

Obj. 844/2023  
11/7/23

# INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS FOR REPAIR AND MAINTENANCE OF OFFICE ALMIRAHS OF DE&S

DIRETOARATE OF ECONOMICS & STAISTICS, ODISHA,, BHUBANESWAR

No. 3903 Pur/Misc-0008-2023 Date 10/07/2023

11 JUL 2023

Subject: - Notice for tender of repairing/Coloring of Almirahs and change of new locks if required of Directorate of Economics & Statistics, Odisha, Bhubaneswar

Sealed tenders are invited in two bid systems (Technical Bid and Financial Bid separately) from reputed firms dealing with repair, painting initially for a period of one year. The contract may be extended for another year on the same rates, terms & conditions on the satisfactory performance of the firm

The firm which fulfills the following minimum criteria may only apply.

## 1. Eligibility Criteria:-

The following documents should be attached with the technical bid of tender document without which the tender/quotation will be rejected out rightly.

- (i) The firms should be registered with relevant authorities (Certificate of Incorporation, Registration with service tax, PAN No.); (Self-attested copies of registrations to be enclosed).
- (ii)
- (iii) The firm should have a minimum composite value of work done during last three years to the tune of Rs.5.00 lakhs or more. (Self-attested copies to be enclosed).
- (iv) The firm should have similar continuous experience of at least 3 years in Government Sector/ PSUs etc.; (Self-attested copies of Certificates/work orders to be enclosed). The firm should have minimum 3 work orders/performance certificates for similar nature of work valuing not less than Rs.20,000/- against single order/work for the last three years.
- v) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos., photographs) will have to be provided to this office.
- vi) Proof of annual turnover in the form of an audited balance sheet of the firm. The turnover should not be less than Rs.5 lakhs for the last 3 years (2019-20, 2020-21 and 2021-22) (If available) .

1A. Bid Form can be collected from the office of Directorate of Economics & Statistics, Odisha, Bhubaneswar or may be downloaded official website of Directorate of Economics & Statistics, Odisha , Bhubaneswar i.e <https://desorissa.nic.in>. on payment of Rs.100/- in cash or in shape of Bank draft for Rs.100/- (Non-refundable) in favor of Deputy Director cum DDO ,DES, Odisha,BBSR. On any working day from 10.7.23 to 25.7.23. The quotations shall be opened on the same date at the Conference hall of Directorate of Economics & Statistics, Odisha , Bhubaneswar at 3.30 PM. In the presence of bidders who may like to be present. It may be specifically noted that the quotations are required to be submitted with EMD with necessary documents and in the prescribed Proforma only. For any doubts, clarifications regarding the tender ,the Section (Stationery) of Directorate of Economics & Statistics, Odisha , Bhubaneswar, Unit-V, Bhubaneswar can be contacted.

The Technical Bid in separate envelope should contain the following information/document as per Annexure-I.

- (i) Name of the Firm
- (ii) Business address of the firm
- (iii) Telephone no.
- (iv) Mobile No.
- (v) Annual turnover of the firm for the last three financial years (proof of the same must be attached). (if available)
- (vi) Copy of the details of the past experience of last three years providing services in the same field in Government Ministries/Departments/PSUs/Reputed Corporate Sectors, with contact persons and their telephone numbers.
- (vii) Copies of certificates of Incorporation of firm, PanNo.and service tax registration.
- (viii) The Earnest Money of Rs.5,000/-(Rupees Five thousand) only in the form of Demand Draft/Pay order payable to Deputy Director cum DDO, Directorate of Economics & Statistics, Odisha, Bhubaneswar and the EMD shall be returned to the unsuccessful bidders
- (ix) Copy of this Tender Document duly signed with Seal of the Bidder in token of acceptance of the Terms & Conditions.
- (x) GST Registration.

**1B.** The Financial Bid in separate envelope should be strictly as per the form at given in the Annexure-II. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered unless corrections are counter-signed. The financial bid should be properly sealed and signed.

**1C. Financial** bids of only those firms will be opened, who are shortlisted on the basis of the Technical Bid.

**1D.** The Technical and Financial Bids should be put in two separate envelopes super-scribed as 'TECHNICAL BID' and 'FINANCIAL BID' respectively, and sealed separately. Both these envelopes should be put in a bigger envelope super-scribed as 'QUOTATION FOR REPAIRING/PAINTING/POLISHING OF VARIOUS STEEL ITEMS'; and sealed and addressed to the Directorate of Economics & Statistics, Odisha, Bhubaneswar.

**2. SCOPE OF WORK:** Repairing of Steel Almirahs/File Cabinets.

**3. Earnest Money Deposit:**


- The tender has to be accompanied by an Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft /Pay Order in favour of Directorate of Economics & Statistics, Odisha, Bhubaneswar from any scheduled commercial Bank. If the successful tenderer declines to act on the offer made by the office and/or withdraws/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after the finalization of the contract.
- **Personal Bank Guarantee (PBG)-** 5% of PBG may be submitted in every work under prior to commencement of work.



4. **TERMS & CONDITIONS**

- In case of any deficiency in service, a penalty of 5% of the bill for each occasion will be imposed on the firm. The decision of the Department in this regard shall be final and binding.
  - The contract shall be for repairing, painting of the steel Almirahs in the Directorate. The tentative details have been indicated in the quotation letter and the requirement may vary as may be decided by the Directorate from time to time. This shall be kept in view by the prospective bidders while submitting their quotations.
  - The work is to be carried out in the premises of the Directorate of Economics & Statistics, Odisha, Bhubaneswar .Only such work as cannot be done in the office premises would be allowed to be done outside. No extra charges will however be payable on this account.
  - Directorate of Economics & Statistics, Odisha, Bhubaneswar shall not pay for any other incidentals like transportation etc. and the contracted price shall be firm/fixed during the currency of the contract. There shall also be no advance payment for any jobs assigned in terms of the contract. The contractor shall have to get user certificates from the offices of concerned officers for common areas/specific work assigned from time to time. The arrangements shall be put in place by 10.30 A.M to 5.30 P.M. on each working day.
  - The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos. , photographs, Identity proof) will have to be provided to the this office and all types of responsibilities of the persons deployed shall be burdened by the firm.
  - The contractor will have to keep at least one dozen pieces of the repairing parts in stock every time to meet any emergency or otherwise so that the urgent complaints may not lie unattended for want of such necessary items.
  - It will be the responsibility of the contractor to depute at least three good skilled workers to this office as and when required for painting/polishing, repairing jobs .If the worker does not come on any of the working day or fails to do the required repair work ,the work will be got done by the Directorate of Economics & Statistics, Odisha ,Bhubaneswar through alternate sources and at the risk/cost of the contractor and the contractor shall be obliged to pay additional expenditure made in this regard.
5. The sealed quotations, in the prescribed Proforma only, are to be deposited undersigned of DES. The due date and time for submission of the quotations is ----- on-----The quotations shall be opened on the same date at Conference hall of Directorate of Economics & Statistics, Odisha ,Bhubaneswar at -----In the presence of bidders who may like to be present .It may be specifically noted that the quotations are required to submitted with EMD with necessary documents and in the prescribed Proforma only. For any doubts, clarifications regarding the tender ,the Section(Stationery) of Directorate of Economics & Statistics, Odisha ,Bhubaneswar, Unit-V, Bhubaneswar can be contacted.
6. Bids incomplete in any respect shall be liable to be rejected.
7. The office reserves the right to reject any or all the quotations without assigning any reason thereof .The decision of Director, Directorate of Economics & Statistics, Odisha ,Bhubaneswar shall be final
8. The office reserves the right to cancel the contract at any time without assigning any reason whatsoever.
9. All disputes are subject to the jurisdiction of Courts in the court of Bhubaneswar and the Agreement shall be governed by the law of the land.

Dr.B.B Nanda

  
DIRECTOR 7-7-2023

Memo No- 3904

dt- 10/7/23

Copy of Tender Notice is forwarded to PA to DE&S for information and necessary action. PA to DE&S is requested to put the Tender Box for submission of bid before the date of Tender.

*Joint Director (Admn.)*  
7/7/2023

Memo No- 3905

dt- 10/7/23

Copy to tender Notice forwarded to All Deptt of Govt./All Heads of Deptt. for information and necessary action.

*Joint Director (Admn.)*  
7/7/2023

Memo No- 3906

dt- 10/7/23

Copy of Tender Notice in the shape of full forwarded to the Computer Section of DE&S for information and necessary action. He is requested to publish the said notice in the official website of DE&S immediately.

*Joint Director (Admn.)*  
7/7/2023

Memo No- 3907

dt- 10/7/23

Copy of the tender forwarded to the Deputy Secretary to Govt. P&C Deptt. for information.

*Joint Director (Admn.)*  
7/7/2023

Memo No- 3908

dt- 10/7/23

Copy forwarded to the Notice board of DE&S ,BBSR,RIPAE&S,BBSR for information.

*Joint Director (Admn.)*  
7/7/2023

Memo No- 3909

dt- 10/7/23

Copy forwarded to Head,Portal Group IT center,Ground,Odisha,Lok Seva Building,BBSR to float the above in the official website of Govt. of Odisha.

*Joint Director (Admn.)*  
7/7/2023

Memo No- 3910 ✓

dt- 10/7/23

Copy forwarded to I&PR Deptt,Odisha,BBSR for publication of tender quotation in Govt. websites for wide circulation.

*Joint Director (Admn.)*  
7/7/2023

**BID FORM (Technical bid)****ANNEXURE-I**

Sl.No.				
1.	Name of the Firm/Company/Agency			
2.	Address of Firm/Company/Agency & infrastructure available.			
3.	Telephone No.			
4.	The details of registration(s) Viz.No., Date, Validity etc. with Govt. Authorities towards incorporation of the firm, running of stated business viz. Labour Licence, Service tax and authorized premises. (Self-attested Copies enclosed)			
5.	Number of Employees as on January 01, 2023			
6.	Annual Turnover (along with proof) (if available)	2019-20	2020-21	2021-22
7.	15 Digit Service Tax Code No. and PAN No. (Proof to be attached)			
8.	EMD details (Amount, Name of the Bank Branch)			
9.	Name & Address of the Department/Ministries and other organizations where the work has been done (self-certify)			
10.	Name, Designation and Address of the person to whom all references shall be made regarding this tender			
11.	Telephone No.	Office:		
		Residence:		
12.	Mobile Telephone No.			
13.	Name, Address & Telephone Number Of the proprietor			

Yours faithfully

Date:  
Place:(Signature of the Authorized  
person) Name  
Designation  
Business Address  
Seal

**FINANCIAL BID**

To

The Director, Directorate of  
Economics & Statistics, Odisha  
,Bhubaneswar , Unit-  
V,Bhubaneswar

Subject: Invitation of Quotations for Maintenance/Repairing,Polishing of Almirahs.

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to Directorate of Economics & Statistics, Odisha ,Bhubaneswar Tender Notice No. 2023/Stny./11/Fur. Repair.

The information desired and the rates quoted are as per following details:-

Sl.No	Items of Work	Rate (in Rupees- both in Figures and Words.	Unit
<b>A</b>	<b>Painting/repairing of Steel Almirahs</b>		
1	Steel Almirah (Big)	Rs..... (Rupees	
2	Steel Almirah(Medium)	Rs..... (Rupees	
3	Steel Almirah (Small)	Rs..... (Rupees	
4	Steel Rack(Small)	Rs..... (Rupees	

**DECLARATION**

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.
- (III) I/We undertake that the documents submitted are genuine/authentic and nothing has been concealed there from and that I/We are not debarred by any Government organization and are competent to have the contract. I/We understand that the contract is liable to be canceled if found to have been obtained, through fraudulent means /concealment of information.

(Signature of Authorized Signatory)

Name of the bidder: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Address(Works),if any, \_\_\_\_\_

Contact Nos. \_\_\_\_\_

**FORWARDING LETTER**  
(To be filled in by the Tendering Firms in Official Letter Head)

To

The Director  
Economics & Statistics, Odisha, BBSR

Subject: Invitation of Quotations for Maintenance/Repairing, Polishing of Almiras, file cabinet

Tender Enquiry No. & Date: .....

Date & Time of Opening of Tender: .....

Sir,

With reference to the above Tender Enquiry I/we are submitting our Tender Documents.

**CHECKLIST**

Sl.No	Documents	Yes / No.
1	EMD (Rs.5,000)(Rs. Five thousand Only).	
2	Proof of Tin No .from Sales Tax Department.	
3	Proof of Service Tax No.	
4	Proof of Pan No.	
5	Proof of Composite value of work done during last Three years	
6	Proof of required Annual Turnover of the firm for the last Three (Certified by C.A).(If available)	
7	Proof of required Performance Certificate / Work Order along with copy of the details of the past experience of last three years providing services in the same field in Government Ministries/Departments/PSUs/Reputed Corporate Sectors, with Contact Persons and their Telephone Numbers.	
8	Proof of Registration of Firm in the similar Type of Work/Category with any Govt.Deptts./PSU Organization.	

Date:

Place:

Yours faithfully,

(Signature of the Authorized Person) Name:

Designation: Business Address: Seal: