

RFP for Procurement and Installation of the Non-Schedule items for Auditorium Cum Cultural Center, Kuchinda



ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ ପରିଷଦ, କୁଚିଣ୍ଡା

OFFICE OF THE NOTIFIED AREA COUNCIL, KUCHINDA
At/Po-Kuchinda, Dist-Sambalpur, Odisha, Pin-768222 Phone: (06642)220060
Email:kuchinda_nac@yahoo.com, Website: www.nackuchinda.in

No. 2155 NAC Dated. 23/11/2022

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

Executive Officer, Kuchinda NAC invites Request For Proposal from Manufacturer/ Authorized Dealer having experience in supply of the items mentioned in BOQ to Kuchinda NAC through e-procurement portal of Govt. of Odisha for **“Rate Fixation for Procurement and Installation of the Non-Schedule items for Auditorium Cum Cultural Center, Kuchinda 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.28.11.2022 to 17:30 Hours of dt.15.12.2022.

Interested Manufacturer/ Authorized Dealer who may like to visit the site may seek clarification from Executive Officer, Kuchinda NAC 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.28.11.2022 to 17:30 Hours of dt. 15.12.2022. The Technical Bid should consist of Credentials of the firm, PAN, GST Registration Number and all other documents as mentioned in the RFP document, Cost of Bid Document is Rs. 6000/- and EMD (Bid security) is Rs.Nil.

The Technical Bid and Financial bid will be opened online on dt. 16.12.2022 at 11:00 Hours at Kuchinda NAC 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 be published in newspapers.

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

B.B. Nayak
23/11/22
Executive Officer
Kuchinda NAC
Bel

Memo No. 2156 /NAC Date. 23-11-2022

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

B.B. Nayak
23/11/22
Executive Officer
Kuchinda NAC
Bel

RFP for Procurement and Installation of the Non-Schedule items for Auditorium Cum Cultural Center, Kuchinda

RFP for Procurement and Installation of the Non-Schedule items for Auditorium Cum Cultural Center, Kuchinda

Memo No. 2157 /NAC Date. 23-11-2022

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

BB Nayak
23/11/22
Executive Officer
Kuchinda NAC
Feb

Memo No. 2158 /NAC Date. 23-11-2022

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.

BB Nayak
23/11/22
Executive Officer
Kuchinda NAC
Feb

Memo No. 2159 /NAC Date. 23-11-2022

Copy forwarded to the MIS Computer Programmer, NAC Kuchinda to upload the RFP documents in the web portal of Kuchinda NAC.

BB Nayak
23/11/22
Executive Officer
Kuchinda NAC
Feb

Memo No. 2160 /NAC Date. 23-11-2022

Copy forwarded to the Dy. Director (Advertisement)-cum-Secretary to Govt. , I & PR Department, Odisha, Bhubaneswar with a request to get it published in two leading Oriya Daily and one no of Local English Daily News Paper at an early date for wide circulation of the Tender Call Notice. Complimentary copy of the News Papers containing the Tender Call Notice may be sent to this office for reference and record.

BB Nayak
23/11/22
Executive Officer
Kuchinda NAC
Feb

Bid Identification No: KCDA/NAC-06/2022-23

Request for Proposal (RFP)

From

Manufacturer/ Authorized Dealer

for

**Rate Fixation for Procurement and Installation of the Non-Schedule
items for**

Auditorium Cum Cultural Center, Kuchinda 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, Kuchinda NAC, 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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC

Table of Contents

DISCLAIMER.....	1
Bid Identification No.	2
Important Information	3
Invitation for bid.....	4
1. Scope of work	4
2. General Terms and Conditions for Evaluation	4
3. Procedure and Schedule	5
4. Criteria for Evaluation	7
5. Award Criteria	8
6. Corrupt or Fraudulent Practice:	8
Annexure-I	9
Format A	9
Covering Letter	9
Format-B	10
Details of the Bidder	10
Format-C	11
Format for power of attorney for signing of BID	11

Notice for Request For Proposal

OFFICE OF THE NOTIFIED AREA COUNCIL, KUCHINDA At/Po-Kuchinda, Dist-Sambalpur, Odisha, Pin-768222

RFP No.: 2155/NAC Dated: 23/11/2022

Kuchinda NAC invites sealed Bids under two bid-basis i.e., Technical Bid and Financial Bid from Agencies for “**Procurement and Installation of the Non-Schedule items for Auditorium Cum Cultural Center, Kuchinda**”.

1	Name of RFP	RFP for Procurement and Installation of the Non-Schedule items for Auditorium Cum Cultural Center, Kuchinda
2	Type of RFP	Open Tender
3	Mode of tendering	E-tender
4	Last date for sending queries to Kuchinda NAC	Date: 15-December-2022; Time: 05:30 pm; Queries may be sent by email to kuchinda_nac@yahoo.com
5	Pre-bid meeting	Date: 08-December-2022; Time: 11:00 am; (to be held via Video conferencing. Link for the video conference: To be updated in e-tender portal https://tendersodisha.gov.in/ in Corrigendum Documents
6	Issue of responses to pre-bid queries, addendum/corrigendum, if required	Date: 12-December-2022
7	Bid Due Date	Date: 15-December-2022; Time: 5:30 pm
8	Opening of Technical Bid	Date: 16-December-2022; Time: 11:00 am
9	Opening of Financial Bid	Date: 16-December-2022; Time: 11:00 am
10	Tender Document Cost (non-refundable)	Amount: INR 6000/- (Rupees Six Thousand) only Payment Mode Online
11	Earnest Money Deposit (EMD)	BID SECURITY DECLARATION in prescribed format. (Annexure 12) duly filled in properly by the bidder to be submitted along with bid document

The interested bidders should submit their bids only in the e-tender portal <https://tendersodisha.gov.in/>

Kuchinda NAC reserves the right to cancel the bid at any time or amend/ withdraw any of the terms and conditions contained in the RFP Document without assigning any reason thereof.

Executive Officer, Kuchinda NAC

INVITATION FOR BID

FOR

1. SCOPE OF WORK

Fixation of Rates for Procurement & Installation of as mentioned in BOQ for **Auditorium Cum Cultural Center, Kuchinda** as per the detailed specification and guideline specified in the BOQ.

1.1 Commercial Consideration

1.1.1 The on the whole 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.6000.
- (c) The Proposal Security shall be valid for a minimum period of 90 days from the Proposal Due date. On request from Executive Officer, Kuchinda NAC, 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, Kuchinda NAC. 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 i.e. (all items mentioned in BOQ). 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, Kuchinda NAC 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, Kuchinda NAC.

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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC 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 Kuchinda 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, Kuchinda NAC 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, Kuchinda NAC 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 Kuchinda NAC website <https://nackuchinda.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.

3.5.2 Financial Proposal

The bidders shall fill in the rates in figure and should not leave any cell blank in the BOQ⁹ 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 online 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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC reserves the right to cancel the Bid in absence of lack of supporting document.
- 4.2.11 Executive Officer, Kuchinda NAC reserves the right to verify the claims made by the Bidder and to carry out the capacity assessment of the bidder and Executive Officer, Kuchinda NAC 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, Kuchinda NAC 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, Kuchinda NAC

ANNEXURE- I

FORMAT A

COVERING LETTER

(On the letter head of the Bidder)

Ref:

Date:

To

The Executive Officer, Kuchinda NAC

Ref: Rate Fixation for items mentioned in the BOQ attached For supply of Non Scheduled Items for Auditorium **Cum Cultural Center, Kuchinda** .

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 for Auditorium Cum Cultural Center, Kuchinda.

(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 Auditorium Cum Cultural Center, Kuchinda ” including signing and submission of all documents and providing information/responses to Kuchinda NAC 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 Kuchinda NAC ” 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.....

Annexure 12: Format for Bid Security Declaration

<Letter head of the Bidder>

<Letter No. _____ Date: _____>

Bid No: _____

To
Executive Officer,
At/Po-Kuchinda, Dist-Sambalpur,
Odisha, Pin-768222

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.
2. We accept that Kuchinda NAC shall suspend/ prohibit/ debar/ blacklist from participating in bidding in any contract of the State for a minimum period of 180 days, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) have withdrawn our Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided by Kuchinda NAC: or
 - (b) having been notified of the acceptance of our Bid by Kuchinda NAC prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by Kuchinda NAC.
 - i. Failure to furnish the Performance Security in accordance with the ITB/Terms of the Bid Document/RFP; or
 - ii. Fail to agree to the decisions of the contract negotiation meeting: or
 - iii. Failure / refusal to execute the Contract.
3. We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, (i) upon the notification of the name of the successful Bidder through award of contract or (ii) after the expiry date of the Bid validity.
Name of the Bidder.....
- Name of the person duly authorized to sign the Bid on behalf of the Bidder*
- Title of the person signing the Bid
- Signature of the person named above
- Date signed day of.....

* Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.