

TENDER DOCUMENT

FOR SUPPLY OF 25 KVA DG SET TO BARIPADA FOREST DIVISION
DIST. - MAYURBHANJ, ODISHA

LAST DATE FOR SUBMISSION OF SEALED TENDER DOCUMENT

- 12.04.2021 by 05.00 PM

OPENING OF SEALED TENDER - 13.04.2021 - 04.00 PM

Handwritten signature and date: 30/3/21

**OFFICE OF THE DIVISIONAL FOREST OFFICER,
BARIPADA FOREST DIVISION, BARIPADA, MAYURBHANJ, ODISHA**

Fax: 06792-255770
Tel.: 06792-252613
Email:dfobaripada.od@gmail.com

No:- 108

Date:- (30.03.21)

NOTICE INVITING TENDER

Divisional Forest Officer, Baripada invites sealed offers in two bids from reputed Registered Firms/ Authorized Dealers/ DGS & D Rate contract holders etc. for the following

NAME OF THE WORK	TENDER FEE (Rs.)
Supply of 1 (one) 25 KVA DG Set	Rs. 500/-

Dates for offer of tender documents:30.03.2021 to 12.04.2021

Last date & Time for submission of tender documents: 12.04.2021 upto 5PM

Date, Time & Venue of Bid Opening: 13.04.2021 at 4PM at Divisional Forest Office, Baripada, Mayurbhanj.

Instructions to Tenderers:

1. For full details and terms and conditions etc., please see the enclosed annexure.
2. Tender Fee shall be paid in form of CROSSED Demand Draft only. The Demand Draft should be in favour of D.F.O., Baripada drawn on State Bank of India, Baripada. The Tender Fee is NON-REFUNDABLE. Your request letter along with Tender Fee may be addressed to the D.F.O., Baripada as indicated above.
3. Interested tenderers may, download the tender documents from the standardised web portal of Mayurbhanj District www.mayurbhanj.nic.in and submit the Tender Document along with the prescribed tender fee as per details given in the tender notification.
4. Tender Document must be submitted so as to reach this office on or before 12.04.2021 by 5 PM by **Speed Post/ Carrier** only. Tender Documents received after the due date/time will not be considered.
5. While sending sealed quotation/offer superscribe respective Tender Number and Due Date on the envelope.
6. Divisional Forest Office, Baripada is not responsible for any postal delays/loss of documents in transit.
7. D.F.O., Baripada reserves the right to accept or reject any/or all the quotations/Expression of Interest in part or full.
8. **All pages forming part of the tender documents should be duly signed, stamped and submitted to Divisional Forest Office, Baripada. Pages not signed and stamped will be considered invalid and rejected.**

Dated: 30.03.2021

Sd/-
D.F.O., Baripada.


30/3/21

Submission of the Tender

The bid is required to be submitted in **two parts**. One part is the **Technical Bid** and the other part is the **Financial Bid**.

The Bidder shall submit the bids in two separate envelopes. One envelope shall contain Technical bid and the other shall contain the Financial bid. The bidder shall seal the Technical Bid and the Financial Bid in two separate envelopes duly marked as "**Technical Bid**" and "**Financial Bid**" respectively. Both the envelopes shall then be sealed in one outer (main) envelope. The main envelope must be sent to "**The Divisional Forest Officer, Baripada Forest Division, At/Po- Baripada, Dist- Mayurbhanj, Pin- 757001, Odisha**".

The documents to be submitted with '**Technical Bid**' and '**Financial Bid**' are as follows:

PART-I: 'Technical Bid'

- a) Authorization letter from the Company to supply the DG Set to Baripada Forest Division.
- b) OEM technical data sheet of the DG Set is to be provided.
- c) Balance sheet & IT statements for last 03 years.
- d) Up to date tax clearance certificate as applicable
- e) Earnest Money Deposit (EMD) of Rs.5,000 (Rupees Five Thousand) in Crossed demand draft drawn on any Nationalized Bank in favour of D.F.O., Baripada, Mayurbhanj, payable at Baripada.
- f) Declaration of the validity of the quotation
- g) Declaration of Warranty of the item quoted
- h) Dully filled, Sealed and signed copy of Annexure-I
- i) Sealed and signed copy of Annexure-II (**Terms & Conditions of the tender**) as proof of the compliance of our terms and condition
- j) Any others related documents by the tenderer

Sadhu
30/3/21

All the above documents (from a to j) must be submitted as a part of Technical bid. If these documents are not submitted or submitted partially, the bid will be summarily rejected.

(All the above documents should be enclosed in one envelop which is to be sealed properly and marked as "**Technical Bid**" as stated earlier.)

PART-II: 'Financial Bid'

The tenderer must mention the price as per Annexure III.

The financial bid should be sealed and signed mentioning the price in Indian Rupees both in number and words)

(This documents should be enclosed in one envelop which is to be sealed properly and marked as "**FINANCIAL BID**" as stated earlier.)

(Both the envelopes shall then be sealed in one outer (main) envelope. The main envelope must be sent to "**The Divisional Forest Officer, O/o the Divisional Forest Officer, Baripada Forest Division, Baripada , Mayurbhanj, Odisha**" as stated earlier)

Sd/-
30/3/21

ANNEXURE - I

The minimum specification of the DG Set as follows:

Sl No.	Specification	
1.	Gen Set kVA	25 kVA
2.	Gens Set Rating (kW)	20 kW
3.	Output type	3 Phase
4.	Fuel type	Diesel/ Petrol
5.	Fuel tank capacity	> 65 Ltr
6.	Fuel consumption – LPH at % load 100 %, 75 %, 50 %, 25 %	5 to 6 at 100 % Load than 4 to 5 at 75 % Load & 2 to 3 at 50 % Load
7.	Engine Type	Fuel efficient CPCB Compliant
8.	No. of cylinders arrangement	3 Nos./ Linear
9.	Cooling System	Liquid cooling/ Air Cooling
10.	Norm	CPCB Complaint
11.	Silencer	Inside Canopy
12.	Controller	Micro Processor Based with LCD Display
13.	Frequency	50 Hz
14.	Power output (HP)	42
15.	Noise Level	Silent / Sound Proof
16.	Gen set weight	Less than 1500 Kg
17.	Control Panel	Manual
18.	Warranty	Minimum 2 Years
19.	Installation & Commissioning	Complete installation at Divisional Forest Office, Baripada
20.	Transportation	Included

DECLARATION

I declare that, the particulars furnished above are true to the best of my knowledge and I shall accept all the terms and conditions of this tender without any objections. I have also submitted all the required documents as asked for in the tender process.

Full Signature of the Tenderer

Place :-


Date :-

Sanku
30/3/21

TENDER DETAILS

Terms & Conditions of the tender are as follows:

1. The tenderer must be well-authorized by the company for supplying their products. **They have to produce the authorization letter from the company for the quoted items.**
2. The tenderer should sent technical data sheet (issued from OEM) of each quoted item along with the quotation.
3. D.F.O., Baripada reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.
4. D.F.O., Baripada reserves the right to cancel the tendering/purchase process without assigning any reasons thereof.
5. The validity of the quotation shall be of minimum 6 month from the date of opening of tender.
6. Each page of the tender is required to be signed with initial and stamp by the person or persons submitting the tender in token of his/their having acquired himself/themselves with the conditions of tender as lay down. **Any tender with any of the documents missing or not so signed will be considered invalid and rejected.**
7. All alternations made while filling the tender must be attested by initials of the tenderer, Overwriting of figure is not permitted; failing to comply with either of these conditions will render the tender void. No change in the rate or conditions after the opening of the tender will be entertained.
8. The tenderer should submit a Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand only) along with the technical bid in the following manner:
 - a. Crossed demand draft drawn on any Nationalized Bank in favour of DFO, Baripada, payable at Baripada.
EMD shall be forfeited in the following events:
 - a. If the offer is withdrawn during the period of validity of the offer or any agreed extension.
 - b. If the offer is modified/alterd in a manner not accepted to Divisional Forest Office, Baripada.
 - c. If the tenderer backs-out
 - d. If the tenderer attempts to procure the contract by furnishing false/incorrect documents and by giving false declarations.
9. **The Tender which is not accompanied by the earnest money will not be considered.** No interest shall be paid by D.F.O., Baripada on EMD. The EMD of un-successful bidders shall be returned within a reasonable time after the selection of successful bidders. The EMD of the successful bidder shall be returned after supplying the materials.


20/3/21

10. Divisional Forest Office, Baripada will award the contract to the successful tenderer whose bid has been determined to be substantially responsive and as per the requirement of Divisional Forest Office, Baripada. This would be decided by the PURCHASE COMMITTEE constituted in the Office of DFO, Baripada.
11. Divisional Forest Office, Baripada reserves the right to award the order.
12. Divisional Forest Office, Baripada reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the schedule of requirements without any change in unit price or other terms and conditions.
13. Suppliers shall be entirely responsible for all taxes, insurance, etc., applicable and incurred until delivery of the contracted Goods to Divisional Forest Office, Baripada.
14. The item should be transported to Divisional Forest Office, Baripada in good condition by the tenderer. Divisional Forest Office, Baripada will not be responsible for any damage during transportation. Damaged material will not be accepted at any condition and will have to be taken back by the tenderer at its own cost.
15. The tenderer shall arrange insurance from warehouse to warehouse (i.e. up to Divisional Forest Office, Baripada) at their cost.
16. The order shall be governed by and interpreted and construed in accordance with laws of India. The Divisional Forest Office, Baripada shall not be responsible if the supplier infringes the laws or statutes in force during currency of this order.
17. In case of major changes in the policies of the Government of Odisha as a result of which Divisional Forest Office, Baripada is compelled to curtail its requirements wholly or partly, Divisional Forest Office, Baripada and the tenderer shall enter into negotiations to mutually agree to terminate this Order wholly or partly.
18. In case of any doubts, clarification provided by this office would be final.
19. All legal disputes shall be subject to the jurisdiction of Civil Court Baripada.
20. The payment will be made through FTO in PFMS/ IFMS Module or through NEFT/ RTGS after receipt of delivery challan and verification physical quantity and quality of the article by the purchase committee.

Sd/-
30/3/21

Financial Bid Form

To,
 Divisional Forest Officer
 Baripada Forest Division

Dear Sir,

I/We hereby offer to supply the stores detailed herewith/below at the price hereunder quoted and agree to hold this offer open till **6 months from the date of opening of Tender.** I/We shall be bound to supply the stores hereby offered on the issue of the Purchase Order communicating the acceptance thereof on or before the expiry of the last mentioned date. You have the liberty to accept any one or more of the items of stores tendered for any portion of any one or more of items of such stores. I/We notwithstanding that the offer in this tender has not been accepted in whole, shall be bound to supply .to you such items and such portion or portions of one or more of the items as may be specified in the said Purchase Order communicating the acceptance.

Description	Brand Name	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
Supply of 1 (one) DG Set		1	no		
Total					
	Taxes & other duties				
GST etc.					
GRAND TOTAL (in Word) Rupees					

I/We have understood the terms and conditions of the contract and the instructions of tenderers annexed to the notice invitation to tender and have thoroughly examined the specification/drawing and/or pattern quoted or preferred to herein and/or fully aware of the nature of stores required and my/or offer is to supply the stores strictly in accordance with the requirements subject to the terms and conditions contained in the purchase orders communicating the acceptance of this tender either in whole or in part.

Seal and Signature of the Tenderer


 30/3/21.