

BARBIL MUNICIPALITY: BARBIL

BARBIL (ODISHA), PIN-758035

Tel.No.06767-275278 (O)

E-mail:- eobblmnc@yahoo.com / eobblmnc@gmail.com

INVITATION FOR BIDS

Tender Reference No - BBLM-2/2018-19

Tender Call Notice

No: - 1361/ BBL MPLTY

Date. 16.4.2018

The Executive Officer, Barbil Municipality, Barbil invites percent basis bids only "ON-LINE" in conformity with the detailed tender call notice to be eventually drawn up in Municipal Agreement form for execution of the works as detailed in the table below from eligible class of contractors registered with the state Government/contractors of equivalent grade/class registered with central Government/MES/Railways/ Contractors registered with Barbil Municipality on production of definite proof from the appropriate authority. The bidders may submit bids for any or all of the following works separately as per their eligibility.

Sl. No.	Name of the work	Estimated Cost	Cost of T.P.	E.M.D (%)	Class of Contractor	Time of completion
1	2	3	4	5	6	7
1	Construction of drain from Kiosk centre to nala, Ward No.1	5,00,000/-	4,000/-	5,000/-	Municipal Contractor & "D" & "C" Govt. contractor	45 days
2	Construction of drain at Karakolha, Ward No.2	5,00,000/-	4,000/-	5,000/-	-do-	45 days
3	Construction of road from Saitan chhak towards Thakurani Siva mandir, Ward No.3	5,00,000/-	4,000/-	5,000/-	-do-	45 days
4	Development of Volley ball padia near O.M.D.C. Medical, Ward No.3	5,00,000/-	4,000/-	5,000/-	-do-	45 days
5	Construction of road from Azas house to Sabnam house, Ward No.4	5,00,000/-	4,000/-	5,000/-	-do-	45 days
6	Commissioning of Bore-well with overhead tank at Zaved house near Chrestian Kabarstan, Ward No.4	5,00,000/-	4,000/-	5,000/-	-do-	120 days
7	Casting of RCC Slab from Patra cement store towards Hanuman Mandir, Ward No.5	5,00,000/-	4,000/-	5,000/-	-do-	120 days
8	Construction of road along with drain at Tata Hutting in Ward No.6	5,00,000/-	4,000/-	5,000/-	-do-	45 days
9	Construction of road from Sri Patel Mahanta house to Sri Muna Sahu house, Ward No.7	5,00,000/-	4,000/-	5,000/-	-do-	45 days
10	Construction of road from Barkat Nagar towards Bhanja colony, Ward No.8	5,00,000/-	4,000/-	5,000/-	-do-	45 days
11	Construction of Community Centre near Mausai Maa Mandir in Ward No.8	5,00,000/-	4,000/-	5,000/-	-do-	45 days
12	Laying of Paver Block at New Market, Ward No.9	5,00,000/-	4,000/-	5,000/-	-do-	45 days
13	Construction of internal road at Gara hutting, Ward No.10	5,00,000/-	4,000/-	5,000/-	-do-	45 days
14	Construction of RCC Slab from OMC office towards Railway station, Ward No.11	5,00,000/-	4,000/-	5,000/-	-do-	45 days
15	Construction of internal connecting road at Laxmi Nagar, Ward No.12	5,00,000/-	4,000/-	5,000/-	-do-	45 days

16	Construction of internal connecting road at Champua basti, Ward No.13	5,00,000/-	4,000/-	5,000/-	-do-	45 days
17	Construction of footpath inside of Kalinga football field, Ward No.14	5,00,000/-	4,000/-	5,000/-	-do-	90 days
18	Development of Football Play ground at Kalinga, Ward No.14	5,00,000/-	4,000/-	5,000/-	-do-	45 days
19	Construction of road from PWD road towards Barala Babu house in Ward No.15	5,00,000/-	4,000/-	5,000/-	-do-	45 days

1. Bid documents consisting of plans, specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents can be seen in the Govt. website i.e. www.tendersorissa.gov.in
2. The bidders must possess compatible Digital Signature Certificate (DSC) of Class-II or Class –III.
3. The Bid documents will be available in the Government website i.e. www.tendersorissa.gov.in from **10.00 AM of Dated.24.04.2018 till Dated.5.5.2018** up to **05.00 PM** for online bidding.
4. Bids shall be received only “online” till **5.5.2018 up to 05.00 PM**.
5. Bids must be accompanied by scanned copies of financial instruments towards cost of Tender Documents as mentioned in column - 4 in the above table in shape of Demand Draft issued from any Nationalized Bank drawn in favour of the Executive Officer, Barbil Municipality, Barbil payable at Barbil.
6. Bids must be accompanied by scanned copies of financial instruments towards earnest money deposit/Bid security as mentioned in Column.5 of above table in shape of Bank Draft/ NSC duly pledged in favour of the Executive Officer, Barbil Municipality, Barbil.
7. It is mandatory to furnish scan copies of following valid documents with the tender and the original of which should be produce for verification before the time scheduled for opening of the tender failing which the tender shall be rejected.
 - (i) Contractor licence
 - (ii) PAN Card
 - (iii) GST registration
 - (iv) Labour licence
 - (v) EPF Registration
 - (vi) Affidavit to the effect that the Contractor is not related to any official/ councilor of Barbil Municipality. If the fact subsequently proofed to be false, the Contract is liable to be rejected.
 - (vii) Experience on execution of similar nature of work.
 - (viii) The tenderer must submit a list of required Tools and Plants for execution of the works. If the tenderer shall carry the machineries on hire charges basis, he must submit the affidavit/agreement of the owner of machineries in support otherwise the department reserve the right to reject his tender.
8. After the date & time of receipt of bid is over, the Original Demand Draft / Bankers Cheque / NSC towards Cost of Bid Documents and Earnest Money deposit should be submitted in the office of the undersigned till **Dated.9.5.2018 up to 5.00 P.M.** during office hours on working days through Resisted Post / Speed Post / by hand failing which the bid will be rejected. The authority will not be responsible for the postal delay, if any, in the delivery of the documents and non-receipt of the same in time.
9. Bids received online shall be opened at **10.00 AM on Dated.10.5.2018** in the office of the Executive Officer, Barbil Municipality, Barbil in presence of bidders who wish to attend. Bidders who participated in the bid can witness the opening of bids after logging on to the site through their DSC. If the office happens to be closed on the date of opening of bids as specified, the bids will be opened on the next working day at the same time and venue.
10. As per Works Department office memorandum No.5288/W dated.4.5.2016 Amendment to Para-3.5.5(V) of Note-II of OPWD Code, Vol-I by modification, Additional performance security shall be deposited by the bidder when the bid amount is less than the estimated cost put to tender. In such an event, the bidders who have quoted less bid price/ rates than the estimated cost put to tender shall have to furnish the exact amount of differential cost i.e. estimated cost put to tender minus the quoted

amount as Additional Performance Security in shape of Demand Draft/ Term Deposit Receipt pledged in favour of the Executive Officer, Barbil Municipality in the sealed envelope along with the price bid at the time of submission of bid. The bids of technically qualified bidders will be opened for evaluation of the price bid. In case of the bidders quoting less bid price/ rate than the estimated cost put to tender and have not furnished the exact amount of differential cost (i.e. estimated cost put to tender minus the quoted amount) as Additional Performance Security in shape of Demand Draft/ Term Deposit Receipt, their price bid will not be taken in to consideration for evaluation even if they have qualified in the technical bid evaluation.

11. The Registered Contractors those have executed the work earlier, we have received some complains on that work and also some of have not completed the work in time without assigning any reasons, their tenders liable to be rejected at the time of scrutiny.
12. The authority reserves right to cancel any or all bids without assigning any reason thereof.

Sd/-
Executive Officer,
Barbil Municipality.

Memo No. 1362 Date. 16.4.2018

Copy submitted to the Collector & District Magistrate, Keonjhar/ Project Director, DRDA-cum-P.D., DUDA, Keonjhar/ Executive Engineer-cum-ILW, PH Division, Keonjhar/ Executive Engineer, (R & B) Division, Keonjhar/ Sub-Collector, Champua/ Tahasildar, Barbil/ SDO, PWD (R&B), Barbil for information. They are requested to display the notice in their office Notice Board for wide publication.
Copy to office Notice Board for wide publication.

Sd/-
Executive Officer,
Barbil Municipality.

Memo No. 1363 Date. 16.4.2018

Copy submitted to the Nodal Officer, e-Procurement, H & UD Department, Govt. of Odisha, Bhubaneswar for favour of kind information and necessary action.

Sd/-
Executive Officer,
Barbil Municipality.

Memo No. 1364 Date. 16.4.2018

Copy to the Advertisement Manager, the Samaj, Cuttack / Odisha Bhaskar, Bhubaneswar for favour of information and publication of above tender call notice.

Sd/-
Executive Officer,
Barbil Municipality.

ELIGIBILITY CRITERIA/ CONDITION

1. Bids must be accompanied by scanned copies of financial documents towards cost of Tender Documents in shape of Demand Draft issued from any Nationalized Bank drawn in favour of the Executive Officer, Barbil Municipality, Barbil payable at Barbil.
2. Bids must be accompanied by scanned copies of financial documents towards earnest money deposit/Bid security in shape of Bank Draft/ NSC duly pledged in favour of the Executive Officer, Barbil Municipality, Barbil.
3. It is mandatory to furnish scan copies of following valid documents with the tender and the original of which should be produce for verification before the date of opening of the tender failing which the tender shall be rejected.
 - (i) Contractor license
 - (ii) PAN Card
 - (iii) Labour license
 - (iv) EPF Registration
 - (v) Affidavit to the effect that the Contractor is not related to any officer/ Councilor of Barbil Municipality. If the fact subsequently proofed to be false, the Contract is liable to be rejected.
 - (vi) Experience on execution of similar nature of work.
 - (vii) The tenderer must submit a list of Tools and Plants for execution of the works. If the tenderer shall carry the above materials on hire charges basis, he must submit the affidavit/agreement of the owner of machineries in support other wise the department reserve the right to reject his tender.
4. After the date & time of receipt of bid is over, the Original Demand Draft / Bankers Cheque / NSC towards Cost of Bid Documents and Earnest Money deposit should be submitted in the office of the undersigned along with Bid Submission Confirmation Report till Dated.20.06.2013 up to 05.00 P.M. during office hours on working days through Resisted Post / Speed Post / by hand failing which the bid will be rejected. The authority will not be responsible for the postal delay, if any, in the delivery of the documents and non-receipt of the same in time.
5. The tenderers should have successfully completed similar type of work not less than 50% of the tender amount in any one of the past 3 (three) years and necessary documents in support of the above shall be submitted.
6. No letter should accompany the tender.
7. The work is to be completed in all respect within schedule time. Tenderer whose tender is accepted must submit a programme of work immediately after issue of the work order for the approval of Engineer-in-charge.
8. The tenderers shall carefully study the specifications applicable to a contract and all the documents will form a part of the agreement to be entered into by the accepted tenderer and detailed specifications and other relevant specifications in estimate, which are available. Complaint at a future date that specifications have not been seen cannot be entertained.
9. Every tenderer is expected before quoting his rate to inspect the proposed site, quarries and satisfy himself about the rates, royalty & other taxes and quality and availability of the materials. In every case, materials must comply with the relevant specifications. Complaint at a future date that rates and availability of materials have been misjudged cannot be entertained.
10. No payment will be made for layout, bench mark level, pillars, profiles and benching and leveling the ground required, which has to be carried out by the contractor at his own cost. The rate to be quoted should be for finished items of works inclusive of carriage of all materials and all incidental items of work.
11. After the work is finished all surplus materials should be removed from the site of work, preliminary works such as mixing platform etc. should be dismantled and all materials removed from the sites and premises left neat and this should be inclusive in the rates.
12. It should be understood clearly that no claim whatsoever will be entertained in regards to extra item of the work or extra quantity of the items besides estimated amount. A written order must be obtained from the responsible officer of Municipality before the extra items of works or extra item quantity of any item of work is taken up and rate settled for extra item of work and necessary supplement agreement for the same is drawn up where ever necessary.

13. Rent, royalties, cess and other charges of materials, octroi and all other taxes including sales tax, ferry tolls, conveyance charges and other cost on account of land and buildings including temporary building required by the tenderer for collection of materials storage, housing of staff or other purpose of the work are to be borne by the contractors at his own cost. No rent will be payable to Govt. for temporary occupation of land owned by Govt. at the site of the work for bonafide use of the land for work.
14. Royalty and other taxes as applicable will be recovered from each bill as notified by Govt. from time to time.
15. Labour camps or huts necessary to a suitable scale including scale including conveyance and sanitary arrangements therein to the satisfaction of the local health authorities.
16. Suitable water supply including pipe water supply where available for the staff labour as well as for the works should be provided by the contractor at his own cost.
17. Fees and dues levied by Municipal, canal or water supply authorities will be borne by the contractor.
18. Suitable equipments and wearing apparatus for the labourer engaged in risky operations should be provided by the contractor.
19. Suitable fencing, barriers, signals and electric signals where necessary at work and approaches in order to protect the public and employees from accident.
20. The contractor will be responsible for all sort of compensation including cost of any suit for injury to persons or property due to neglect of any precautions also sum which may become payable due to operation of the workmen compensation act.
21. The contractor has to arrange adequate lighting arrangements for the works wherever necessary at his own cost.
22. The Deptt. will have the right to inspect for the work and can reject partly or fully such works if found defective in their opinion. The tenderer has all responsibility to make the work convenient so as to meet the specification made in the estimate.
23. Bitumen/Concrete should be machine mixed unless and other wise ordered in writing by the Executive Officer. The contractor should arrange his own Tool and plants like mixer, pumps, etc for this purpose at his own cost.
24. Bitumen shall be used by packets and weight of one Bitumen packet being taken as per the provision made by the OSIC, Keonjhar.
25. The contractor will be responsible for loss or damaged of any departmental materials during transit in the execution of work due to reasons what so ever and the cost of such materials will be recovered from the bills at stock issue rates or market rates which ever is higher.
26. If the contractor removes any Govt. materials supplied to him from the site of the work with a view to dispose the same dishonestly, he shall be in addition to any other liability civil or criminal arising out of his contract be liable to pay a penalty equivalent to five times the price of the materials according to the rate stipulated in the recovery schedule or issued rate of the Municipality penalty so imposed shall be recovered at any time from any sum or from his security deposit.
27. The Deptt. will have the right to supply at any time in the interest of the work any departmental materials to be used in the work and the contractor used such materials without any controversy on that account. The rates of the materials will be at the stock issue rate or current schedule of rates which ever is higher.
28. All materials which are to be supplied from Municipality will be as per the availability of stock and the contractor will have to bear the charges of conveyance from the office store.
29. It must be clearly understood that under no circumstances any interest is chargeable for the dues or additional dues if any payable for the work executed of final bill pending disposal due to any reason thereof.
30. No extra payment will be made for removing, spreading, and consolidating salvaged materials.
31. In the event of any particular items of the work which the contractor has quoted rate, which are grossly below the corresponding estimated rates or (CSR) for the particular item, the difference between the amount according to the estimated cost or (CSR) rate and the grossly under quoted rate for quantity of work to be executed by the contractor shall be kept withheld from the payment of the contractor until the work completed in all respect to the full satisfaction of the Engineer-in-charge.
32. The department have the right to inspect all the scaffolding, centering, shuttering work and can reject partly or fully if found defective their opinion.

33. If there is any damage to the work due to natural calamities like flood or cyclone or any other cause during the course of execution of work or up to 6 months after completion of work or if any imperfection becomes apparent to the work within 6 months from the date of final; certificate of completion of work the contractor shall make good of all such damages at his own cost with no extra cost to the department. No claims, whatsoever, in this regards will be entertained.
34. Standard co-efficient for linear measurement will be adopted while calculating consumption of materials and no claim whatsoever regarding difference of materials will be entertained. The rates quoted shall be inclusive of any eventually of difference for co-efficient for linear measurement.
35. In case of a tenderer quoting rates less by 10% or more of the estimated amount, he has to deposit the entire differential amount in the office by cash within three days from the date of intimation by this office, failing which his tender will be summarily rejected and the EMD shall be for fitted.
36. No advance will be paid to the contractor during the course of execution of the work. If the department felt necessary, the running bill will be paid to the contractor after deduction of 10% of the pending completion of the work. Further, the contractor failed to complete the work in time penalty must be imposed against the contractor @ 1% of the estimated cost per month or as desired by the Department.
37. All materials to be used for mortar/mixture should be measured is standard measurement box.
38. Specimen of concrete to be used for structural work should be taken is cube mould as per IS specification and in case of road works samples will be collected from the finished work by cutting core for testing. The testing of the cubes/cores and other materials should be done in Govt. laboratory or laboratories approved by Govt. The cost for testing and collecting of samples for the purpose should be payable by the contractor and the test report should be furnished to the Executive Officer.
39. All tender received will remain valid for period of 90 days from the date of receipt of tender.
40. Payment will be made subject to availability of funds.
41. As per the Works Department Letter No.5310 / Dtd.2.5.2009 and Letter No.5140 / Dtd.28.04.2009, Labour Cess @ 1% (one percentage) of the total cost of construction will be deducted from the bill of the contractor. Hence Contractors are requested to quote their rate accordingly.
42. The authority reserves the right to reject any or all the bids without assigning any reason thereof.

**Executive Officer,
Barbil Municipality.**

Codal Provisions regarding e-Procurement

After introduction of e-Procurement in Govt. of Odisha, necessary guidelines/ procedure has been issued in Works Department Office Memorandum No.1027 dt.24.01.2009 which consists of the procedural requirement for e-Procurement of tenders. After careful consideration Government have been pleased to make following modifications to codal provisions by way of addition as Appendix-IX (A) of OPWD Code Vol-II.) as follows:

Appendix-IX (A) of OPWD Code, Vol-II

Executive instructions regarding calling for and acceptance of tenders in e-Procurement.

1. This office memorandum consists of the procedural requirement of e-Procurement and shall be made part of the Detailed Tender Call Notice or Instruction to Bidder for all “Works” tenders hoisted in the portal.
2. The e-Procurement portal of Government of Odisha is <https://tenderodisha.gov.in>.
3. Use of valid Digital Signature certificate of appropriate class (Class II or Class III) issued from registered certifying authorities (CA) as stipulated by Controller of Certifying Authorities (CCA), Government of India such as n-Code, Sify, TCS, MTNL, e-Mudhra is mandatory for all users.
4. The DSC issued to the Department users is valid for the period of two years only. All the Department users are responsible to revalidate their DSC prior to expiry.
5. For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
6. Government after careful consideration have decided to hoist all tenders costing 10 lakhs or above in the e-Procurement portal. This will be applicable across all Engineering Departments such as Works Department, Department of Water Resources, Rural Development and Housing & Urban Development Department, Government of Odisha also welcomes hoisting of tenders by any other departments, authority, corporations, local bodies etc. of the State with prior approval from Works Department. Works Department is the Nodal Department for the implementation of e-Procurement in the State.
7. The e-Procurement shall be operated compliant to relevant provisions of OGFR/ OPWD code/ Accounts code/ Government status including any amendments brought from time to time to suit to the requirement of the best national practice.
8. Registration in the e-Procurement portal is without levy of any charges but Government reserves the right to levy any charges for such value added services in future.
9. Contractor not registered with Government of Odisha can participate in the e-Procurement after necessary enrolment in the portal but have to subsequently register themselves with the appropriate registering authority of the State Government before award of the work as per prevalent registration norms of the State.
10. For the role management “Department” is the Administrative Department, Organization or wing is the Chief Engineer or highest tender accepting authority or equivalent officer, Division in the Executive Engineer or equivalent Officer and Subdivision is the Assistant Engineer or equivalent officer.
11. The e-Procurement software assigns roles for operation of the module for specific function. The terminologies used in the portal and their respective functions in the software are as follows.
 - 11.1 Application Administrator (NIC & State Procurement Cell)
 - i. Master Management
 - ii. Nodal Officer creation
 - iii. Report Generation
 - iv. Transfer of Officer’s login ID
 - v. Blocking & unblocking of officer’s and bidder’s login ID
 - 11.2 Nodal Officer (At organization level not below the Superintending Engineer or equivalent rank).
 - i. Creation of Users
 - ii. Role Assignment
 - iii. Report Generation
 - iv. Transfer of Officer’s login ID
 - v. Blocking & unblocking of officer’s login ID
 - 11.3 Procurement Officer-Publisher (Officer having tender inviting power at any level)
 - i. Publishing of Tender
 - ii. Publishing of Corrigendum / addendum / cancellation of Tender
 - iii. Bid Clarification
 - iv. Uploading of Pre-Bid minutes
 - v. Report generation

- 11.4 Procurement Officer-Administrator (Generally sub-ordinate officer to Officer Inviting Tender)
 - i. Creation of Tender
 - ii. Creation of Corrigendum / addendum / cancellation of Tender
 - iii. Report generation
- 11.5 Procurement Officer Opener (Generally sub-ordinate officer to Officer Inviting Tender)
 - i. Opening of Bid
- 11.6 Procurement Officer Evaluator (Generally sub-ordinate Officer to Inviting Tender)
 - i. Evaluating Bid
- 11.7 Procurement Officer-Auditor (Procurement Officer Publisher and / or Accounts Officer / Finance Officer)
 - i. To take up auditing
- 12. NOTICE INVITING BID (NIB) or INVITATION FOR BID (IFB):
 - 12.1 The Notice Inviting Bids (NIB) and Bid documents etc. shall be in the standard formats as applicable to conventional Bids and will be finalized / approved by the officers competent as in the case of conventional Bids.
 - 12.2 The officers competent to publish NIB in case of conventional Bids will host the NIB in portal. Simultaneously, a notification should also be published in the newspapers as per existing rules preferably, in the following format, to effect economy:-

Government of Odisha “e” procurement Notice
 Bid Identification No.

 1. Name of the work:
 2. Estimated cost: Rs.....
 3. Period of completion:
 4. Date & Time of availability of bid document in the portal:
 5. Last Date/ Time for receipt of bids in the portal:
 6. Name and address of the O.I.T.:

Further details can be seen from the e-procurement portal <https://tendersodisha.gov.in>
 - 12.3 The tender documents published by the Tender Inviting Officer (Procurement Officer Publisher) in the website <https://tendersodisha.gov.in> will appear in the “Latest Active Tender”. The Bidders / Guest Users can download the Bid documents only after the due date & time of sale. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the ‘Notice inviting Bid’ after which the same will be removed from the list of “Latest Active Tenders”.
- 13. ISSUE OF ADDENDA / CORRIGENDA / CANCELLATION NOTICE:
 - 13.1 The Procurement Officer (Officer Inviting Tender) shall publish any addendum / corrigendum / cancellation of tender in the website <https://tendersodisha.gov.in>, notice board and through paper publication and such notice shall form part of the bidding documents.
 - 13.2 The system generates a mail to those bidders who have already uploaded their tenders and those bidders if they wish can modify their tenders. The bidders are required to watch the website till last date and time or bid submission for any addendum/ corrigendum/ cancellation thereof. Tender Inviting Authority is not responsible for communication failure of system generated mail.
- 14. CREATION AND PUBLISHING OF BID:
 - 14.1 All the volumes/ documents shall be uploaded in the portal by the tender creating officer (Procurement Officer Administrator) and published by the Officer Inviting Tender (Procurement Officer Publisher) using their DSCs in appropriate format so that the document is not tampered with.
 - 14.2 The tender document comprise the notice inviting tender, bid document/ SBD, drawings in pdf format and the schedule of quantities / BoQ in xls format to be uploaded by the Officer Inviting Tender.

14.3 Procurement Officer Administrator creates tender by filling up the following forms:

- i. BASIC DETAILS
- ii. COVER CONTENT: The Procurement Officer Administrator should briefly describe the name and type of documents to be uploaded by the bidder in the following format:

(a) For Single Cover / Packet:

Sl. No.	Cover Type	Document Description	Type
1.	Fee/ Prequel/ Technical/ Finance	Tender Cost, EMD, PAN, Contractor RC	pdf
		Affidavits, undertakings and any other document as per SBD/ DTCN	pdf
		BoQ	xls

(b) For Two / Packet:

Sl. No.	Cover Type	Document Description	Type
1.	Fee/ Prequel/ Technical	Tender Cost, EMD, PAN, Contractor RC	pdf
		Affidavits, undertakings and any other document as per SBD/ DTCN	pdf
2.	Finance	BoQ	xls
		Special condition if any specifically mentioned by Officer Inviting Tender	pdf

- iii. TENDER DOCUMENT: The Procurement Officer Administrator should upload the NIT in pdf format.
- iv. WORK ITEM DETAILS
- v. FEE DETAILS: The Procurement Officer Administrator should mention the cost of tender paper and EMD amount as laid down in DTCN/ SBO.
- vi. CRITICAL DATES: The Procurement Officer Administrator should mention the critical dates of tender such as publishing date, document download start date and end date, seek clarification start date and end date (optional), bid submission start date and closing date, bid opening date as per DTCN/ SBD.
- vii. BID OPENIER SELECTION: The Procurement Officer creator can select two/ three/ four bid openers for a particular bid. If required the bid openers can also be selected within an organization from other procurement units (Circles/ Divisions).
- viii. WORK ITEM DOCUMENTS: The Procurement Officer Administrator should upload the digitally signed tender document (SBD/ DTCN) or any other addition document/ drawings in pdf format and Bill of Quantities in xls format.
- ix. PUBLISHING OF TENDER: The Procurement Officer Publisher shall publish the tender using his/ her DSC after detail scrutiny of the fields created and documents uploaded by the Procurement Officer Administrator. Procurement Officer Publisher can publish tenders for multiple procurement units using multiple DSCs procured for each post separately. After being relieved from the additional charges he has to surrender the additional DSCs to the Nodal Officer of the concerned organization.

15. PARTICIPATION IN BID:

15.1 PORTAL REGISTRATION: The Contractor/ Bidder intending to participate in the bid is required to register in the portal using his/ her active personal/ official e-mail ID as his/her Login ID and attach his/her valid Digital signature certificate (DSC) to his/her unique Login ID. He/She has to submit the relevant information as asked for about the firm/ contractor. The portal registration of the bidder/ firm is to be authenticated by the State Procurement Cell after verification of original valid certificates/ documents such as (i)PAN and (ii)Registration Certificate (RC) of the concerned bidder. The time period of validity in the portal is at par with validity of RC. Any change of information by the bidder is to be authenticated by the State Procurement Cell. After successful authentication bidder can participate in the online bidding process.

- 15.1.1 Bidders participating through Joint Venture shall declare the authorized signatory through Memorandum of Understanding duly registered and enroll in the portal in the name and style of the Joint venture Company. It is mandatory that the DSC issued in the name of the authorized signatory is used in the portal.

- 15.1.2 Any third party/ company/ person under a service contract for operation of e-Procurement system in the State or his/ their subsidiaries or their parent companies shall be ineligible to participate in the procurement process that are undertaken through the e-Procurement system irrespective of who operates the system.
- 15.2 **LOGGING TO THE PORTAL:** The Contractor/ Bidder is required to type his/her Login ID and password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, password and DSC combination and authenticates the login process for use of portal.
- 15.3 **DOWNLOADING OF BID:** The bidder can download the tender of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed tender at his convenience before the closing date and time of submission.
- 15.4 **CLARIFICATION ON BID:** The bidder may ask question related to tender online in the e-Procurement portal using his/her DSC; provided the questions are raised within the period of seeking clarification as mentioned in tender call notice/ Bid. The Officer Inviting the Bid/ Procurement Officer-Publisher will clarify queries related to the tender.
- 15.5 **PREPARATION OF BID**
- 15.5.1 The bids may consist of general arrangements drawings or typical or any other drawings relevant to the work for which bid has been invited. Bidder may download these drawings and takeout print for detail study and preparation of his bid. Any other drawings and documents pertaining to the works available with the Officer Inviting the bid will be open for inspection by the bidders.
- 15.5.2 The Bidder shall go through the Bid carefully and list the documents those are asked for submission. He shall prepare all documents including cost of Bid Document, Bid Security, Declaration form, price bid etc. and store in the system.
- 15.6 **PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS:**
- 15.6.1 The Bidder shall furnish as part of his Bid, a Bid security for the amount mentioned under NIT/ Contract Date. The bidder shall scan all the written/ printed pages of the bid security and upload the same in portable document format (PDF) to the system in designated place of the technical BID. Furnishing scanned copy of such documents is mandatory otherwise his/her bid shall be declared as non-responsive and liable for rejection.
- 15.6.2 The EMD or Bid Security payable along with the bid is 1% of the estimated contract value (ECV) or as mentioned in the bid document. The validity period of the EMD or Bid Security shall be as mentioned in the bid document. Any bid not accompanied by an acceptable Bid Security and not secured as indicated in the bid document shall be rejected as non-responsive. The bid security shall be retained till such time the successful bidder furnishes Initial Security Deposit (ISD) or Performance Security acceptable to the Officer Inviting the Bid. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security. The Bid security in the form of FD/ BG shall be from a Nationalized Bank valid for a period of 45 days beyond the validity of the bid. Bid security in other form is acceptable if the bid documents provides for it.
- 15.6.3 The Fixed Deposit / Bank Guarantee or any other form as mentioned in detailed tender call notice in respect of Earnest Money Deposit / Bid Security and the Bank Draft in respect of cost of Bid are to be scanned and uploaded in portable document format (PDF) along with the bid.
- 15.6.4 The tender accepting authority will verify the originals of all the scanned documents of the successful lowest bidder only within 5days of opening of the tender. In the eventuality of failure on the part of the lowest successful bidder to produce the original documents, he will be debarred in future from participating in tender for 3 years and will be black listed by the competent authority. In such a situation, successful L-2 bidder will be required to produce his original documents for consideration of his tender at the negotiated rate equal to L-1 bidder.
- 15.6.5 Contractor exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption.

15.6.6 Government of Odisha has been actively considering integrating e-payment gateway in to the portal for payment of Cost of Bid and Bid Security/ Earnest Money Deposit. The process of using e-payment gateway shall be issued separately after it is established.

16. SUBMISSION OF BID:

- 16.1 The bidder shall carefully go through the tender and prepare the required documents. The bid shall have a Technical Bid & a Financial Bid. The Technical bid generally consist of cost of Bid documents, EMD/ Bid Security, PAN / TIN, Registration Certificate, Affidavits, Profit Loss statement, Joint venture agreement, List of similar nature of works, work in hand, list of machineries and any other information required by OIT. The financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information/ undertaking including rebates.
- 16.2 Bidders are to submit only the original BOQ (in xls format) uploaded by Procurement Officer Publisher (Officer Inviting Tender) after entering the relevant fields without any alteration/ deletion/ modification. Multiple BOQ submission by bidder shall lead to cancellation of bid. In case of item rate tender, bidders shall fill in their rates other than zero value in the specified cells without keeping it blank. In the percentage rate tender the bidder quoting zero percentage is valid and will be taken at par with the estimated rate of the work put to tender.
- 16.3 The bidder shall upload the scanned copy/ copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.
- 16.4 The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BOQ) published by the Officer Inviting Tender. The bidder shall type rates in figure only in the rate column of respective item(s) without any blank cell in the rate column in case of item rate tender and type percentage excess or less up to two decimal place only in case of percentage rate tender.
- 16.5 The bidder shall logon to the portal with his/her DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents.
 - 16.5.1 Bids cannot be submitted after due date and time. The bids once submitted can not be viewed, retrieved or corrected. The bidder should ensure correctness of the bid prior to uploading and take printout of the system generated summary of submission to confirm successful uploading of bid. The bids can not be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.
 - 16.5.2 Each process in the e-Procurement is time stamped and the system can detect the time of login of each user including the bidder.
 - 16.5.3 The bidder should ensure clarity/ legibility of the document uploaded by him to the portal.
 - 16.5.4 The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/ tender.
 - 16.5.5 The bidder should check the system generated confirmation statement on the status of the submission.
 - 16.5.6 The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
 - 16.5.7 The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-Procurement process.
 - 16.5.8 The bidder is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantity duly filled in. It is not necessary for the part of the bidder to upload the drawings and the other bid documents (after signing) while uploading his bid. It is assumed that the bidder has referred all the drawings and documents uploaded by the Officer Inviting the Bid.
 - 16.5.9 The bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time). The date and time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer Inviting Bid.
- 16.6 **SIGNING OF BID:** The 'online bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false/ fabricated/ bogus his EMD/Bid Security shall stand forfeited and his registration in the portal shall be blocked and the bidder is liable to be blacklisted.

17. SECURITY OF BID SUBMISSION:
 - 17.1 All bid uploaded by the bidder to the portal will be encrypted.
 - 17.2 The encrypted bid can only be decrypted/ opened by the authorized openers on or after the due date and time.
18. RESUBMISSION AND WITHDRAWAL OF BIDS:
 - 18.1 Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.
 - 18.2 Resubmission of bid shall require uploading of all documents including price bid afresh.
 - 18.3 If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
 - 18.4 The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.
 - 18.5 The bidder can withdraw his bid before the closure date and time of receipt of the bid by uploading scanned copy of a letter addressing to the Procurement Officer Publisher (Officer Inviting Tender) citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.
19. OPENING OF THE BID:
 - 19.1 Bid opening date and time is specified during tender creation or can be extended through corrigendum. Bids cannot be opened before the specified date & time.
 - 19.2 All bid openers have to logon to the portal to decrypt the bid submitted by the bidders.
 - 19.3 The bidders & guest users can view the summary of opening of bids from any system. Contractors are not required to be present during the bid opening at the opening location if they so desire.
 - 19.4 In the event of the specified date of bid opening being declared a holiday for the Officer Inviting the Bid, the bids will be opened at the appointed time on the next working day.
 - 19.5 Combined bid security for more than one work is not acceptable.
 - 19.6 The electronically submitted bids may be permitted to be opened by the predefined bid opening officer from their new location if they are transferred after the issue of Notice Inviting Bid and before bid opening. Further, action on bid documents shall be taken by the new incumbent of the post.
 - 19.7 In case of non-responsive tender the officer inviting tender should complete the e-Procurement process by uploading the official letter for cancelled / re-tender.
20. EVALUATION OF BIDS:
 - 20.1 All the opened bids shall be downloaded and printed for taking up evaluation. The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that “the documents as available in the portal containing --- nos. of pages”.
 - 20.2 The bidder may be asked to writing/ online (in their registered e-mail IDs) to clarify on the uploaded documents provided in the Technical Bid, if necessary with respect to any doubts or illegible documents. The Officer Inviting Tender may ask for any other document of historical nature during Technical Evaluation of the tender. Provided in all such cases, furnishing of any document in no way alters the Bidder’s price bid. Non-submission of legible documents may render the bid non-responsive. The authority inviting bid may reserve the right to accept any additional document.
 - 20.3 The bidders will respond in not more than 7 days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit.
 - 20.4 The Technical evaluation of all the bids shall be carried out as per information furnished by bidders.
 - 20.5 The Procurement Officer-Evaluators will evaluate bid and finalize list of responsive bidders.
 - 20.6 The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer-Openers shall logon to the system in sequence and open the financial bids.
 - 20.6.1 The Financial Bid will be opened on the notified date and time in the presence of bidders or their authorized representative who wish to be present.
 - 20.6.2 At the time of opening of “Financial Bid”, bidders whose technical bids were found responsive will be opened.

- 20.6.3 The responsive bidders name, bid prices, item wise rates, total amount of each item in case of item rate tender and percentage above or less in case of percentage rate tenders will be announced.
 - 20.6.4 Procurement Officer-Openers shall sign on each page of the downloaded BoQ and the Comparative Statement and furnish a certificate to that respect.
 - 20.6.5 Bidder can witness the principal activities and view the documents/ summary reports for that particular work by logging on to the portal with his DSC from anywhere.
 - 20.6.6 System provides an option to Procurement Officer-Publisher for reconsidering the rejected bid with the approval of concern Chief Engineer/ Head of Department.
21. **NEGOTIATION OF BIDS:**
- 21.1 For examination, evaluation and comparison of bids, the officer inviting the bid may at his discretion ask the lowest bidder for clarification of his rates including reduction of rate on negotiation and breakdown of unit rates.
22. **NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:**
- 22.1 The Employer/ Engineer-in-Charge shall notify acceptance of the work prior to expiry of the validity period by cable, telex or facsimile or e-mail confirmed by registered letter. This letter of Acceptance will state the sum that the Engineer-in-Charge will pay the contractor in consideration of execution and completion of the works by the contractor as prescribed by the contract and the amount of performance security and additional performance security required to be furnished. The issue of the letter of acceptance shall be treated as closure of the bid process and commencement of the contract.
 - 22.2 The Contractor after furnishing the required acceptable Performance Security and Additional Performance Security, "Letter to Proceed" or "Work Order" shall be issued by the Engineer-in-Charge with copy thereof to the Procurement Officer-Publisher. The Procurement Officer-Publisher shall upload the summary and declare the process as complete.
 - 22.3 If the L-1 bidder does not turn up for agreement after finalization of the tender, then he shall be debarred from participation in bidding for three years and action will be taken to blacklist the contractor. Besides the consortium / JV / firm where such an agency / firm already happens to be or is going to be a partner/ member/ proprietor, he/they shall neither be allowed for participation in bidding for three years nor his/their application will be considered for registration and action will be initiated to blacklist him/them. In that case, the L-2 bidder, if fulfils other required criteria, would be called for drawing agreement for execution of work subject to condition that the L-2 bidder negotiates at per with the rate quoted by the L-1 bidder, otherwise the tender will be cancelled.
23. **BLOCKING OF PORTAL REGISTRATION:**
- 23.1 If the Registration Certificate of the Contractor is cancelled / suspended by the registering authority / blacklisted by the competent authority his portal registration shall be blocked automatically on receipt of information to that effect.
 - 23.2 The portal registration blocked in the ground mentioned in the above Para-23.1 shall be unblocked automatically in receipt of revocation order of cancellation/ suspension / blacklisting from the concerned authority.
 - 23.3 The Officer Inviting Tender shall make due inquiry and issue show cause notice to the concerned contractor who in turn shall furnish his reply, if any, within a fortnight from the date of issue of show cause notice. Thereafter the Officer Inviting Tender is required to issue an intimation to the defaulting bidder about his unsatisfactory reply and recommend to the Chief Manager (Tech.) for blocking of portal registration within 10 days of intimation to the defaulting bidder regarding his unsatisfactory reply with intimation to the Registering Authority and concerned Chief Engineer/ Heads of Office if any of the following provisions are violated.
 - 23.3.1 Fails to furnish original Technical / Financial (Tender Paper Cost, EMD/Bid Security) instruments before the designed officer within the stipulated date and time.
 - 23.3.2 Backs out from the bid on any day after the last date of receipt of tender till expiry of the bid validity period.
 - 23.3.3 Fails to execute the agreement within the stipulated date.

23.3.4 If any of the information furnished by the bidder is found to be false/ fabricated/ bogus. Accordingly the Officer Inviting Tender shall recommend to the Chief Manager (Tech.), State Procurement Cell, Odisha for blocking of portal registration of bidder and simultaneously action shall also be initiated by Officer Inviting Tender for blacklisting as per Appendix-XXXIV of OPWD Code, Volume-II.

24. GUIDELINES FOR UNBLOCKING OF PORTAL REGISTRATION:

24.1 UNBLOCKING OF PORTAL REGISTRATION:

Unblocking of portal registration of a contractor shall be done by a committee consisting of the following members.

EIC (Civil)-cum-CPO	--	Chairman
Engineer-in-Chief (WR)	--	Member
Concerned Chief Engineer	--	Member
Sr. Manager (Finance), SPC	--	Member
Officer Inviting Tender	--	Member
Chief Manager (Technical), SPC	--	Convener

24.2 The Chief Manager (Tech.), State Procurement Cell will be the convener and he will maintain all records for this purpose. The Committee shall meet not less than once in a month if required and shall consider the recommendation of the office inviting tender for unblocking of portal registration. The quorum of the meeting will be four.

24.3 The minimum period of blocking of Portal Registration shall in no case be less than 90 days. After blocking of Portal Registration, the Contractor whose Portal Registration has been blocked may file application to the concerned officer inviting tender showing sufficient ground for unblocking of his portal registration along with a Treasury Challan showing deposit of Rs.10,000/- (Rupees ten thousand) only (non-refundable) under the head of accounts "0059-Public Works" as processing fees. The officer inviting tender shall forward the application filed by the contractor to the Chief Manager (Tech.), State Procurement Cell.

24.4 On receipt of recommendation from the concerned Chief Engineer along with the copy of Challan as mentioned above, the Chief Manager (Tech.) being the member convener of the Committee shall place the case before the Committee for examination and taking a decision in this regard. After examination the committee may recommend for unblocking of the portal registration of said contractor if the Committee is satisfied that the fault committed by the contractor is either unintentional or done for the first time.

24.5 After scrutiny by the State Procurement Cell if it is found that the portal registration of a contractor has been blocked for the 2nd time the Chief Manager (Tech.), SPC may not consider this case to be placed before the Committee and may advise the concerned officer inviting tender to issue show cause notice to the contractor asking him to explain as to why his portal registration shall not remain blocked. On receipt of show cause reply from the contractor the officer inviting tender shall examine the same and if considered proper he may report to the Chief Manager (Tech.), SPC along with his views furnishing the copy of the show cause reply for placement of the same before the Committee for taking a decision in respect of blocking/unblocking. If the Committee found that the contractor is in habit of committing such fault again and again intentionally the committee may advise the concerned officer inviting tender to initiate proceeding for blacklisting as per the existing rule.

1. These amendments shall take effect from the date of issue of the order.
2. This amendment is an addition to the existing provision and will be placed below Appendix-IC to OPWD Code, Vol-II.
3. Accordingly Office Memorandum No.1027 dt.24.01.2009 stands modified.
4. This has been concurred in by the Finance Department vide their U.O.R.No.3-WF-1 dt.04.01.2013

**Executive Officer,
Barbil Municipality.**