covered with deep orange rot proof Duck Canvas attached with cotton tapes for fastening and a whistle is to be attached. The firm should have Mercantile Marine Department / IRS certified for rescue purpose.

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ANNEXURE - C

**Check List of documents to be enclosed to
General Bid Form**

(Reference Sl. 23 of General Conditions of contract)

Sl.No.	Reference Sl.No. General conditions of contract	Nature and Type of document	Whether enclosed (with page reference)	
			Yes / No	Page Ref
1	2	3	4	
I	1	Proof of OEM (i.e. Certificate issued by Industries department, GST authorities, Registrar of companies) / Authorized Agent of OEM (i.e. Certificate issued by the OEM)		
II	12	Promotional and Technical literature relating to the items tendered		
III	17	Valid Registration Certificate issued under GST Act and Income Tax Acts by competent Authorities		
IV	18	IT Returns, copy of last GST returns filed, Balance Sheet, P/L a/c and trading a/c (All document mentioned above must relate to the previous year i.e. 2017-2018) and PAN Card.		
V	20	a) Copy of GST Registration Certificate. b) Affidavit in prescribed format by the suppliers of outside Odisha declaring that they have no business in Odisha nor they have any OGST liability (Annexure -D) .		
VI	21	EMD of Rs._____ in shape of BD/BC/NSC/FDR/Postal Savings Pass Book		
VII	22	Technical bid (i.e. Tender Document No. V) & Financial Bid (i.e. Tender Document No. VI) should be separately sealed in two covers and over them it should be clearly mentioned as Technical / Financial Bid with name of the firm and Signature of the Bidder.		
VIII	36	Proof of past performance regarding supply of tendered item to Government organization / PSUs i.e. copies of supply order/sale invoice (as per Annexure - "E" in line with special condition of Contract Sl. No. 6).		
IX	45	Undertaking to supply spare parts for maintenance of items for 10 years if selected for supplying the tendered item.		

Seal & Signature of the Bidder

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ANNEXURE - D

PROFORMA FOR SUBMISSION OF AFFIDAVIT IN RUPEES OF TEN OF INDIA NON JUDICIAL STAMP PAPER BY THE FIRMS WHO ARE NOT REGISTERED UNDER ODISHA GST ACT.

I _____, Aged _____ About _____ years

Son of Sri _____, the proprietor _____ of M/s

_____ do hereby solemnly affirm and declares as under :-

1. That I am the deponent of this affidavit.
2. That I do hereby declare that I have not been registered under the Odisha GST Act and have not started any business in the State of Odisha till yet & we have no liability under the Odisha GST.
3. I am a registered dealer of the _____ State having GST No. _____ and I am enrolled under the State / Central GST authority of _____ (place). I am authorized to deal in the _____, _____, _____, _____ items (quoted).
4. That I swear this affidavit to be produced before the concerned authority for future reference and record.
5. That the facts stated above are true to the best of my knowledge and belief and nothing has been concealed thereon.

I identified

Advocate

Deponent

The above named deponent being identified by Shri _____
Advocate _____ solemnly affirm and states before me that the contents of this affidavit are true to the best of his knowledge.

Dt.

Notary : _____
(With Seal Stamp)

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ANNEXURE - E

**Check List of documents to be submitted with General Bid form
(as per special Conditions of Contract)**

Sl.No.	Reference Sl.No. Special condition of contract	Nature and Type of document	Whether enclosed (with page reference)	
1	2	3	4	
			Yes / No	Page Ref
1	7	List of names, complete address, Telephone numbers of customers to whom the tendered item had been supplied during last 3 years.		

Seal & Signature of the Bidder

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GENERAL BID FORM

TENDER CALL NOTICE NO.02(MPF)/2018-19

TENDER DOCUMENT NO. IV

1. Name :
Address
Fax No.
Telephone No.
E-Mail of the firm
2. Legal status of the firm
3. Items for which you have submitted the Bid
4. For which of the items above you are the ORIGINAL EQUIPMENT MANUFACTURER (OEM)
5. Give the location and Address of your Factory.
6. For the items listed at (3) above and where you have submitted the bid but you are not the O.E.M. indicate against each the names of the O.E.M
7. Kindly confirm by writing 'yes' or 'no' only that you have been authorized by the respective O.E.Ms either as dealer or as sale, supply and servicing agent in respect of the items you are not the (OEM)

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8. Which of the items, you have submitted the bids for, will be fully or substantially imported. Indicate the country to be imported from.
9. Have you enclosed the EMD? If yes, mention the amount and its identifying details.
10. Have you enclosed all the documents and papers called for in this tender document? As per **Annexure-C** (please enclose the documents serially as per above Annexure).
11. If the answer to (10) above is 'No' which is the documents/document have not been enclosed. (Kindly enclose a list of such documents/papers). (Use a separate sheet of paper if necessary).
12. Do you have a post sales servicing, center in Odisha? If yes, give its name, full address, Fax and Telephone numbers.

Seal & Signature of the Bidder

**I.G of Police, F.S, HGs & C.D
Odisha, Cuttack.
(Seal and Signature of the
Tender Calling Authority)**

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TECHNICAL BID FORMAT

TENDER CALL NOTICE NO.02(MPF)/2018-19
Tender Document No. V

Sl. No.	Name of the Equipment item to be purchased	Whether offered product fulfils the detailed Technical Specifications, Kindly answer Yes or No only.	Offered specifications and details of deviations if any. (Separate paper indicating details in case of major deviations to be attached)
1	Torch Light (Rechargeable)		
2	Traffic Umbrella		
3	Life Jacket		

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FINANCIAL BID FORMAT

TENDER CALL NOTICE NO.02(MPF)/2018-19

Tender Document No. VI

Name of the item with make & model :-

PART - I

1. Name and address of the Bidder :
2. Whether a manufacturer/ Authorized Agent :
3. States in which Business run :
4. State from which material would be delivered if
found successful in the bid :
5. GST Registration Number :
6. PAN :
7. Annual Turnover of Previous Financial year :
8. Whether the above Registration Certificate are
valid / Suspended / Cancelled at the time of
filling tender. :
9. Whether up to date returns under all Acts filed ?

PART - II

1. Brand name of the item manufactured / traded :
2. Basic Unit Price :
3. IGST @ _____% :
4. OGST @ _____% :
5. CGST @ _____% :
6. Freight / Transportation Charges :
7. Loading and Unloading Charges :
8. Any other Charges before Delivery :
9. Any other Charges including installation charges :

-
10. Gross Price of the Unit to be considered
(Sum total of Sl. 1 to 9 of Part-II above)
 11. Total Sum payable for supply of entire bid quantity.
(Mark NA against the Sl. Which is not applicable)

PART - III

1. Terms & Conditions of Delivery
2. Terms and Conditions of Payment
3. Preference for mode of payment of "Performance Security".

Seal & Signature of the Bidder