

TERMS & CONDITIONS

The bid to be submitted by the Bidder shall consist of 2 (two) parts :-

Part - I :- "Technical Bid" (1st Envelope) shall contain:-

The Tenderar/Supplier participating in Tendering process should submit the details as per the format "Format of Technical Bid". in separate envelop and should write clearly on the top of envelop i.e., "Quotation for Technical Bid for Erection of Stalls for Pallishree Mela".

Part - II :- "Financial Bid " (2nd Envelope) shall contain:-

The Tenderar/Supplier participating in Tendering process should submit the details as per the "Quotation for Financial Bid for Erection of Tent and allied work for Pallishree Mela" i.e., Schedule of Rates

The Tender should be submitted following the terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder during that time.

1. The Main envelope containing the tenders should be duly superscripted as "**Quotation for Tent and allied Work of Pallishree Mela-2019**".
2. **The sealed quotations shall be accepted as per the prescribed Performa only, Otherwise the quotation shall be rejected automatically.**
3. **Place, date and time of receiving Tender** -The sealed tender papers should reach the **Deputy CEO, ORMAS , DRDA campus, Malkangiri - 764048 through Registered post / Speed Post only** during official hours on or before **27.01.2020 by 12:30 PM** . The authority will not be responsible for any postal delay.
 - a. Other means of receipt of quotation will be rejected.
 - b. Quotations received after the stipulated date and time shall be liable for rejection.
4. **Place date and time of opening of Tender**- The quotation shall be opened on i.e. on **27.01.2020 at 03:00 P.M** in presence of the Bidders or their authorized representatives at DRDA Conference Hall, Malkangiri.
5. **EMD**- The bidder has to submit a Demand Draft of **Rs.15,000/- (Rupees Fifteen thousand)** only as EMD in favor of **Deputy CEO,ORMAS, Malkangiri payable at Malkangiri** which shall be refunded to the unsuccessful bidders immediately & the EMD of the successful bidder will be refunded without interest at the time of execution of agreement.
6. **Cost of Tender Papers**- **A non-fundable amount of Rs.6000+12%GST=Rs 6,720/-** is to be deposited along with the Tender in shape of Demand Draft in favour of Deputy CEO ,ORMAS, Malkangiri drawn on any bank payable at Malkangiri towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the office of the Deputy CEO ,ORMAS, Malkangiri.
7. **Security Deposit**-The successful bidder has required to deposit **5% of the total value as Security Deposit** (refundable without interest) in shape of Demand Draft in favour of **Deputy CEO ,ORMAS, Malkangiri.** drawn on any nationalized/scheduled bank payable at Malkangiri at the time of execution of agreement

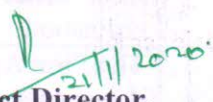
before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.

8. The work should be completed within the time frame latest **5th February, 2020**
9. The Price offered by the firm should include all taxes, other charges etc., (As Applicable)
10. The rates offered by the firms should be valid till completion of the Pallishree Mela-2019.
11. The Pallishree Mela will be held from **7th February, 2020 to 11th February, 2020** and the firm will be required to hand over in all respects on **05th February, 2020**
12. Payment will be made within a period of two months after successful completion of the work as per the specification, otherwise proportion amount will be deducted at the time of the sanction of the Bill as per the assessment of this tender committee members from sl no-2 to 7.
13. The duration of the exhibition will be for 5 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by District Administration/ ORMAS before 10 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
14. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
17. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply line and its upkeep.
18. **The rate offered by the agency shall be inclusive of GST and Other eligible Taxes & Charges**
19. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
20. The bidder shall quote their price for all the items without leaving column/Item in the technical and financial bid lying blank. If found so, the bid will be treated as non responsive and rejected.
21. The authority is not bound to accept the lowest tender and reserves the right to inspect /verify the stock of materials required for this work, in Godown of the bidders if necessary.. Further the undersigned reserves the right to reject any oral tenders without assigning any reasons thereof.
22. The final payment will be made on the basis of the actual work done and work assessment report in the specified format by the Deputy CEO, ORMAS, Malkangiri. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Deputy CEO, ORMAS, Malkangiri. In case of any additional requirement, the contractor has to take the prior written permission from the Deputy CEO, ORMAS, Malkangiri.
23. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
24. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
25. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. District Administration/ ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.

26. No part of the contract will be sublet without the prior written permission of the Assistant Director, ORMAS, Malkangiri.
27. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
28. The bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area. Any objections shall be raised by the fire Department in course of giving fire clearance certificate shall be addressed by the tenderer immediately.
29. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
30. The bidder or the authorized representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.
31. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
32. **The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.**
33. The Successful Vender/Tenderer should execute the agreement with Assistant Director, ORMAS, Malkangiri after payment of 5% Security Deposit.

The Collector-cum-Chairperson, Pallishree Mela Committee, Malkangiri reserves the right to accept or reject any or all Tenders, full or part of the tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Malkangiri Jurisdiction only.

The above-described works may be modified during the mela if felt necessary and the firm should be accommodative to these minor changes. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the tender without giving any reason thereof.


21/11/2020
**Project Director,
DRDA, Malkangiri**

