

TENDER CALL NOTICE No-03/18-19

Odisha Fire & Disaster Response Academy, Bhubaneswar.

Sealed tenders for conversion of parade ground of OFDRA into grass turf (plantation of grass) for 80,300 square feet area are invited from reputed Companies/ Firms situated within the state of Odisha or having regional office at Bhubaneswar by Fire Officer (Principal), Odisha Fire & Disaster Response Academy on or before 05.01.2019 at 05:00PM. The tenders will be opened on 07.01.2019 at 11:00 AM by the tender opening committee in the office of Fire Officer (Principal), OFDRA in presence of tenderer or their authorized representatives. The tender should be submitted in prescribed format as laid down in the tender document. The tender documents duly filled in all respect should be submitted to Fire Officer (Principal), OFDRA, BBSR. Tender document can be obtained from O/o Fire Officer (Principal), OFDRA on any working day in between 11:00AM to 04:00PM up to 05.01.2018 on payment of Rs.300/- towards tender cost in form of Demand Draft drawn in favour of "Fire Officer (Principal), OFDRA" payable at SBI, Govt. Treasury branch, Bhubaneswar. The tender documents should be furnished with copies of income tax clearance, GST certificate, EMD, experience, self certified identity proof and EMD of Rs. (@2 % min.) 20,000/- drawn in favour of "Fire Officer (Principal), OFDRA" in form of DD payable at SBI, Treasury Branch, Bhubaneswar. Technical bid, financial bid & General bid must be kept in separate envelopes superscribed as "Technical bid, Financial bid or general bid respectively. All the envelopes must be put into a large envelop, properly sealed & superscribed as "Tender for conversion of parade ground into grass turf". The tender document with detail technical specification, terms & condition may be seen from the state web site www.odisha.gov.in & Odisha Fire Service website www.odishafshgcd.gov.in.

Office of the Fire Officer (Principal), OFDRA, Baramunda, Bhubaneswar reserves the right to cancel any or all tenders without assigning any reason thereof.

Office Address

Fire Officer (Principal)
Odisha Fire & Disaster Response Academy,
Baramunda, Bhubaneswar-751003.

Sd/-
(Maheswar Swain)
Fire Officer (Principal),
OFDRA, Bhubaneswar

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Annexure-I

Conversion of Parade Ground into Grass Turf (Plantation of grass)

Terms & Conditions

1. Interested Agencies/ Tenderers willing to participate in the conversion of parade ground into grass turf inside the premises of OFDRA are requested to visit the site & make themselves acquainted before quoting the rate. If necessary they may discuss with the concerned officer before submission of the bid.
2. The successful tenderer hence forth called as Service Provider will be issued with work order for development of parade ground of OFDRA with grass turf (plantation of Grass).
3. The development work like site development & plantation of grass shall start within 7 days of issue of work order positively.
4. The activities of the Firm will be reviewed throughout by a committee to be constituted for this purpose. As per the recommendation of the committee, due action will be taken for cancellation or continuation of the contract.
5. The service provider should work as per the direction of the committee throughout the period of development work.
6. The Firm shall at his own cost comply with the provisions of labour laws, rules and orders and notification as of Central/ State Govt. as applicable to this contract from time to time and will be liable for penal action in case of violating these laws.
7. Tenderers should quote their rates both in figures and in words.
8. The rate shall be inclusive of all taxes & transporting. The quoted rates shall be valid and applicable for petty/ small works during the execution of work.
9. Technical bid consisting of all technical details along with commercial terms & conditions and financial bid indicating item wise price for the items. The technical bids are to be opened by the committee first. The financial bids shall only be opened if the technical bid is acceptable. The acceptance of the tender will absolutely rest with the committee who reserves the authority to reject any or all of the tenders and also authorized to award the work to the lowest bidder subject to condition of fulfilling the technical specification.
10. On acceptance of tender & issue of work order the service provider shall intimate the name of his representative who would supervise the work and should be responsible for taking instructions for carrying out the work.
11. The decision of the committee regarding the quality of the material and workmanship will be final and binding. The committee or the authorized person shall during the progress of work have power to order in writing time to time the removal of the any material which in his opinion is not in accordance with specification.

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12. Guarantee period for development of grass plantation shall be one year from completion of the work & handing over the charge of the field to Fire Officer (Principal), OFDRA. Any defect in development work within guarantee period have to be rectified by the Service Provider. In case of failure to do so the committee shall get the rectification work done by any other agency at the risk and cost the Service Provider.
13. After acceptance of the tender, the tenderer shall sign the necessary contract (agreement) papers within 7 days of the intimation. Expenses towards execution of the agreement including cost of stamp papers etc. shall be borne by the Service Provider. In case of delay by further 7 days the 'Earnest Money' shall be forfeited and the tender cancelled. (Draft agreement available with tender document).
14. E. M. D of **Rs. 20000/-** only (Indian Rupees only) in the form of demand draft payable at SBI, Govt. Treasury Branch, Bhubaneswar in favour of Fire Officer (Principal), OFDRA shall be submitted along with the tender. The tender received without E. M. D. or in any other form than as stated above shall be rejected.
15. The E. M. D. may be returned after completion of codal formalities. But no interest shall be paid. Failure to accomplish/ complete the job by the service provider shall end with forfeiture of E.M.D.
16. No increase in rates shall be accepted after issue of work order.
17. No advance payment will be made. Bill shall be prepared based upon the joint measurement done by the Service Provider and the authorized person for the area actually developed. Service Provider shall submit 3 copies of the bill and measurement sheet. Payment will be released only on submission of bill on completion of work & handing over the charge of the field.
18. The service provider shall be responsible of the safe storage of his material. For any loss or damage or unaccounted materials, OFDRA shall not be responsible in any manner.
19. The Service Provider shall undertake the grass plantation in the parade ground of OFDRA as per the technical specification available with tender document.
20. No deviation to the technical specification shall be entertained unless otherwise urgently required for on approval of competent authority (DG Fire Service Odisha)

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21. Fortnightly progress of services shall be submitted by the Service Provider to the Fire Officer (Principal), OFDRA.
22. The Fire Officer (Principal), OFDRA shall supervise the day to day progress & shall bring the deviation if any to the knowledge of Service provider who will rectify the same.
23. The work has to be completed within 90 days & handed over to the Fire Officer (Principal), OFDRA, Bhubaneswar.
24. The maintenance of grass of the entire field shall be undertaken by the Service Provider for one year.
25. Any damage to grass within one year shall be made good by the Service provider.
26. The Fire Officer (Principal), OFDRA shall issue a work order to and handover the field to the Service Provider.
27. The Fire Officer (Principal), OFDRA shall facilitate the water source inside the OFDRA premises to the Service Provider for watering.
28. Any loss/damage, disadvantage to the employees of Service provider during execution of work shall be the responsibility of service provider.
29. The arrangements like approach, water, power supply etc. would be the responsibility of Service provider.
30. Penalty @ 5000/- per week would be imposed on service provider for delay in completion and handling over of charge of the field.
31. The Service Provider has to furnish an affidavit stating that no court criminal case is pending against the Firm or any of its Director/Partners.
32. Any legal matter arising out of this agreement shall be within the jurisdiction of Bhubaneswar.
33. The selected company/ Firm has to deposit Security money @ 5 % of its bidding value (excluding taxes) before execution of contract or agreement which will be returned after the maintenance period is over.

Sd/-
(Maheswar Swain)
Fire Officer(Principal)
Odisha Fire & Disaster Response Academy

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Bhubaneswar

Annexure-II

TECHNICAL BID FORM

(For conversion of Parade Ground into Grass Turf (plantation of grass))

1. (a) Name of the Company/Firm _____
Postal Address _____
2. Telephonic/telegraphic
(a) Company/Firm: Land phone(STD) code)- Land line Number)
Fax:- _____
Mobile:- _____
E. Mail:- _____
URL(of website) if any _____
3. PAN _____ Number(Xerox copy to be attached)
4. GST _____ Number(Xerox copy to be attached)
5. Registration details of the Company/ Firm :
Number : _____
Where registered : _____
6. Income Tax Assessment Certificates for last 3 financial years. (2015-16/2016-17/2017-18) Xerox copy to be attached.
7. Earnest Money : Amount _____
: Bank Draft No. _____
: Date _____
: Name of the Bank _____
8. List of client completed or undertaken such type of work during last 3 years
(Copy of work order to be attached)
1: _____
2: _____
3: _____
9. **Certificate of Good conduct**
A certificate of good conduct from the Govt./Public Sector Undertaking (PSU) where at present the services are being provided. Details of office which has provided the Good conduct certificate.(copy to be attached)
i. Name of the officer : _____
ii. Designation : _____
iii. Telephone No. : _____
iv. E. Mail : _____
v. Address of the office : _____

Place :-

Date:-

Signature of Tenderer
(with Company/Firm seal)
Date:

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Place:

Annexure-III

FINANCIAL BID

**NAME OF THE ITEMS:-CONVERSION OF PARADE GROUND INTO GRASS TURF
(PLANTATION OF GRASS) _____PER SQ.FEET IN INDIAN RUPEES**

1. Basic Unit Price :
2. IGST @ % :
3. CGST@ % :
4. OGST @ % :
5. Other charges (to be specified) :
6. Total Unit price of the item:
7. Total amount payable for supply of :
entire quantity of the items.
mentioned in the tender document
.
8. Name of the brand or :
trademark of the item if any.

Signature of witness

Date :-

Place:-

Signature of Tenderer

Company/Firm Seal

Date:-

Place:-

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Annexure-IV

GENERAL BID FORM
(TENDER CALL NOTICE NO-03/18-19)

1. Name, Full 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. Give the location and Address of your :
Company/ Firm
5. Which of the items, you have submitted the :
bids for, will be fully or substantially
imported. Indicate the country to be
imported from.
6. Have you enclosed the EMD? If yes mention :
the amount and its identifying details.
7. Have you enclosed all the documents and
papers called for in this tender document?
Kindly enclose a list (use a separate sheet
of paper)
8. If the answer to (8 %) above is 'No' then :
which document have not been enclosed.
(Kindly enclose a list of such
documents/papers). Use a separate sheet of
paper if necessary.
9. Do you have a post sales servicing center in :
Odisha? If yes, give its name full address,
Fax and Telephone numbers.

Signature of witness

Date :-

Place:-

Signature of Tenderer

Company/Firm Seal

Date:-

Place:-

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Annexure-V

Agreement for Services

This Agreement for services is made on this day of2018 at Bhubaneswar

between

Fire Officer (Principal), OFDRA, Bhubaneswar

Herein called-1st party.

&

MS.....

Herein called 2nd party

- 1) The second party (service provider) shall undertake the grass plantation in the parade ground of OFDRA as per the technical specification enclosed herewith.
- 2) No deviation to the technical specification shall be entertained unless otherwise urgently required for on approval of competent authority (DG Fire Service Odisha)
- 3) Fortnightly progress of services shall be submitted by the 2nd party to the 1st party (Fire Officer (Principal), OFDRA).
- 4) The 1st party (Fire Officer (Principal), OFDRA) shall supervise the day to day progress & shall bring the deviation if any to the knowledge of 2nd party (Service provider) who will comply the same.
- 5) The work has to be completed within 90 days & handed over to the 1st party (Principal, OFDRA, Bhubaneswar).
- 6) The maintenance of grass of the entire field shall be undertaken by the 2nd party (Service provider) for one year.
- 7) The final bill will be paid only after handing over the charge of field.
- 8) Any damage to grass within one year shall be made good by the 2nd party (Service provider).
- 9) No advance shall be paid where as to 2nd party (Service provider) for such work.
- 10) The first party shall issue a work order to and handover the field to the service provider.
- 11) The 1st party shall facilitate the water source inside the OFDRA premises to the 2nd party for watering.
- 12) Any loss/damage, advantage to the employees of 2nd party (Service provider) during execution of work shall be the responsibility of service provider.
- 13) The arrangements like approach, water , power supply etc. would be the responsibility of 2nd party (Service provider).
- 14) Penalty @ 5000/- per week would be imposed on service provider (2nd party) for delay in completion and handing over of charge of the field.
- 15) Any legal matter arising out of this agreement shall be within the jurisdiction of Bhubaneswar.

Sd/-

(Maheswar Swain)

Fire Officer(Principal)

Odisha Fire & Disaster Response Academy

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Annexure-VI

Technical Specification for Turf Grass planting

The requirements of general conditions of the contract shall apply to all work of this specification with same force & effect as though repeated in full herein.

MATERIAL:-

- (i) **SOIL**-The soil texture class shall be loam soil or sandy clay soil or river bed soil in accordance with the USDA (Soil Survey Division Staff) texture triangle. 100% soil shall pass through a 0.375 inch (3/8") screen. The soil having low moisture content, low nutrient, low PH or toxic to plants shall not be used. It shall not contain admixtures of subsoil, refuse or foreign materials. It shall be free from roots, hard clay, coarse gravel, stones larger than one inch in any dimension, weeds, toll grass, brush, sticks, stubble or other materials which would be detrimental to vegetative growth .
- (ii) **SAND**- The sand texture class shall be coarse sand preferably river bed sand of 0.2 mm. size free from admixtures like hard clay, coarse gravel, stones, weeds & other foreign materials which shall be detrimental for the purpose.
- (iii) **FERTILIZER**- Complete commercial fertilizer/bio fertilizer with part of elements derived from organic sources having 50% slow release organic nitrogen, 8% sulfur & 4% iron sulfate. It shall include micronutrients and trace elements .
- (iv) **GRASS SOD**- Supply of multipurpose grass specifically Bahama or Selection-I grass with 4" gap & watering. The grass sod must be good quality and healthy. Sod which will turn discoloured shall be rejected and removed from site.

EXECUTION :- The executing agency shall inspect the site prior to the commencement of work. He will see the water facilities, drainage system and condition of the field.

The agency shall do the fine grading of land and prepare the seed bed. Remove all existing weeds from the field, treat the bed with Chemical spray to prevent resprouting . The field shall be ploughed and leveled and all rocks including surface stones and clods of one inch size or larger shall be removed. Also remove all sticks, roots & other debris and foreign materials.

The agency shall ensure to produce a smooth, even grade soil loose and finely pulverized. Then shall garde the soil with required amount manure and sand @ 60% + 40% & shall be mixed & finely spread the same uniformly in the field area at 6" height. The soil shall be rotated and applied with water & left for 2 days to settle naturally. Again after 2 days the soil shall be turned or rotated & applied with water. Organic matter shall be applied on top of the soil. Rotate the soil as deep as possible. Then level the soil as best as possible & make sure the soil is Firm enough that sod will not sink if walked upon. Then plant the sod in all directions @ 15 lbs 1000 sq feet and water it twice a day until it roots.

Maintenance:- The appointed agency (contractor) shall maintain the grass for 1 year with mowing, top dressing, manuring , watering, weed removing if any. He shall replace the grass against drying or damaging if any free of cost within such period.

Sd/-

(Maheswar Swain)

Fire Officer(Principal)

Odisha Fire & Disaster Response Academy
Bhubaneswar

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Annexure-VII

REPRESENTATIVE AUTHORIZATION LETTER

To.

Fire Officer(Principal,)
Odisha Fire & Disaster
Response Academy,
Bhubaneswar.

Ms./Mr._____is hereby authorized to sign relevant documents on behalf of the company / Firm in dealing with Technical & Financial bid reference No._____ She/He is also authorized to attend meeting & submit technical & commercial information as may be required by you in the course of processing the above said application.

Thanking you

Authorized Signatory
Company/Firms seal

Signature of Representative

Signature attested

Authorized Signatory
Company/Firms seal

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Annexure-VIII

Self Declaration

To,

Fire Officer (Principal),
Odisha Fire & Disaster
Response Academy,
Bhubaneswar.

In response to the Tender Call Notice No. _____
Ms./ Mr. _____ as a _____ I/ We
hereby declared that our Company/ Firm _____ is having unblemished past
record and have not been declared blacklisted by any Central/ State Government
institution and there has been no pending of litigation with any government department on
account of similar services. I/We further declare that our company have not defaulted in
executing any Government order in the past.

Signature of witness

Date:-

Place:-

Company/ Firm Seal

Signature of the Tenderer

Company/Firm seal

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Annexure-IX

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE
TENDER DOCUMENTS.**

To,

Fire Officer(Principal),
Odisha Fire & Disaster
Response Academy,
Bhubaneswar.

Sir,

I have successfully gone through the scope of work, Terms & Conditions, Technical specification contained in the Tender Document regarding Selection of Agencies for Conversion of parade ground of OFDRA into grass turf (plantation of grass).

I declare that all the provisions / terms and conditions/ technical specification clauses of the Tender document are acceptable to my Company/Firm. I further certify that I am an authorized signatory of my Company/Firm and therefore, competent to make this declaration.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

Company/ Firm Seal

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Annexure-X

TENDERER'S PROFILE

(For conversion of parade ground into grass turf)

(To be filled in & returned with the documents)

1	Full Name of the Company/Firm (in capital letters)	
2	Address	
3	Fax No Telephone No	Office:- Residency:- Mobile:-
4	Name/ Names of Proprietors/ Partners & Directors if any.	
5	List Clearance Certificate (Copies to be furnished)	
6	Income Tax clearance certificate (To be attached)	
7	Details of similar nature/ Experience (Certificate from the past employer should be enclosed)	

I do hereby certify that the above mentioned particulars are true and correct

Signature of the Tenderer
Company/Firm seal