

**BID IDENTIFICATION NO - VI-42(08)/SERIFED/2022-23/1251/DT.6.9.2022**

**EXPRESSION OF INTEREST  
FOR  
SELECTION OF AGENCY TO PROVIDE 250 KVA DG SET ON  
MONTHLY RENT WITH OPERATOR  
AT  
EKAMRA HAAT, BHUBANESWAR.**



**ODISHA COOPERATIVE TASAR & SILK FEDERATION LTD. (SERIFED)**  
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Email : [serifedodisha@gmail.com](mailto:serifedodisha@gmail.com), website- [www.serifedodisha.in](http://www.serifedodisha.in)

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**INVITATION FOR BIDS (e-Procurement)**

**Bid identification no:- VI-42(08)/SERIFED/2022-23/1251/DT.06.09.2022**

The MANAGING DIRECTOR (SERIFED), Odisha, Bhubaneswar invites EOI for Selection of Agency to provide 250 KVA DG Set (full time) on monthly rent with operator at EKAMRA HAAT, Bhubaneswar. The EOI documents (Technical Bid and Financial Quote) etc. can be seen/downloaded from the website : [www.serifedodisha.in](http://www.serifedodisha.in) during the period dt. 12.09.2022 to 17.00 hours up to dt. 21.09.2022. Online bids shall be received till 17.00 hours dt. 21.09.2022 & shall be opened at 11.30 AM on Dt. 22.09.2022. Any addendum / corrigendum / cancellation of EOI can also be seen in the said website.

Sd/-  
MANAGING DIRECTOR

## DATA SHEET

<b>Sl No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Client	Odisha Co-op Tasar and Silk Federation Ltd., SERIFED Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection & Proposal validity	QCBS (60 days)
3	Deadline for receipt of EOI Proposal	21.09.2022 (upto 5.00PM)
4	Date of opening of Technical Proposal	22.09.2022 (11.30AM)
5	Date of opening of Financial Proposal	Will be intimated latter
6	Bid processing Fee (Non Refundable)	Rs 500 (Rupees Five Hundred) only favouring Managing Director, SERIFED drawn in any scheduled commercial bank payable at Bhubaneswar.
7	Earnest Money Deposit (EMD) Refundable	Rs. 20000/- (Rupees Twenty Thousand only) favouring Managing Director, SERIFED drawn in any scheduled commercial bank payable at Bhubaneswar.
8	Contact Person	1. Sri Shivabrata Pattnaik Assistant Engineer, SERIFED Phone No: 9438016792 2. Laxman Chandra Behera DEO Phone No: 7008897993
09	Place of opening of proposal	SERIFED, Saheed Nagar, Bhubaneswar. Ph - 0674-2545586/2545852
10	Websites to visit for download of bid document.	<a href="http://www.serifedodisha.in">www.serifedodisha.in</a>

## GENERAL TERMS AND CONDITIONS

1. The bid "**EOI for Selection of Agency to Provide 250 KVA DG Set with operator on Monthly rent basis at EKAMRA HAAT, Bhubaneswar**" (containing sealed technical bid and financial bid in separate sealed covers) should reach Odisha Co-op Tasar and Silk Federation Ltd., SERIFED, **up to 5.00 PM on dt. 21.09.2022.**
2. The Agency shall have to deposit earnest money as prescribed in the EOI Call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement and non submission of required documents in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.

### **3. Submission of Proposal**

The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No 09 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No 3 to 5 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.

### **4. SCOPE OF SERVICES:**

- i. The selected Agency would be required to provide 250 KVA DG Set with operator to provide required intermittent power back up to the EKAMRA HAAT, Bhubaneswar through mobile set up or as directed by the Authority.
  - ii. The DG set shall be of renowned make of JI/ KIRLOSKER / KOEL / Jackson and new. The invoice of purchase of DG set should be submitted to justify the make and age of machine.
  - iii. The operator of the machine shall be available for all the time for smooth support of the power back up during non available of electric supply.
  - iv. A log book is to be maintained by the operator for working of the DG set should be duly verified counter signed by the unit I/C or the concerned person engaged by for purpose.
  - v. The DG set will be available at site in good operational condition always.
  - vi. All the repair and maintenance should be borne by the Agency.
  - vii. The Authority is not responsible for any type of defects in machine etc. due to lighting or any national calamities.
  - viii. The Insurance coverage of the DG set etc. shall be borne by the Agency only.
5. The Agency must obtain for himself on his own responsibility and at his own expense all the information after visiting the site "EKAMRA HAAT" and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
  6. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.

7. The date and time of opening of Financial bids shall be intimated to the Architect/ Architectural Firms after evaluation of the Technical Bids which shall be based on project specific concept presentation and a mark scoring methodology i.e. **Quality cum Cost Based Selection (QCBS) mode in the weightage ratio of 70:30.**
8. A. The Agency should have license to rent out DG set with Manpower for operation or should submit the affidavit in support of reaching out of DG Set.

**B. Documents Required**

- i. EMD of Rs 20000/- in shape of DD in favour of Managing Director, Odisha Co-operative Tasar and Silk Federation Ltd., SERIFED, Bhubaneswar.
  - ii. DD of Rs. 500/- in shape of DD in favour of Managing Director, Odisha Co-operative Tasar and Silk Federation Ltd., SERIFED, Bhubaneswar.
  - iii. License Copy / Affidavit for Let out of DG set with Manpower for operation.
  - iv. Copy of the GST Registration Certificate and return copy 2020-21 (till March 2021)
  - v. Copy of PAN Card and up to date return copy of Income Tax for the last three Financial years (2018-19, 2019-20, 2020-21).
  - vi. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I)
  - viii. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
  - ix. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)
9. Preference shall be given to Agency having experience in providing DG set with Manpower to the Govt. or Govt. aided organizations.  
The copy of experience certificates / work experience in supplying / providing of DG set with Manpower shall be submitted in Technical Bid documents.

**10. Technical Bid**

The Agency have to submit the Technical Bid in the prescribed format i.e covering letter and other information.

**11. Contract Negotiation:**

Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.

**12. Mode of Payment**

- i. Monthly basis on submission of bill on satisfactorily services duly verified by the Unit In-Charge.

**13. Governing Law and Penalty Clause**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of

such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

14. The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.
15. Any dispute arising out of the EOI, the decision of the Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.
16. The Mela Authority shall mean and include the "Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, Toshali National Crafts Mela-2021".

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**UNDERTAKING**

*(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)*

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature  
( in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**UNDERTAKING**

*(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)*

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature

(in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:



**UNDERTAKING**

*(On the Bidder's Letter Head regarding trueness of the submitted information)*

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature  
( in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**BID SUBMISSION CHECK LIST**

SL.NO	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate/ profile Copy		
5	Copy of PAN		
6	Copy of GSTIN & up-to date return copy 2021-22 (till July 2022)		
7	Copies of Income Tax Clearance Certificate for the last three Financial years. (2018-19, 2019-20, 2020-21).		
8	Financial details of the bidder along with all the supportive documents such as copies of Income/Expenditure Statement and Balance Sheet for the last 3 years. (2018-19, 2019-20, 2020-21).		
9	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
10	List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders/ completion Certificates for the respective assignments from the authorities.		
11	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
12	Undertaking for not having any police case pending against the bidder.		
13	Undertaking regarding trueness of information submitted.		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

***It is to be ensured that:***

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory ( in full and initials): \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECHNICAL BID COVERING LETTER**  
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- Tender for Selection of Agency to provide 250 KVA DG set on monthly rent with operator at EKAMRA HAAT, Bhubaneswar. (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*insert Name of the Service*) in accordance with your EOI Notice No. 1251 Dated 06.09.2022. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory  
with Date and Seal

Name and Designation:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8	PAN No. (Attach staff attested copy )	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

**14. Financial Turnover of the bidder for the last 3 financial years.**

Financial Year	Turn over Amount( in INR)	Average Turnover ( in INR)
FY1		
FY2		
FY3		

15. Details of the similar type service provided by the bidder in last 5 years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount ( in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

**16. Declaration**

I, Shri .....Son/Daughter/Wife of Shri \_\_\_\_\_, Proprietor/Director/Authorised signatory of \_\_\_\_\_ (Name of the Service Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place: \_\_\_\_\_

Date \_\_\_\_\_

**Enclosures:**

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

**FINANCIAL BID COVERING LETTER**  
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- Tender for Selection of Agency to provide 250 KVA DG set on monthly rent with operator at EKAMRA HAAT, Bhubaneswar. [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for (*insert title of the Service*) in accordance with your EOI No. 1251 Dated. 06.09.2022. Our attached financial price is *{insert amount(s) in words and figures} for the proposed service*. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 60 days I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_

**FORMAT FOR FINANCIAL PROPOSAL**

<b>Sl. No</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Unit</b>	<b>Financial Quote Rate in Figure &amp; Word (Exclusive of GST as applicable)</b>
1	Supplying and Installation of 250 KVA DG set on rent with trained operator for 24 hours electric supply back up to EKAMRA HAAT, Bhubaneswar with 2 hours free back up time on a day.	1	Month	
2	Extra charge for running of DG Set beyond free back up time of 2 hours as per requirement.	1	Per Hour	

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_