



ବିଜ୍ଞାପିତ ଅଂଚଳ ପରିଷଦ, ରେଡାକହଲ

OFFICE OF THE
NOTIFIED AREA COUNCIL, REDHAKHOL.
(ODISHA), DIST- SAMBALPUR



E-mail:- eonacrdl@gmail.com, Ph.No/ Fax No. 06644- 253466

No . 2157 /NAC

Dated. 27.07.2022

NOTICE INVITING REQUEST FOR PROPOSAL THROUGH E-PROCUREMENT PORTAL OF GOVT. OF ODISHA

Executive Officer, NAC, Redhakhol Invites Request for Proposal from Manufacturer/ Authorized Dealer having experience in supply of the items mentioned in BOQ to NAC, Redhakhol through e-procurement portal of Govt. of Odisha for "Rate Fixation for Procurement of the items for Town Hall & Bus Terminal as mentioned in BOQ".

The Bid Document comprising of eligibility criteria, Instruction to Bidders, Scope of the work, BOQ, etc. can be seen in e-procurement portal of Govt. of Odisha from 10:00 Hours of dt.28.07.2022 to 17:00 Hours of dt.08.08.2022.

Interested Manufacturer/ Authorized Dealer who may like to visit the site may seek clarification from Executive Officer, NAC, Redhakhol on any working day during office hours.

Bid for the above mentioned work should be uploaded to e- procurement portal between from 10:00 Hours of dt.28.07.2022 to 17:00 Hours of dt. 08.08.2022. The Technical Bid should consist of Credentials of the firm, PAN, EPF along with latest challan, GST Registration Number and all other documents as mentioned in the RFP document, Cost of Bid Document is Rs. Nil and EMD (Bid security) is Rs.Nil.

The Technical Bid and Financial bid will be opened online on dt. 10.08.2022 at 11:00 Hours at NAC, Redhakhol in presence of the bidder or their authorized representative who choose to be present.

Any addendum/ corrigendum/ cancellation notice of RFP can also be seen in the e-procurement site www.tendersodisha.gov.in and will not be published in newspapers.

Executive Officer, NAC, Redhakhol has the right to accept or reject any or all the RFP without assigning any reasons thereof.

Sd/-
Executive Officer,
NAC, Redhakhol

Memo No. 2158 Date. 27.07.2022.

Copy Submitted to the Collector, Sambalpur / P.D, DUDA, Sambalpur / Addl Chief Engineer, PH Circle, Sambalpur-cum-ILW, Redhakhol for information and necessary action .They are requested to publish the same in their Office Notice Board for wide publication.

Sd/-
Executive Officer
NAC, Redhakhol

Memo No. 2159 Date. 27.07.2022

Copy Submitted to Sub-Collector , Rairakhol / Tahasildar ,Rairakhol / Asst. Executive Engineer (R&B), Sambalpur / Asst. Executive Engineer (R.D), Sambalpur / Asst. Executive Engineer, RWSS ,Rairakhol / Asst. Executive Engineer P.H.D. Rairakhol for information and necessary action. They are requested to publish the same in their Office Notice Board for wide publication.

Sd/-
Executive Officer
NAC, Redhakhol

Memo No. 2160

Date. 27.07.2022

Copy forwarded to the N.I.C, Sambalpur for information and necessary action with a request to publish the same in NIC website for wide publication.

Sd/-
Executive Officer
NAC, Redhakhol

Memo No. 2161

Date. 27.07.2022

Copy submitted to iprnews@gmail.com with a request to publish the matter in one odia daily News Paper in one issue as per the prescribed I & PR rate and submit bills in duplicate Along with publication of paper for payment.

Sd/-
Executive Officer
NAC, Redhakhol

Bid Identification No./ Tender Reference No. 2022_ORULB_80128 / RDL NAC-2/2022-23

Request for Proposal (RFP)

From

Manufacturer/ Authorized Dealer

for

Rate Fixation for Procurement of the items for Town Hall & Bus Terminal at NAC as attached
BOQ

DISCLAIMER

All information provided as a part of this Request for Proposal (RFP) document to the prospective Applicants by the Executive Officer, NAC, Redhakhol, is subject to the terms and conditions set out in this RFP and any addendum to the same (as and when issued in writing).

This RFP document not an agreement and is neither an offer nor invitation by the Executive Officer, NAC, Redhakhol to the prospective Applicants or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

This RFP document does not claim to contain all the information each Applicant may require. Each Applicant is advised to conduct its own due diligence and check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources as deemed necessary. Executive Officer, NAC, Redhakhol makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document. EXECUTIVE OFFICER, NAC, REDHAKHOL may at their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

EXECUTIVE OFFICER, NAC, REDHAKHOL

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IMPORTANT INFORMATION

Sl. No	Information	Details
1	Date of Issue of RFP Document	Date - 27.07.2022
2	Last date for submission of written queries for clarification	11:00 Hours by dt. 08.08.2022
3	Pre-Bid Conference	No physical meeting required to attend. The bidder to submit queries in soft copy (editable format) Executive Officer, NAC, Redhakhol by 11:30 Hours of dt.08.08.2022
4	Last date of submission of Bid online	17:00 Hours of dt. 08.08.2022
5	Earnest Money Deposit (EMD) — online only	Rs.Nil
6	Tender Cost (Non-refundable) — online only	Rs.Nil
7	Last date of submission of original EMD and Tender cost	NA.
8	Technical Bid Opening	11:00 Hours of dt.08.08.2022

INVITATION FOR BID

FOR

1. SCOPE OF WORK

Fixation of Rates for Procurement of as mentioned in BOQ for **Town Hall & Bus Terminal at NAC, Redhakhol** as per the detailed specification and guideline specified in the BoQ.

1.1 Commercial Consideration

1.1.1 The lowest budgeting offer is likely to be considered for preparation of estimates and subsequent order for supplying and requisite fittings as per BoQ.

2. GENERAL TERMS AND CONDITIONS FOR EVALUATION

2.2 Evaluation Process

The evaluation of the proposal will be completed in 2 Steps:

" Step 1 — Opening of Technical Proposal

" Step 2 — Opening of Financial Proposal

The entire bidding process has in Clause 3 of this RFP document.

2.2.1 Deleted

2.3 Eligibility Criteria

2.3.1 The Bidder should be fulfilling the following minimum eligibility criteria and must also submit documentary evidence in support of fulfillment of these criteria while submitting the Bid. Claim without documentary evidence will not be considered. Consortium not allowed in this RFP. The eligibility criteria and documentary evidence required are as follows:

Sl. No	Eligibility Criteria	Documentary Evidence to be attached
1	Manufacturer/ Authorized Dealer having experience in supply of items mentioned in the BOQ to Govt. and private manufacturer or authorized organization.	Copies of Certificate being manufacturer or authorized distributor to be submitted by bidder Certificates from the concerned Officer not below the rank of Executive Engineer or Divisional Head or Equivalent/ certificate from Private Organization/ Corporate Houses need to be furnished by the bidder

2.4 Fee & Deposits to be Paid by the Bidder

2.4.1 Proposal Security & Processing Fee

- (a) The proposal shall be accompanied by an initial EMD fee is Rs.Nil
- (b) The proposal shall also be accompanied by non-refundable Tender Fee Rs.Nil.
- (c) The Proposal Security shall be valid for a minimum period of 90 days from the Proposal Due date. On request from EXECUTIVE OFFICER, NAC, REDHAKHOL, the Bidders would be required to extend the validity of the Proposal Security on the same terms and conditions.
- (d) The Proposal Security of the Successful Bidder will be returned on receipt of Performance Guarantee from the Successful Bidder.
- (e) (i) If the Bidder withdraws his Bid/ Proposal after Technical Proposal opening and during the proposal validity period.

- (ii) In case of a Successful Bidder, if the Bidder fails within the specified time limit to sign the Vendor/ supplier contract.
- (iii) In case of a Successful Bidder, if the Bidder fails within the specified time limit to furnish the required Performance Guarantee or fails to start the work within stipulated period.

Note: Proposal Security of only L1, L2 & L3 bidders would be retained till the Vendor/ supplier Contract is signed between the Successful Bidder and the EXECUTIVE OFFICER, NAC, REDHAKHOL. The "Proposal Security" of the other bidders would be returned within 60 (Sixty) days of opening of Financial Proposals.

2.5 One Bid per Bidder

Each bidder shall submit only one bid for the Project. Violation of this shall lead to disqualification of the bidder.

2.6 Due Diligence, Inspection and Investigation

2.7. Validity of Proposal

2.7.1. The Proposal shall remain valid for a period not less than Ninety (90) days from the due date of submission ("Proposal Validity Period"). EXECUTIVE OFFICER, NAC, REDHAKHOL reserve the right to reject any Proposal that does not meet this requirement. Validity of Proposal shall be extended for a specified additional period at the request of EXECUTIVE OFFICER, NAC, REDHAKHOL.

2.7.2 A bidder agreeing to the request will not be allowed to modify his Proposal, but would be required to extend the validity of his Proposal Security for the period of extension.

2.7.3. The Proposal Validity Period of the Successful Bidder shall be extended till the date of execution of the Management Contract.

2.8 Right to Reject the Proposal

Notwithstanding anything contained in this RFP Document, EXECUTIVE OFFICER, NAC, REDHAKHOL reserve the right to reject any / all proposals including the highest proposal or withdraw the invitation of the proposal at any stage without citing any reason. Nothing contained herein shall confer any right upon a bidder or create any obligation / liability upon EXECUTIVE OFFICER, NAC, REDHAKHOL of any type whatsoever.

2.9 Interpretation

In case of any ambiguity in the interpretation of the conditions of the contract and scale of charges, the interpretation of the EXECUTIVE OFFICER, NAC, REDHAKHOL will be final and binding on the parties to the conditions of contract.

2.10.1 All disputes between the Successful Bidder and EXECUTIVE OFFICER, NAC, REDHAKHOL shall be settled as per the Dispute Resolution procedure elaborated in the vendor/supplier contract. During the bidding process no dispute of any type would be entertained. Even in such cases where EXECUTIVE OFFICER, NAC, REDHAKHOL ask for additional information from any bidder, the same cannot be adduced as a reason for citing any dispute.

2.10.2 The courts at Redhakhhol alone shall have the exclusive Jurisdiction to try all the cases arising out of this RFP document.

3. PROCEDURE AND SCHEDULE

3.2 General

Bidders may send their queries to EXECUTIVE OFFICER, NAC, REDHAKHOL in writing as per the date mentioned in the table of "Important Information". All the bidders will be sent clarification to queries received till the stipulated date.

3.4 Amendment of RFP

At any time prior to the Proposal Due Date, EXECUTIVE OFFICER, NAC, REDHAKHOL may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the RFP through the issuance of Addendum / Corrigendum which will not be published in the newspaper. This can be seen in e-procurement portal of Govt. of Odisha (www.tendersodisha.gov.in) as well as in NAC REDHAKHOL website www.redhakholnac.in .

3.5 Preparation and Submission of Proposal

The interested bidders are requested to submit their proposal in two parts as indicated in e-tendering portal of Govt. of Odisha.

The two parts shall be:

Part-1: Technical Proposal and:

Part-2: Financial Proposal

3.5.1 Technical Proposal

This submission shall contain the following information / details separately and should not include any other information.

Scanned copy of Technical proposal shall be uploaded to e-Procurement system which comprises of the following documents.

i) Bid Document

(ii) Scanned copy of Cover Letter (maximum two pages excluding necessary attachments) (As per Format A)

(iii) Scanned copy of General Information of the Bidder (As per Format B)

(iv) Scanned copy of Power of Attorney for Signing of Application (As per Format C)

(v) Scanned copy of Original RFP Document duly signed (on each page) by an authorized representative as a token of acceptance

(vi) Scanned copy of Registration certificate/ credential of the Firm, GST Registration Certificate, GST/ VAT return statements of one year having highest turnover, during last five years, PAN card, experience certificate, E.P.F registration certificate along with latest challan for the month (any one from amongst the months March-22 to May- 2022).

3.5.2 Financial Proposal

The bidders shall fill in the rates in figure and should not leave any cell blank in the BOQ downloaded for the work in designated cell and up-load the same in designated location of Financial BID. Submission of documents shall be effected by using DSC of appropriate class. The line item total in words and the total amount shall be calculated automatically by the system and shall be visible to the bidder. The price should be inclusive of all taxes but excluding GST.

3.6 Language and Currency

3.6.1 The Proposal and all related correspondence and documents shall be written in English language.

3.6.2. The currency for the purpose of the Proposal shall be Indian National Rupee (INR).

3.6.3 Opening of the Bid: - Bid opening dates are specified during tender creation or can be extended vide corrigendum. These dates are available in notice inviting RFP, tender document as well as the home page of portal. Bid opening can be done by the authorized users which are defined during the tender publication / approval stage. The bids are encrypted using their public keys and can be decrypted only on or after the Bid Opening due date. The bid openers private key will be required to open the bids and all the openers have to log on to the portal during that time.

- 3.6.4 The bidders who participated in the on line bidding can witness opening of the bid from any system logging on to the portal with the DSC away from opening place. Bidders are not required to be present during the bid opening at the opening location if they so desire.
- 3.6.5 Each activity is date and time stamped with user details. For time stamping, server time is taken as the reference.
- 3.6.6 In the event of the specified date of bid opening being declared a holiday for the Officer inviting the Bid/ Engineer-in-Charge, the bids will be opened at the appointed time on the next working day.
- 3.6.7 In case bids are invited for more than one package, the order for opening of the "Bid" shall be that in which they appear in the "Invitation for Bid".
- 3.6.8 The list of bidders who have submitted the original copy of the cost of Bid and Bid security shall be prepared and announced.
- 3.6.9 The Bid openers; who have been pre-defined shall log on to the portal with their respective DSC. Unless all the Officers who have been declared as Opening officers, log on the portal with their DSC the Tender cannot be opened.
- 3.6.10 Deleted.
- 3.6.11 After technical evaluation of the bidders and selection of the qualified bidders, the financial bids of the technically qualified bidders shall be opened on the due date of opening. Members of the bid opening committee log on to the system in sequence and open the financial bids for the technically qualified bidders. The opening of financial bid by the opening officer using their DSC shall decrypt the financial bids.

4. CRITERIA FOR EVALUATION

4.2 Evaluation Parameter ;

- 4.2.1 Only those Applicants who meet the eligibility criteria specified in Clause 2.3 above shall qualify for opening of financial bids. Applications of Firms/ Agencies who do not meet these criteria shall be rejected.
- 4.2.2 The Applicant's competence and capability is proposed to be established by the following parameter (as specified under Section 4):
 - (a) Technical Proposal
 - (b) Financial Proposal
- 4.2.3 EXECUTIVE OFFICER, NAC, REDHAKHOL reserves the right to accept & reject any Request for Proposal vendors without assigning any reasons whatsoever. His decision is final and binding on all the parties.
- 4.2.4 The date of opening of Financial Bid will be uploaded by EXECUTIVE OFFICER, NAC, REDHAKHOL through e-procurement portal, after evaluation of the bid which will be done by the committee formed for this purpose.
- 4.2.5 After the technical evaluation is completed, EXECUTIVE OFFICER, NAC, REDHAKHOL shall notify the Applicants whose Proposals did not meet the minimum qualifying criteria whose Technical Proposals were considered non-responsive to the requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. EXECUTIVE OFFICER, NAC, REDHAKHOL shall simultaneously notify, through e-procurement portal to the Applicants whose Technical Proposals are qualified, indicating the date, time, and location for opening of Financial Proposals (Applicant's attendance at the opening of Financial Proposals is optional).
- 4.2.6 The date of opening of the financial proposal will be intimated through e-procurement portal by EXECUTIVE OFFICER, NAC, REDHAKHOL to the technically qualified bidders.

- 4.2.7 The financial bid will be opened on the notified date and time in the presence of the bidders or their authorized representative who wish to be present.
- 4.2.8 On opening of the price bids the system shall arrange the financial bids in order to their value.
(1 lowest=L-1,2nd lowest= L-2 and 3rd lowest= L-3 etc.)
- 4.2.9 Out of all the qualified Bids, the Bidder offering lowest cost for will be selected.
- 4.2.10 It is responsibility of the Bidder to furnish all the supporting evidence towards the eligibility. EXECUTIVE OFFICER, NAC, REDHAKHOL reserves the right to cancel the Bid in absence of lack of supporting document.
- 4.2.11 EXECUTIVE OFFICER, NAC, REDHAKHOL reserves the right to verify the claims made by the Bidder and to carry out the capacity assessment of the bidder and EXECUTIVE OFFICER, NAC, REDHAKHOL's evaluation committee decision shall be final in this regard.

5. AWARD CRITERIA

On acceptance of the RFP, the agency shall name in writing his accredited representative(s) who would be responsible for taking instructions from the Engineer-in-Charge.

Competent Authority of EXECUTIVE OFFICER, NAC, REDHAKHOL reserves the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.

6. CORRUPT OR FRAUDULENT PRACTISE:

The RFP inviting Officer will reject a proposal for award if he determines that the bidder recommended for award has been engaged in corrupt or fraudulent practices in competing for the contract in question. He will report to the Officer Inviting Bid / next higher authority.

APPROVED

Sd/-

Executive Officer,
NAC, Redhakhhol

ANNEXURE- I

FORMAT A

COVERING LETTER

(on the letter head of the Bidder)

Ref:

Date:

To

THE EXECUTIVE OFFICER, NAC, REDHAKHOL

Ref: Rate Fixation for items mentioned in the BOQ attached FOR Town Hall and Bus Terminal in NAC, Redhakhhol.

Dear Sir,

Being duly authorized to represent and act on behalf of (herein after referred to as "the Bidder"), and having reviewed and fully understood all of the Bid requirements and information provided and collected, the undersigned hereby submits the Bid on behalf of (Name of Bidder) for "Rate Fixation for items mentioned in the BOQ attached FOR Town Hall and Bus Terminal in NAC, Redhakhhol.

(1) original and one (1) copy, with the details as per the requirements of the RFP.

We confirm that our Bid is valid for a period of 90 days from the date of opening of bids.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Bid we hereby represent and confirm that our Bid is unqualified and unconditional in all respects and we agree to the terms of the RFP and Scope of Work, a part of the RFP document provided to us.

Yours faithfully,

For and on behalf of (Name of Bidder)

Duly signed by the Authorised Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)

FORMAT-B

DETAILS OF THE BIDDER

(On the letter head of the bidder)

Name of Bidder	
Address of the office(s) .	
Date of incorporation and/or commencement of business	
2. Brief description of the Bidder's main lines of business.	
3. Name, Designation, Address and Phone Numbers of Authorised Signatory of the Bidder	
(a) Name	
(b) Designation	
(c) Organization	
(d) Address	
(e) Telephone number	
(f) E-mail address	
(g) Fax number	
(h) PAN Number	
(i) GST Registration Number	
(j) Mobile number	
4.Organization structure	Attach the organization chart showing the structure of the organization, including the names of the director and positions of the officers
5. Detail of registration along with copy of registration	

FORMAT-C

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF BID

(On Stamp Paper of relevant value)

POWER OF ATTORNEY

Know all men by these presents, We..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr/Ms..... (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to, for the work "Rate Fixation for items mentioned in the BOQ attached FOR Town Hall and Bus Terminal in NAC, Redhakhol " including signing and submission of all documents and providing information/responses to NAC, Redhakhol in all matters in connection with our Bid for the Rate Fixation for items mentioned in the BOQ attached FOR Town Hall and Bus Terminal in NAC, Redhakhol " materials confirming to IS.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ Day of _____ 2022.

For _____

(Name and designation of the person(s) with authority to authorize.

Accepted

_____Signature)

(Name, Title and Address of the Attorney)

Date.....