

**Odisha Building & Other Construction Workers Welfare Board
Bhubaneswar - 751001**

Phone/Fax: 0674-2390079/23/28

TENDER CALL NOTICE

No.1136 Dtd. 06.08.2021

Sealed tenders in prescribed format are invited from the intending registered Firms/ Suppliers/Agencies of Hoardings and Flex Banners for wide publicity on different benefits of Odisha Building & Other Construction Workers Welfare Board (OB&OCWW Board). The authorized Firms/ Suppliers shall submit the prescribed documents along with the tender paper to be obtained from the Odisha Building and Other Construction Workers Welfare Board, Office of the Labour Commissioner, Odisha, Bhubaneswar on any working day from 10.30 A.M to 5.00 P.M during the period from 07.08.2021 to 19.08.2021. The details are also available in the website www.bocboard.labdirodisha.gov.in and www.labour.odisha.gov.in.

The sealed envelope should be super-scribed as "**Tender for Installation of Hoardings and fixing of flex banners on welfare schemes**".

Sealed envelopes must reach the office of the OB&OCWW Board, O/o the Labour Commissioner, Odisha, Unit-III, Kharavella Nagar, Bhubaneswar on or before 19.08.2021 at 5.00 P.M. by hand/speed post/courier. The undersigned reserves the right to reject any or all the tender papers without assigning any reason thereof.

-Sd-

Labour Commissioner, Odisha-Cum-
Member Secretary, OB&OCWWB

**ODISHA BUILDING AND
OTHER CONSTRUCTION WORKERS WELFARE BOARD
(OFFICE OF THE LABOUR COMMISSIONER, ODISHA, BHUBANESWAR)**

TENDER CALL NOTICE

No.1136 Dtd. 06.08.2021

Sealed tenders in prescribed format are invited from the intending registered Firms/ Suppliers/Agencies for installation of hoardings and display of different benefits of Odisha Building & Other Construction Workers Welfare Board (OB&OCWW Board) for wide publicity in the entire state. The authorized Firms/ Suppliers/Agencies shall submit the prescribed documents along with the tender paper. The details of the tender document can be downloaded from the website: www.bocboard.labdirodisa.gov.in and www.labour.odisha.gov.in or can be collected in person from Odisha Building & Other Construction Workers Welfare Board (OB&OCWW Board), O/o Labour Commissioner, Unit - III, Kharvel Nagar, Bhubaneswar on any working day from 10.30 AM to 5.00 PM during the period from 07.08.2021 to 19.08.2021

Scope of the Work.

- i. The scope of the work includes installation of hoardings, designing, printing and mounting of the flex banner on the hoardings in the identified locations in consultation with OB&OCWW Board.
- ii. Installation of the hoardings and fixing of flex banners is the responsibility of the Firms/ Suppliers/Agencies. If any damage happens to the banner because of the faulty installation by the concerned Firms/ Suppliers/Agencies, they are required to take the corrective action. However, if damage happens to the banners because of natural calamity, concerned Firms/ Suppliers/Agencies are required to replace the damaged banners and separate payment for the same will be made to them, on prior approval from OB&OCWW Board.
- iii. Maintenance of the hoardings during the period of promotional activity (one year) will be the responsibility of the Firms/ Suppliers/Agencies.
- iv. Total number of 567 (Five Hundred Sixty Seven) coloured hoardings are to be installed at various locations of Odisha. The locations for installation of hoarding will be finalized by OB&OCWW Board in consultation with the concerned Firms/ Suppliers/Agencies selected in the tendering process. However, district-wise number of hoardings and its proposed locations are given at **Annexure-I**.
- v. The work includes installation of the iron structure frame along with printing & fitting of the flex material at the selected locations.

- vi. The display material of the hoardings must be digitally designed and printed on minimum 340 GSM with Star black back flex.
- vii. Evidence of the hoardings (installed at the allotted locations) in the form of photographs and video of location along with the date of installation to be submitted immediately after the installation of the hoardings.

Bidding Process:

The intending Firms/ Suppliers/Agencies will be required to purchase the tender papers/bid documents from Office of the OB&OCWW Board by depositing application fees of Rs. 1,000/- (non refundable) in shape of Demand Draft drawn in favour of Odisha Building & Other Construction Workers Welfare Board, payable at Bhubaneswar on any working day from 10.30 AM to 5.00 PM during the period from 07.08.2021 to 19.08.2021 and they will be required to submit their proposals in two bid system (Technical and Financial Bid) to the Labour Commissioner, Odisha-cum-Member Secretary, OB&OCWW Board.

If the tender papers are downloaded from our website, then these must be submitted along with demand draft towards application fees of Rs. 1,000/- drawn in favour of Odisha Building & Other Construction Workers Welfare Board, payable at Bhubaneswar.

All the districts are divided into zones for the convenience and the financial bid for each Zone shall be separately sealed super-scribing "Financial Bid for Zone No. __" and should only contain the price bid as per format given in **Annexure-III** and technical bid should be separately sealed containing all other documents including **Annexure-II**. There should not be separate Technical Bid Zone-wise.

Critical dates

- a) Date of floating of tender document – 07.08.2021.
- b) Date of issue of Tender Documents: 07.08.2021 from 10.30 Hours from OB&OCWW Board.
- c) Last date and time for submission of Tender Document: 19.08.2021 up to 5.00 P.M. Hours.
- d) Date and time for opening of

Technical Bid: 23.08.2021 at 11.30 am.

Financial Bid: 23.08.2021 at 5.00 pm

e) Place of opening tender: In the Conference hall of Office of the Labour Commissioner, Odisha, Sriya Talkies Square, Unit – III, Kharvel nagar, Bhubaneswar.

Eligibility Criteria

1. Firms/ Suppliers/Agencies who fulfils the following minimum criteria shall submit their bids and failure to provide necessary documents will render a bidder disqualified on technical grounds.
2. The Firms/ Suppliers/Agencies should have been in existence for a period not less than 3 years and having annual turnover of Rs. 10 lakh or more during the last 3 years.
3. The Firms/ Suppliers/Agencies should have a registered (main or branch) office in Bhubaneswar, Odisha.
4. It should have been registered under Relevant Acts and a copy each of the registrations shall be attached with the bid.
5. It should have PAN, TIN number and Sales Tax/Service Tax/GST Registration (proof in this regard may be attached with the bid).
6. It should not have been blacklisted by any Government Organization. Undertaking in this regard is to be furnished.
7. The Firms/ Suppliers/Agencies must have successfully completed minimum 3 contract jobs of similar kind under the respective contract for organizations, Institutions or reputed Private firms during the last three years. Experience certificate should be enclosed.
8. Each Firm/ Supplier/Agency shall submit only one bid. Alternative/multiple offer will be liable to rejection of all bids. However, the bidder can apply for some particular zone or for all seven zones in the prescribed format at **Annexure-II** in a single bid.
9. Firms/ Suppliers/Agencies may add any further information that they consider relevant for the evaluation of their tender that gives a better understanding of their capability. The tender documents should be numbered and arranged as per the checklist specified in **Annexure-IV**.

Technical Requirement Details:

The Firms/ Suppliers/Agencies should have the capability to display hoardings in some particular zones or in all seven zones.

Zones of Revenue Districts:

- Zone – 1 :- Sambalpur, Sundargarh, Jharsuguda, Bargarh and Deogarh
- Zone – 2 :- Balasore, Mayurbhanj, Keonjhar, Bhadrak and Jajpur
- Zone – 3 :- Cuttack, Angul, Dhenkanal, Kendrapara and Jagatsinghpur
- Zone – 4 :- Koraput, Rayagada, Nabarangpur, Malkangiri and Kalahandi
- Zone – 5 :- Bolangir, Nuapada and Subarnapur
- Zone – 6 :- Ganjam, Gajapati, Phulbani and Boudh
- Zone – 7 :- Puri, Khordha and Nayagarh

Pre-bid meeting:

A pre-bid meeting will be held on 13.08.2021 at 11.30 am through Google Meet in virtual mode. Interested prospective Firms/ Suppliers/Agencies may attend the virtual meeting to clear their doubt, if any. Decision taken in the meeting will be incorporated in the tender document. The Firms/ Suppliers/Agencies should submit their bids accordingly. The link for the virtual meeting can be collected from Satyajit Kanungo, Programmer, NIC, Mob- 7008947371.

Bid Security:

The Earnest Money Deposit (EMD) (Bid Security) of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of **Demand Draft** from a commercial bank, drawn in favour of **“Odisha Building & Other Construction Workers Welfare Board”** Payable at Bhubaneswar. The EMD should remain valid for a period of forty-five days beyond final bid validity period. The tender received without EMD would be summarily rejected. The bid security will be fortified if a Firm/ Supplier/Agency (i) withdraws its bid during the bid validity period or (ii) fails to perform contractual obligations as per the contract. The earnest money will be returned on completion of the tender process. Tenders received without EMD shall be rejected.

Performance Security:

It is mandatory for the successful Firms/ Suppliers/Agencies to submit **Performance Security Deposit amounting to 10%** of the total contract value in the form of Bank Guarantee/Term Deposit/Fixed Deposit Receipt/Demand Draft in favour of **“Odisha building & Other Construction Workers Welfare Board”** as Performance Security before award of work order. **The Security Deposit should be valid for 90 days beyond completion the period of the contract or settlement accounts, whichever is**

later. The Security Deposit will be returned without any interest after satisfactory completion of all contractual obligations. This amount, however, would be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.

Escalation of Prices:

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons whatsoever.

Award of work:

1. Award of work against the tender is at the sole discretion of OB&OCWW Board. Proposal of the successful Firms/ Suppliers/Agencies would form the basis for future negotiations and lead to issuing of a Work Order.
2. After selection, a Letter of Award (LOA) shall be issued, by OB&OCWW Board to the Selected Firms/ Suppliers/Agencies and the Selected Firms/ Suppliers/Agencies shall in turn submit Acceptance Letter within a week. In the event of the Acceptance Letter not received by the stipulated date, OB&OCWW Board may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Firms/ Suppliers/Agencies may be considered.
3. If a tender awarded firm fails to commence the work or fails to sign the agreement or fails to submit the performance guarantee within the stipulated time as mentioned in the LOA, the Board will cancel the work order and forfeit the EMD and may consider the next higher ranking bidder for the work.
4. The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.

Terms and conditions:

1. The selected Firm/ Supplier/Agency will collect approved design and message along with the work order. If any wrong display of hoarding found anywhere the firm will replace the same immediately at its own cost otherwise, payment for the particular spot will be deducted.
2. The work shall be carried out as early as possible from the date of receipt of work order under the direction and supervision of OB&OCWW Board.
3. The successful Firm/ Supplier/Agency shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.

4. OB&OCWW Board's decision with regard to the material and the workmanship will be final and binding and any material rejected by Board shall be immediately removed from the Site and replaced in the desired manner
5. Specification of the materials to be used in the iron structure is enclosed at Annexure - V & VI.
6. No tender will be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished.
7. Notwithstanding the above, OB&OCWW Board reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected Firms/ Suppliers/Agencies. The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.
8. The Successful Firm/ Supplier/Agency shall have to complete the assignment of the awarded zone within 45 days from receipt of the work order. In case of failure in completion of the work penalty @ Rs. 2,000/- per week/per zone will be charged by the OB&OCWW Board.

Payments:

The payment will be made after completion of work as per terms and conditions of the bid document and work order and upon submission of bill/invoice along with the still photographs of each hoarding. If the firm could not execute the work order, EMD/ performance security as the case may be or both will be forfeited. The selected Firm/ Supplier/Agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by OB&OCWW Board and the OB&OCWW Board shall give effect to such payment arising out of the additional work done.

Ascertaining the Prices for Extra Work:

Should it be found after the completion of the works that some extra work has been carried out on due instruction from the OB&OCWW Board, the price for such extra work will be ascertained on mutually negotiated terms.

Evaluation Criteria :

The Technical bids will be scrutinized on the basis of Eligibility Criteria. Financial bids will be opened only in respect of the technically qualified (responsive tender) bidders. The L-I would be decided on the basis of lowest unit cost of hoarding.

In case of quoting same financial proposal (price) for a particular Zone(s) by two or more bidders (due to coincidence) the tender committee constituted for the purpose may further evaluate such proposals on the basis of turnover, experience in carrying out similar works and other relevant criteria and the decision of the committee will be final.

Annexure-I

Specification of Hoardings & Flex Banners

Sl No.	Place	Quantity	Size	Numbers
1	Collectorate office Building	One in each office building	10' × 5'	30
2	Sub-Divisional office building	One in each office building	8' × 4'	58
3	Block office building	One in each office building	8' × 4'	314
4	Municipal Corporation Building	One each in office building and three in BBSR and two in CTC MCs	8' × 4'	10
5	All Municipality office building	One in each office building	8' × 4'	48
6	All NAC office building	One in each office building	8' × 4'	61
7	All District Labour Office building	One in each office building	10' × 5'	46
Total				567

PROFORMA FOR TECHNICAL BID

General details:

Sl No.	Item	Description
1	Name of the Firm/ Supplier/Agency	
2	Office Address	
3	Tel No.	
4	FAX No.	
5	e-mail address	
6	Name of the Authorized Representative (s)	
7	Local Office in Odisha. If yes, Furnish Details	
8	PAN No.	
9	GSTIN	
10	Selection of Zones	Zone - 1 <input type="checkbox"/> Zone - 4 <input type="checkbox"/> Zone - 7 <input type="checkbox"/> Zone - 2 <input type="checkbox"/> Zone - 5 <input type="checkbox"/> Zone - 3 <input type="checkbox"/> Zone - 6 <input type="checkbox"/>

Turnover during the last three years:

Years	Turnover in Rupees (In words and figures)
2017-18	
2018-19	
2019-20	

Copy of statement duly certified by the Chattered Accountant of the Company/ Firms, etc. Should be enclosed.

Details of the experience in Govt./PUC/Corporate offices during the last three years (not more than three)

Sl No.	Year	Name of the Employer/Address/Tel No.	Details of work done	Value of work
1				
2				
3				

Enclose relevant work order/ completion/ experience certificate.

Details of EMD of Rs. 25,000/- (Rupees Twenty Five Thousand) submitted

DD NO. _____

Bank Name: _____

Date: _____

(Enclose extra sheets if required.)

Place:

Date:

(Signature of the authorized person of the agency with seal

UNDERTAKING

1. I Son/Daughter/Wife of Shri Proprietor/Director/authorized signatory of (name of agency)..... is competent to sign this declaration and execute this tender document.
2. I/We have gone through the Term & Conditions given in the tender document and agree with the same.
3. I/We understand that in the event of non-compliance of the terms & Conditions of the tender, my / our EMD shall be forfeited by the OB&OCWW Board.
4. Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof. I/we don't have any counter condition.
5. If I/we fail to commence the work within the stipulated time as mentioned in the Letter of Award and/or I/we fail to sign the agreement and/or I/we fail to submit performance guarantee, I/we agree that OB&OCWW Board shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.
6. I/ We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

Place:

Date:

(Signature of the authorized person of the agency with seal)

Financial Proposal Submission Forms

Covering Letter

(In Bidders Letter Head)

To

The Labour Commissioner, Odisha-cum-
Member Secretary, OB&OCWW Board,
Unit - III, Kharvel Nagar, Bhubaneswar.

Subject: Selection of Agencies for "erection of hoardings and display of different benefits under OB&OCWW Board".

Sir,

I, the undersigned, offer to provide the service for (Insert title of assignment) in accordance with your tender call Notice No. _____, dated _____. Our attached Financial Proposal is (insert amount(s) in words and figures) per unit for zone no. _____. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided with respect to the terms and conditions as stipulated in the tender call notice.

Our financial proposal shall be finding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 60 days. I have carefully read and understood the terms and conditions of the Tender Call Notice and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. We thank you for providing us an opportunity to participate in the selection process. Please find our financial offer as per Commercial/ financial bid format along with this covering letter.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation of Signatory with date and seal

Address of the Bidder

Annexure - III (a)

Name of Agency:

Particulars	Size/ Quantity	Specification	Rate per unit	Total amount
Installation of iron hoarding structure, (including transportation, labour and other charges) Rates quoted should be clear in terms of unit per square foot.	10' × 5' 76 Nos.	2 inch (side bar) square and 1.5 square pipe for fixing the hoarding material. The square pipe should be of 18 gaze.	<u>In Figure in INR</u> <u>In word</u>	
	8' × 4' 491	2 inch (side bar) square and 1.5 square pipe for fixing the hoarding material. The square pipe should be of 18 gaze.	<u>In Figure in INR</u> <u>In word</u>	
Designing, Printing, Fixing of Flex and Mounting on the iron hoarding.	10' × 5' 76 Nos.	Digital Flex Banners of minimum 340 GSM with Star black back flex	<u>In Figure in INR</u> <u>In word</u>	
	8' × 4' 491			
Taxes	_____@%		<u>In Figure in INR</u> <u>In word</u>	
Grand Total				

N.B: The bidder should mention the Zone/Zones for which applied. (Refer terms and conditions). Zone wise L-1 bidder will be the preferred bidder for the assignment. Other

bidders shall be empanelled if they agree to execute the work of mounting of hoardings as per L1 rate. Financial proposal to be submitted by the bidder separately for each zone in sealed cover. The rate chart of all the materials used should be specified in a separate sheet.

N.B. Taxes will be paid by the client as per the applicable rate under GST Act. Fee offered above shall remain fixed till completion of the contract.

Place: *

Date:

(Signature of the authorized person of the agency with seal)

Annexure-IV

Check List

(To be submitted with technical bid)

Name of Document

Submitted (Y/N)

1. EMD submitted
2. Copies of registration certificate
3. Copy of PAN and/or TAN
4. Copy of GST registration
5. Copies of experience certificate
6. Copy of financial statement for the last three years
7. Technical bid as per format Anne-II
8. Undertaking as per format Annex-II(a)
9. Financial proposal as per format Annex-IV to be submitted in separate envelop

Place:

Date:

(Signature of the authorized person of the agency with seal)



