



**GOVERNMENT OF ODISHA
(HOUSING & URBAN DEVELOPMENT DEPARTMENT)**

**OFFICE OF THE EXECUTIVE OFFICER
ANANDAPUR MUNICIPALITY, ANANDAPUR
TEL # 06731-220188**

E-mail-*executiveofficer_andp@rediffmail.com*

DETAILED TENDER CALL NOTICE (DTCN)

ESTIMATED COST: Rs. 5857344/-

Bid Identification No.AM-ANDP-01/2026-27



SECTION-1



GOVERNMENT OF ODISHA OFFICE OF THE ANANDAPUR MUNICIPALITY, ANANDAPUR.

Email-executiveofficer_andp@rediffmail.com

NOTICE INVITING TENDERS FOR THE WORK NATIONAL COMPETITIVE BIDDING THROUGH e-Procurement

Identification No. AM-ANDP-01/2026-27

The Executive Officer, Anandapur Municipality, Anandapur, Tender Inviting Authority (TIA) on behalf of Anandapur Municipal Council invites **Percentage Rate bid** in sealed tenders in **TWO** bid systems (**Part-I Technical bid** and **Part-II Financial bid**) in conformity with the terms and conditions of the Detailed Tender Call Notice (DTCN) from Class of Contractors as mentioned in Col.6 of table registered with the State Governments and contractors of equivalent Grade/Class registered with Central Government/MES/Railways / Anandapur Municipality for execution of Civil Works requirements given in the DTCN on **Item Rate Bids** to be eventually drawn up in the standard **P1 Contract Form..** The bid should be submitted on-line in the website www.tendersorissa.gov.in. The bidders should have the necessary Portal Enrolment with his own Digital Signature Certificate.

S N	Name of Work	Estimated Cost (in Rs.)	Cost of tender paper	E.M.D (1%)	Class of contract or	Period of Completion
1	2	3	4	5	6	7
1	Construction of G+1 Market Complex near New Medical in W No 04, Anandapur Municipality	5857344/-	10000/-	58573/-	B or Equivalent	180 Days

1. Mode of Submission of tender: Tender should be submitted online in www.tendersorissa.gov.in
2. The bidders desirous to participate in bidding must possess compatible Digital Signature Certificate of Class-II or Class-III and should follow the changes / modifications / addendum to DTCN if any.
3. The bidder should be making payment through online receipt towards Tender Paper Cost and EMD. No offline receipt of Tender Paper Cost and EMD will be allowed in e-procurement portal of Government of Odisha.

4. **Minimum Eligibility Criteria: -**

The Firms / Companies/ Agencies should have successfully Completed & Commissioned of single Works of similar type valuing not less than (30% of the estimated cost) in any one financial year during the last 03 (Three) years i.e 2023-24, 2024-25 & 2025-26. The firm shall have to submit the performance certificate of the works constructed by them for satisfactory performance from appropriate authority i.e. not below the rank of Executive Officer / equivalent.

5. **Critical Date**

Sl. No.	Description	Critical Dates
(i)	Period of availability of tenders on-line	From 11.00 A.M. on Dt.20.05.2026 to 5.00 P.M. on Dt. 29.05.2026
(ii)	Last date & time of bidding on-line	UP TO 5.00 P.M. on 29.05.2026
(iii)	Date & time of opening of technical Bids	11.00 A.M. of 30.05.2026
(iv)	Date & time of opening of Financial Bid	Intimated Later

6. The bid for the work shall remain open for acceptance for a period of **120 (One Hundred Twenty) days** from the date of opening of price bids. If any Bidder/ Tenderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited.
7. The scanned copy of REGISTRATION CERTIFICATE, GST, PAN, EPF OR UNDERTAKING FOR EPF, EXPERIENCE CERTIFICATE and AFFIDAVIT including all required papers up loaded through website should be produced in original to the **Executive Officer, Anandapur Municipality, Anandapur** for verification within three days of opening of Bid. Otherwise, the tender will be rejected




9. Other details can be seen in the bidding documents, which is available in website www.tendersorissa.gov.in.
10. Subsequent corrigendum if required shall be appeared in the website.
11. Authority reserves the right to reject any or all the tenders without assigning any reasons thereof.


EXECUTIVE OFFICER
ANANDAPUR MUNICIPALITY

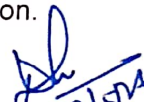
Memo No. 1916 /Dt. 19.05.20

Copy to DA, Anandapur Municipality /Cashier/ Office Notice Board of Anandapur Municipality for information of all concerned and the intending bidders.


Executive Officer
Anandapur Municipality

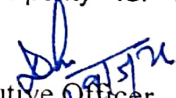
Memo No. 1917 /Dt. 19.05.20

Copy to Accountant / J. E/ A. E, Anandapur Municipality for kind information.


Executive Officer
Anandapur Municipality

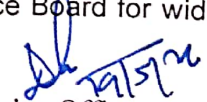
Memo No. 1918 /Dt. 19.05.20

Copy submitted to the Chairperson/ Vice Chairperson, Anandapur Municipality for kind information.


Executive Officer
Anandapur Municipality

Memo No. 1919 /Dt. 19.05.20

Copy submitted to the Collector & District Magistrate, Keonjhar/ PD, DUDA, Keonjhar for kind information with a request to please display a copy of this Notice in his/her office Notice Board for wide circulation and information of the intending bidders.


Executive Officer
Anandapur Municipality

CHECK LIST TO BE FILLED UP BY THE BIDDER

Name of the Work : As per DTCN

Sl. No	Particulars	Reference to Clause no.	Whether furnished		Reference to Page no.
			Yes	No	
01.	Cost of tender paper (Online Remittance)	As per NIT			
02.	E.M.D for 1 % of Estimated Cost (Online Remittance)	DTCN Clause No.2(B)23.1			
03.	Copy of valid Registration Certificate	DTCN Clause No.2(A).a.v			
04.	Copy of PAN Card	DTCN Clause No.2(A).a.iv			
05.	No Relationship Certificate	DTCN Clause No.2(A).a.vii			
06.	Works Experience –	Schedule-D			
(a)	List of projects executed that are similar in nature to the work	Schedule-D (Item-3)			
(b)	Works in hand-List of projects in progress that are similar in nature to the work	Schedule-D (Item-4)			
07.	Information regarding current litigation, debarring / expelling of the tender or abandonment of the work by the tenderer	Schedule-E			
(a)					
(b)	Affidavit / Declaration	Schedule-F			
08.	Work schedule in the form of Bar Chart	DTCN Clause No.7.14			

CONTRACT DATA

A. GENERAL INFORMATIONS

S N	Item	Details
1	Bid Identification No.	AM-ANDP-01/2026-27
2	Name of the Work	As per DTCN
3	Officer inviting tender	Executive Officer, Anandapur Municipality, Anandapur
4	Executive Officer concerned with head quarters authorized as Engineer-in-charge of this work.	Municipal Engineer, Anandapur Municipality, Anandapur
5	Superintending Engineer with head quarter	Municipal Engineer, Anandapur Municipality, Anandapur
6	Accepting Authority	Executive Officer, Anandapur Municipality, Anandapur
7	Estimated Cost	As per DTCN

B. BID INFORMATION

8	Intended completion period/Time period assigned for Completion	AS PER DTCN
9	Last Date & time of submission of Bid	17.00 Hrs. of 29.05.2026
10	Cost of Bid Document	
i)	Bank draft amount (Online)	As per DTCN
ii)	In favour of	Executive Officer, Anandapur Municipality, Anandapur
iii)	Payable at	Anandapur
11	Bid Security	As per DTCN
i)	Amount	1 % of Estimated Cost
ii)	Pledged in favour of	Executive Officer, Anandapur Municipality, Anandapur
iii)	Payable at	Anandapur
iv)	Type of instrument	As specified in the Bid document
12	Bid validity period	120 days after opening of Bid
13	Currency of Contract	Indian Rupees
14	Language of Contract	English



SECTION- 2(A)

DETAILS OF THE DOCUMENTS TO BE FURNISHED FOR ONLINE BIDDING

- (a) Scanned copies of the following documents to be up-loaded in appropriate place in PDF format in the website www.tendersorissa.gov.in failing which the tender will be cancelled.
- i. Remittance of Cost of Bid Document (Online).
 - ii. Remittance of Bid Security (EMD) (Online).
 - iii. **GST Registration Certificate.**
 - iv. PAN Card.
 - v. EPF Registration Certificate or submitted undertaking that EPF certificate must be submitted, if the Writ will be dismissed by Hon'ble High Court of Odisha.
 - vi. Registration certificate.
 - vii. Experience certificate from not below the rank of Executive Officer for execution of similar type of project.
 - viii. Affidavit / Declaration regarding: Correctness of certificates / no relation certificate/ Acceptance of tender conditions / free from criminal proceedings etc (Schedule-E & D)
 - ix. Letter of submission of tender.
 - x. Any other relevant required document, if any.
 - xi. Non submission of any other documents as per clauses not relevant to the nature of the work as per BOQ will not be consider for rejection

- (b) Scanned Copies of the Certificates / Formats showing details of information to be furnished as per the enclosed formats should be uploaded in appropriate place after converting the same to PDF.

- Schedule A - Structure & Organisation. (Valid email id & Mobile Nos)
- Schedule B - List of plant & equipment proposed to be deployed in the work as per DTCN.
- Schedule C - Information regarding current litigation/debarment etc.
- Schedule D - Declaration.
- Schedule E - Affidavit.
- Schedule F - Any other information.

(The details of the Format is enclosed in the DTCN)

- (c) Uploaded documents of valid successful bidders will be verified with the original before acceptance of offer.
- (d) DTCN is not to be uploaded by the bidder. The bidder has to only agree / disagree on the conditions in the DTCN. The bidders, who disagree on the conditions of DTCN, cannot participate in the tender.
- (e) **Cost of Bid Document will be paid on online mode** by the Bidder, failing which the bidder will be disqualified.

7.
8.
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SECTION- 2(B)
INSTRUCTIONS TO BIDDERS

A. GENERAL

1. **Definitions:**

- (a) "Employer" means the **Anandapur Municipality, Anandapur** of the Government of Odisha represented by the **Executive Officer, Anandapur Municipality, Anandapur** for his authorised representative with whom the selected Contractor signs the contract for the services.
- (b) "Contractor" / Bidder / Firm / Engineer Firm / Company carry the same meaning through out the DTCN and Contract.
- (c) "Contract" means the contract/ agreement signed by the parties along with all attached documents listed in the DTCN (Tender Document Part -I & II).
- (d) "Data Sheet" means such part of the Instructions to Contractor as are used to reflect assignment conditions and evaluation of the bid.
- (e) "Day" means a calendar day.
- (f) "Government" means the Government of Odisha.
- (g) "Instructions to Bidders (Section-2(B) of the Part-I of DTCN) means the document which provides all information needed to prepare their proposals.
- (h) "NIT" (Section-1 of the DTCN) means the Letter of Invitation being sent by the Employer.
- (i) "Personnel" means professionals and support staff provided by the Contractor and assigned to perform the services in full or in any part thereof.
- (j) "Proposal" means the Technical Proposal (Tender Document Part I – General & Technical Bid) and the Financial Proposal (Tender Document Part II – Price Bid).
- (k) "DTCN" means the Detailed Tender Call Notice prepared by the Employer for the selection of contractor which includes Part-I & II.
- (l) "Govt". means Govt. of Odisha or Govt. of India as the case may be.

2. **Introduction / Selection Procedure:**

The Employer named in the Data Sheet will select a contract firm to execute the work as described in the scope of work and in the Data sheet.

The Contractor shall bear all costs associated with the execution of the work on **Percentage Rate Bid**. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to contract award without thereby incurring any liability to the Contractor.

3. **Location of the Project:**

The place of action is at **Anandapur Town** area of **Anandapur Municipality** in the State of Odisha.

4. **Source of Funding:**

The work will be **funded** by **Government of Odisha**.

5. **Eligibility:**

5.1. A Bidder shall be deemed to have the nationality of India.

5.2. Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.

5.3. **Manufacturer / Authorised system house** registered of Odisha State PWD or equivalent class of CPWD / Railway / MES / Central/ AnandapurMunicipality or other State Govt. and Reputed Engineering Firms. Proof of registration is to be furnished along with the tender.

5.4 The Firms / Companies/ Agencies should have successfully Completed & Commissioned Works of similar type valuing not less than Rs.15.10 Lakhs (30% of the estimated cost) in any one financial year during the last 03 (Three) years. The firm shall have to submit the performance certificate of the works executed by them from appropriate authority i.e. not below the rank of Executive Officer / equivalent.

The bidder (Firm/Company) must have an annual financial turnover of at least ₹20.13 lakh (40% of the estimated cost) in any one financial year within the last three (03) years. The turnover must be certified by a Chartered Accountant, and a scanned copy of the certified document shall be submitted along with other requisite tender documents.

6. **History of Litigation and Criminal Record:**

If any criminal cases are pending against the Contractor (him/her/partners) at the time of submitting the tender, then the tender shall be summarily rejected.



7. The Contractor must furnish a declaration that no near relatives are working in the cadre of an Assistant Engineer/ Assistant Executive Officer and above in the Organisation of AnandapurMunicipality of State of Odisha.
8. **Other Requirements:**
- 8.1. Even if the Contractor meets other criteria, his tender shall be summarily rejected if he is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements.
- 8.2. The tender shall also be summarily rejected if he has a record of performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion, financial failure.
- 8.3. In addition to the above, even while executing the work, if it is found that he produced false / fake, certificates in his tender, he will be blacklisted.
9. **Original Certificates:**
Original documents/certificates shall be produced as and when required to verify the copies of statements and other information furnished along with tender. Failure to produce original documents in time will lead to disqualification.
10. **Cost of Tendering:**
The Contractor shall bear all expenses associated with the preparation and submission of his tender, **Executive Officer, AnandapurMunicipality, Anandapur** shall in no case be responsible or liable for reimbursement of such expenses.
11. **Site Visit:**
The contractor is advised to visit and examine the **site** area and its surroundings and obtain for himself all information that may be necessary for preparing the tender and quoting rates at his cost and responsibility.

B. TENDER DOCUMENTS

12. **Tender Documents:**
- 12.1. A set of Tender Documents comprising of the General & Technical Bid and the Price Bid includes the following together with all Addenda thereto, which may be issued in accordance with **Clause 2(B)13 and Clause 2(B)14.**

PART- I : GENERAL & TECHNICAL BID

Section	Description
DTCN Part – 1: General & Technical- Bid	
Section-1	Notice Inviting Tender (NIT)
	Check List to be Filled up by the Bidder
	Contract Data
Section-2(A)	Details of the Documents to be Furnished for Online Bidding
Section-2(B)	Instructions to Bidders
Section-2(C)	Data Sheet
Section-2(D)	Letter for Submission of Tender
Section-2(E)	Tender Declaration
Section-2(F)	Letter of Acceptance of Tender
Section-2(G)	Memorandum
Section-3	Information regarding Tenderer
Section-4	Declaration by the Tenderer
Section-5	Form of Agreement
Section-6	Conditions of Contract
Section-7	Special Conditions of Contract
Section-8	Scope of Work
Section-9	Technical Specifications & Design Criteria
Schedule-A to G	Formats for furnishing Information by the Bidder
Annexure-I	Executive Instruction regarding calling for and acceptance of tenders in e-Procurement in Govt. of Odisha
DTCN Part – II: PRICE BID	

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- 14.2. The Contractor is expected to examine carefully all instructions, terms of reference, tender conditions, forms, appendices to tender, addenda in the tender documents. Failure to comply with the requirements of tender submission will be at the contractor's own risk.
13. **Clarification of Tender Documents:**
The Contractor shall carefully examine the tender documents and be fully informed of all the conditions and matters, which may in any way affect the work or the cost thereof. Should a Contractor find any discrepancy in or omission from the specification or any other of the tender documents or should he be in doubt as to their meaning, he should immediately address a clarification online.
14. **Amendment of Tender Documents:**
14.1. At any time prior to the dead line for submission of tenders, **Executive Officer, Anandapur Municipality, Anandapur** may for any reason, whether at its own initiative or in response to the clarifications requested by the prospective Contractor, modify the tender documents by issuing an Addendum.
- 14.2. Such addenda will be notifying in the website and will be binding upon them.
- 14.3. In order to afford prospective Contractor reasonable time to take such addenda into account in preparing their tenders, **Executive Officer, Anandapur Municipality, Anandapur** at his discretion, may extend the dead line for the submission of tenders, if necessary.

SECTION- 2(B) **INSTRUCTIONS TO BIDDERS**

A. GENERAL

1. **Definitions:**
- (m) "Employer" means the **Anandapur Municipal Council** of the Government of Odisha represented by the **Executive Officer, Anandapur Municipality, Anandapur** or his authorised representative with whom the selected Contractor signs the contract for the services.
- (n) "Contractor" / Bidder / Firm / Engineer Firm / Company carry the same meaning through out the DTCN and Contract.
- (o) "Contract" means the contract / agreement signed by the parties along with all attached documents listed in the DTCN (Tender Document Part-I & II).
- (p) "Data Sheet" means such part of the Instructions to Contractor as are used to reflect assignment conditions and evaluation of the bid.
- (q) "Day" means a calendar day.
- (r) "Government" means the Government of Odisha.
- (s) "Instructions to Bidders (Section-2(B) of DTCN) means the document which provides all information needed to prepare their proposals.
- (t) "TCN" (Section-1 of the DTCN) means the Letter of Invitation being sent by the Employer.
- (u) "Personnel" means professionals and support staff provided by the Contractor and assigned to perform the services in full or in any part thereof.
- (v) "Proposal" means the Technical Proposal and the Financial Proposal (Tender Document).
- (w) "DTCN" means the Detailed Tender Call Notice prepared by the Employer for the selection of contractor.
- (x) "Govt.", means Govt. of Odisha or Govt. of India as the case may be.



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2. **Introduction / Selection Procedure:**
The Employer named in the Data Sheet will select a contract farm to execute the work as described in the scope of work and in the Data sheet.
- The Contractor shall bear all costs associated with the execution of the work on **Percentage Rate Bids**. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to contract award without thereby incurring any liability to the Contractor.
3. **Location of the Project:**
The place of action is at **Anandapur** in the State of Odisha.
4. **Source of Funding:**
The work will be funded by **Government of Odisha**.
5. **Eligibility:**
- 5.1. A Bidder shall be deemed to have the nationality of India.
 - 5.2. Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.
 - 5.3. Registered Contractor of Odisha State PWD or equivalent class of CPWD / Railway / MES / AnandapurMunicipality / Central or other State Govt. and Reputed Engineering Farms. Proof of registration is to be furnished along with the tender.
6. **History of Litigation and Criminal Record:**
- 6.1. If any criminal cases are pending against the Contractor (him / her / partners) at the time of submitting the tender, then the tender shall be summarily rejected. In such a case, the Contractor shall submit an affidavit to the effect that the history of litigation, criminal cases pending against him/her/partners furnished by him/her is true.
 - 6.2. In case it is detected at any stage that the affidavit is false, he will abide by the action taken by the **Executive Officer, AnandapurMunicipality, Anandapur** without approaching any court whatsoever for redress. He will however, be given suitable opportunity to offer his explanation before action is taken against him.
7. The Contractor has to furnish a declaration that no near relatives are working in the cadre of an Assistant Engineer / Assistant Executive Officer and above in the Organisation of Urban Local Bodies of State of Odisha.
8. **Other Requirements:**
- 8.1. Even if the Contractor meets other criteria, his tender shall be summarily rejected if he is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements.
 - 8.2. The tender shall also be summarily rejected if he has a record of performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion, financial failure.
 - 8.3. In addition to the above, even while executing the work, if it is found that he produced false / fake, certificates in his tender, he will be blacklisted.
 - 8.4. The bidders who have in last 3 financial years applied for / are undergoing Corporate Debt Restructuring (CDR)/Strategic Debt Restructuring (SDR) or facing recovery proceeding from Financial Institutions or those are facing Sickness and under consideration of Board for Industrial & Financial Reconstruction (BIFR) are not eligible for qualification. Self declaration Certificate by the bidder in the form of affidavit is to be submitted.
9. **Original Certificates:**
Original documents/certificates shall be produced as and when required to verify the copies of statements and other information furnished along with tender. Failure to produce original documents in time will lead to disqualification.

10. **Cost of Tendering:**
The Contractor shall bear all expenses associated with the preparation and submission of his tender. **Executive Officer, Anandapur Municipality, Anandapur** shall in no case be responsible or liable for reimbursement of such expenses.
11. **Site Visit:**
The contractor is advised to visit and examine the **site** area and its surroundings and obtain for himself all information that may be necessary for preparing the tender and quoting rates at his cost and responsibility.

B. TENDER DOCUMENTS

12. **Tender Documents:**
12.1. A set of Tender Documents comprising of the DTCN & BOQ includes the following together with all Addenda thereto, which may be issued in accordance with **Clause 2(B) 13 and Clause 2(B) 14.**

Section	Description
DTCN Part – I: General & Technical- Bid	
Section-1	Notice Inviting Tender
Section-2(A)	Details of the Documents to be Furnished for Online Bidding
Section-2(B)	Instructions to Bidders
Section-2(C)	Data Sheet
Section-2(D)	Letter for Submission of Tender
Section-3	Conditions of Contract
Section-4	Special Conditions of Contract
Section-5	Scope of Work
Section-6	Technical Specifications & Design Criteria
Section-7	Payment Schedule
Schedule-A to F	Formats for furnishing Information by the Bidder
Annexure-I	Guidelines/Procedure to be followed in introduction of e-Procurement in Govt. of Odisha
<i>Appendix - II</i>	Procedure for Electronic Receipt, Accounting and Reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids
DTCN Part – II: Bill of Quantity	

- 12.2. The Contractor is expected to examine carefully all instructions, terms of reference, tender conditions, forms, appendices to tender, addenda in the tender documents. Failure to comply with the requirements of tender submission will be at the contractor's own risk.
13. **Clarification of Tender Documents:**
The Contractor shall carefully examine the tender documents and be fully informed of all the conditions and matters, which may in any way affect the work or the cost thereof. Should a Contractor find any discrepancy in or omission from the specification or any other of the tender documents or should he be in doubt as to their meaning, he should immediately address a clarification online **as per the critical dates mentioned in the DTCN.**
14. **Amendment of Tender Documents:**
14.1. At any time prior to the dead line for submission of tenders, **Executive Officer, Anandapur Municipality, Anandapur** may for any reason, whether at its own initiative or in response to the clarifications requested by the prospective Contractor, modify the tender documents by issuing an Addendum.
- 14.2. Such addenda will be notifying in the website and will be binding upon them.

- 14.3. In order to afford prospective Contractor reasonable time to take such addenda into account in preparing their tenders, **Executive Officer, Anandapur Municipality, Anandapur** at his discretion, may extend the dead line for the submission of tenders, if necessary.

C. PREPARATION OF TENDER DOCUMENT

Guidelines for preparation of bids on line mode has been issued by Government in Works Department letter No.1027 dated 24.01.09 and appended at last part of this document. The bidders are required to go through the procedure before preparation of bids.

15. **Language of the Documents:**
All documents relating to the Tender shall be in the English language.
16. **Documents Comprising the Tender:**
- (a) Detailed Tender Call Notice(DTCN)
 - (b) Bill of Quantities.
 - (c) All documents stipulated elsewhere in the DTCN.
17. **Sufficiency of Tender:**
The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the services to be provided and of the prices quoted in the financial bid, which shall cover all his obligations under the contract and all matters and things necessary for the successful accomplishment of the work.
18. **Preparation of Proposal:**
- 18.1. The Proposal [see Section-2(B) Clause 1(J)] as well as all related correspondence exchanged by the employer & the Contractor shall be written in the language specified in the Data Sheet.
 - 18.2. In preparing the proposal, the Contractor is expected to examine in detail the documents comprising the DTCN. Material deficiencies in providing the information requested may result in rejection of a proposal.
 - 18.3. **Site Inspection by tenderer.**
The tenderer shall inspect the site at his own cost and shall satisfy himself with regard to the nature and extent of the work involved, the actual site conditions, existing facilities and shall collect any other information which may be required before submitting the tender. Any further data required during execution of the work / scheme shall be ascertained by the contractor at his own cost.
19. **Technical Proposal Format and Content:**
The Contractor should have sufficient man power to execute & complete the work within the time schedule. He should have sufficient financial background / machinery and equipment required for execution of the work / free from litigation / have good working record of completion of the works in time. It may be noted that the contractor should satisfy the minimum eligible criteria for award of Contract. The Technical Proposal shall provide the information indicated in the following paragraphs [clause 2(B) 19.1 to 2(B)19.8] using the attached Standard Forms. A page is considered to be one printed side of A4 or letter size paper.
- 19.1 The Contractor has to furnish the structure & organisation details in Schedule-'A'.
 - 19.2 A description of the approach, methodology and work plan for performing the assignment.
 - 19.3 The list of the key machinery & equipment to be deployed in the work with owner proof or agreement with the rightful owner in Schedule- 'B'.
 - 19.4 Copy of GST Registration Certificate.
 - 19.5 Copy of PAN Card.
 - 19.6 Copy of Contractor's Registration Certificate.
 - 19.7 General Power of Attorney if required in favour of the authorised signatory.
 - 19.8 Other information as required.
20. **Bill of Quantities:**
- 20.1. The Contractor shall quote his rates on prescribed form of the Bill of Quantities (BoQ) already supplied in the Tender.
 - 20.2. The offer shall be inclusive of all costs associated with the assignment including cost of all materials to be utilized **as per scope of work** cost of T&P, consumables, infrastructure backup etc. The offer shall also be inclusive of all duties, levies, taxes of the Central and State Govt.



- Further it shall also include all other expenses incidental thereto for successful accomplishment of the assignment in conformity with the DTCN.
- 20.3. The contractor should make realistic assessment of the exhaustive nature of work and the extent of expert technical and managerial inputs and resources required to carry out the work diligently to complete the work within the stipulated time and quote their offer accordingly.
- 20.4. The rate quoted by the firm shall be firm.
21. **Tender Validity:**
- 21.1. The proposal must remain valid for **120 (One Hundred Twenty)** days from the date of opening of Bid.
- 21.2. A Contractor agreeing to the request of extending the validity period of the proposal will not be required or permitted to modify his tender, but will be required to extend the validity of his EMD.
22. **Authorisation, Corrections, Erasures etc. in Tender Papers:**
- 22.1. The tender document shall be digitally signed by a person duly authorized to do so. Proof of authorization shall be furnished in the form of a certified copy of Power of Attorney, which shall accompany the tender.
- 22.2. The completed tender shall be submitted without any alterations, inter-relations or erasures except those which accord with instructions given by the **Executive Officer, Anandapur Municipality, Anandapur.**
- 22.3. Only one tender shall be submitted by a contractor. Submission of bids through e-Procurement portal the system shall consider only the last bids submitted through portal.
23. **Earnest Money Deposit / ISD / SD / Additional Perform Security & GST Registration:**
- 23.1. **Earnest Money Deposit:**
The Earnest Money Deposit (EMD) of 1 % of Estimated Cost shall be remitted on online mode. Tenders without EMD or with Part EMD or EMD in any other form shall not be accepted and such tenders shall be out rightly rejected
- Return of EMD:
The Bank will remit the Earnest Money Deposit on submission/ cancellation of bids to respective bidders accounts as per direction received from TIA through e-procurement system.(as per the Appendix-II of DTCN).
The earnest money given by other two parties (L2 & L3) except one whose tender is accepted shall also be refunded within 15 (fifteen) days of the acceptance of the tender on application / request.
EMD shall also be returned to the unsuccessful bidders of General & Technical Bid (Part -I of tender documents) after finalisation of its evaluation or last date of the tender validity period whichever is earlier on application/request.
- 23.2. **Initial Security Deposit:**
The successful Tenderers, after receipt of formal order shall have to furnish Initial Security Deposit (ISD) equal to 02% (Two percent) of the accepted value of the tender in shape of NSC/Postal Saving Pass Book /Post Office Time Deposit /Kishan Vikash Patra/Deposit Receipt in Schedule Bank duly pledged in favour of the **Executive Officer, Anandapur Municipality, Anandapur** Payable at **Anandapur** within 7(seven) days of receipt of intimation failing which their tender shall be cancelled and appropriate action as deemed fit will be taken.

23.3. Additional Performance Security:

As per Office Memorandum **No.173/W, Dt. 03.01.2026** of Works Department (Ref: -Section-5), the Additional Performance Security (APS) shall be taken on an incremental basis from the selected bidder for low bid prices in the project works as under:

I. where the bid price is below 0% but not below 10% of the project cost put to bid, no additional performance guarantee/security percentage is required.

II. where the bid price is below 10% but not below 20% of the project cost put to bid, the additional performance guarantee/security percentage shall be incremented by 0.1% for every percentage of bid price below 10% of the project cost put to bid starting at 11% with the additional bid performance guarantee being 0.1% and this additional performance guarantee percentage shall be applied on the bid price.



III. where the bid price is 20% or more below of the project cost put to bid, the additional performance guarantee percentage shall be incremented by 0.2% for every percentage of bid price below 20% of the project cost put to bid in addition to 1% of the bid price and this additional performance guarantee percentage shall be applied on the bid price.

IV. The additional performance guarantee percentage shall be rounded off to the next lower percentage based on whether the decimal point of the percentage of bid price is below 0.5% or next higher percentage based on whether the decimal point of the percentage of bid price is 0.5% or more.

V. The additional performance security shall be treated as part of the performance security.

VI. Justification for abnormally low bids shall be scrutinized by the Departmental Technical Committee and recommended to the competent authority of the Administrative Department for the approval of the Additional Performance Security (APS). An abnormally low bid is one in which the Bid price, in combination with other elements of the Bid, appears so low that it raises material concerns as to the capability of the Bidder to perform the contract at the offered price. Procuring Entity may, in such cases, seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to scope, schedule, resource mobilization, allocation of risks and responsibilities, and any other requirements of the bid document., If, after evaluating the price analyses, the procuring entity determines that the Bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity may reject the Bid/ Proposal, However, it would not be advisable to fix a normative percentage below the estimated cost, which would automatically be considered as an abnormally low bid. Additional Performance Security (As per Memorandum No. 173/W Dated 03.01.2026) shall be furnished by the bidder when the bid amount is less than the estimated cost put to tender. Only the successful bidder who has quoted less bid price/rates than the estimated cost put to tender shall have to furnish Additional Performance Security (As per Memorandum No. 173/W Dated 03.01.2026) in shape of Term Deposit Receipt pledged in favour of Executive Officer, AnandapurMunicipality, Anandapur from any Nationalized/Scheduled Bank in India within seven days of issue of letter of acceptance(LOA) by the concerned Officer to the successful bidder otherwise the bid of the successful bidder shall be cancelled & the Earnest Money Deposit/Bid Security shall be forfeited. Further, proceeding for blacklisting shall be initiated against the bidder.

- 23.4. **GST Clearance Certificate:**
Tenderers are required to submit attested copies of valid and up-to-date GST Clearance/ GST Registration Certificates along with their tenders, failing which their tenders will not be considered.
- 23.5. **Security Deposit**
In addition to above, 3% of gross value will be deducted from bill(s) of the contractor toward Security Deposit (SD) which will be refunded after the defect liability period subject to payment of final bill. (Revised from 05% to 35 as per Office Memorandum of Works Department Vide No.5992/W, dated 27.04.2021 till 31.12.2021)
- 23.6. The bidder shall be blacklisted, if, (a) a contractor withdraws the tender during the validity period of tender or (b) if the firm fail to furnish ISD within due time or (c) the successful tenderer fails to sign the Agreement for whatever reason.
- 23.7. In consideration of the Executive Officer / Government to investigate and to take into account each tender and in consideration of the work thereby involved, the bidder will be blacklisted in the event of such tenderer either modifying or withdrawing his tender at his instance within the validity period.

24. **Signing of Tenders / Bid**

All tender documents will be signed digitally with Digital Signature Certificate (DSC). The online bidder shall digitally sign on all statements, documents, certificates, uploaded by him, owing 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, the bidder is liable to be blacklisted.

- 24.1 If the tender is made by an individual, it shall be signed with his own Digital Signature Certificate (DSC).
- 24.2 If the tender is made by a corporation / company, it shall be signed by a duly authorized officer who shall produce with his tender satisfactory evidence of his authorization. Such a corporation / company may be required before the contract is executed, to furnish evidence of its corporate existence.
The tender shall contain no alterations or additions, except those to comply with instructions issued by the Tender Inviting Officer, or as necessary to correct errors made by the Tenderer, in which case all such corrections shall be digitally signed.
- 24.3 No alteration made by the tenderer in the contract form, the conditions of the contract, statements / formats accompanying the tender shall be recognized and in case of any alterations made by the tenderer, the tender will be void.
- 24.4 All documents furnished by the contractor along with the tender are to be digitally signed by the bidder.

25. **Clarification on an Amendment to DTCN Document:**

- 25.1. Contractor may request a clarification to any clause of the DTCN documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent online in the portal. The Employer will respond to this online through the same portal. Should the Employer deem it necessary to amend the DTCN as a result of a clarification, it shall do so following the procedure under para.2 (B) 25.2.
- 25.2. At any time before the submission of Proposals, the Employer may amend the DTCN by issuing an addendum/corrigendum which shall be published in the portal. The addendum/corrigendum shall be binding for the bidders. To give the bidders a reasonable time to take into account the amendment into their proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of proposals. The purpose of this is to clarify issues on any matter, a tenderer may raise concerning the tendering of the works.

D. SUBMISSION OF TENDERS

26 In view of adoption of e-procurement process pursuant to Government of Odisha in Works Department Office Memorandum No.FA-R-3/08-4657/W dated 12.03.2008, 4666/W dated 12.03.2008 & 1027/W Dt.24.01.2009 following changes/ modification/ addendum shall be effected.

26.1. **Bid Documents:**

Bid documents consisting of DTCN & BOQ shall be provided in the portal. Submission of bids will be through the e-Procurement portal. The bidders shall prepare the documents & up load the scanned document to the portal in appropriate place in PDF format.

26.2. **Documents Comprising the Bids:**

In case of submission of Bids through the e-Procurement Portal, the bidder can submit the scanned copy of the documents in the designated locations of the DTCN & BOQ. Submission of document shall be effected using Digital Signature Certificate (DSC) of appropriate class and thus shall be in encrypted form.

26.3. **Bid Price: (BoQ)**

Bill of Quantity in Microsoft Excel format shall be made available to the bidder. The bidder shall download that particular Excel sheet and fill in rates in figures at the appropriate location. The bidder will only fill in the designated cell and activate "less" or "excess" to indicate whether his price offer is how much excess or less than the estimate amount. **The bidder is not supposed to change or modify the format of the excel sheet in any form.**

26.4. **Bid Security/EMD:**

- (i) The bidder shall remit bid security for the amount shown in Col. 5 of the table of Notice Inviting Tender (NIT) **on online mode.**
- (ii) The EMD will be forfeited in any of the following case.
 - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
 - b) If the Bidder does not accept the correction of the Bid Price.
 - c) In the case of a successful Bidder, If the Bidder fails within the specified time limit to
 - i) Sign the Agreement / contract or
 - ii) Furnish the required ISD and Performance Security.
 - d) In case of submission of Bids through the e-Procurement Portal, if any of the statements, documents, and certificates up loaded by the bidder is found to be false/ fabricated/ bogus, the bidder will be blacklisted and his EMD/ Bid Security shall be forfeited.

26.5. **Submission of Bid:**

In case of submission of bids through e-Procurement portal on the bidder shall upload the scanned copy/copies of documents as required as per DTCN. The on line bidder shall have to produce the original documents in support of scanned copies & statements up-loaded in the portal on demand by the employer prior to award of contract-failing which action as per DTCN will be initiated.

In case of submission of Bids through the e-Procurement Portal, the bidder shall only submit single copy of the document. He is required to check the documents uploaded with the requirement asked for in the bid. Only after satisfying that all the documents have been uploaded, he should activate submit button. His bids shall not be considered responsive and action as per relevant clause shall be taken if he does not provide the required documents or provided illegible document. Clarity of the document may be ensured by taking out a sample printing.

26.6. **Late Bids:**

In case of submission of Bids through the e-Procurement Portal, the system shall reject submission of any bid through portal after closure of the receipt time. For all purpose the portal time displayed in the system shall be the time to be followed by the bidder.

27. **Modification & Withdrawal of Bid:**

In case of submission of Bids through the e-Procurement Portal, it is allowed to modify the bid. The bidder shall have to log on to the system and resubmit the documents as asked for by the system including the price bid. In doing so, the bids already submitted by the bidder will be removed automatically from the system and the latest bid only will be admitted. But the bidder should avoid modification of bid at the last

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moment to avoid system failure or malfunction of internet or traffic jam. If the bidder fails to submit his modified bids within the designated time of receipt, the bids already in the system shall be taken for evaluation.

In case of submission of Bids through the e-Procurement Portal, withdrawal of bid is allowed. The bidder has to click on the "withdraw" button and record the necessary justification for the same in the space provided. In addition to this, he has to write a letter addressed to the Officer inviting the bid and upload the scanned document to portal in respective bid. The system shall not allow any withdrawal after expiry of the closure time of the bid.

28. **Bid Opening:**

In case of submission of Bids through the e-Procurement Portal, the bidders who participated in the online bidding can witness opening of the bid from any system logging on to the portal away from opening place. The bids can only be opened by the pre-designated officials only after the opening time mentioned in the bid.

29. **Award of Work:**

In case of submission of Bids through the e-Procurement Portal, the system shall generate the Award of Contract letter and intimate the bidders in his e-mail.

E. TENDER OPENING AND EVALUATION

30. **Tender Opening:**

30.1 The **Executive Officer, AnandapurMunicipality, Anandapur** will open the tenders electronically on the date & time mentioned in the **Notice Inviting Tender (NIT)**.

30.2 **A) A tender shall be rejected if;**

- i) BOQ is not enclosed.
- ii) Cost of tender document has not remitted online on submission of bid.
- iii) EMD as per Clause 2(B) 23.1 has not submitted in Schedule-F.
- iv) Proof of eligibility is not enclosed.
- v) Copy of GST Registration, PAN, License is not enclosed.
- vi) Copy of EPF Registration/ undertaking
- vii) Experience certificate as required under DTCN.
- viii) Affidavit is not enclosed as in **Schedule-E**.
- ix) Scheduled A, B, C & D in appropriate format duly signed in token of acceptance.

30.2 **B) Tenderer should upload other required documents as stipulated in the Section-2(A) of DTCN.**

30.3. The **Executive Officer, AnandapurMunicipality, Anandapur** may prepare, for his own record, minutes of the tender opening, including the tender opening summary which shall be posted in the portal.

31. **Clarification on Tenders from Tenderers:**

To assist in the scrutiny, evaluation and comparison of the tenders, the **Executive Officer, AnandapurMunicipality, Anandapur** may ask contractor individually for clarification on their tenders. The request for clarification and response shall be in writing or by mail. However, no change in the tender amount/ rate or substance shall be sought, offered or permitted by the **Executive Officer, AnandapurMunicipality, Anandapur** during the evaluation of the tenders.

32. **Determination of Responsiveness:**

32.1 Prior to the detailed evaluation of tenders, **Executive Officer, AnandapurMunicipality, Anandapur** will determine whether each tender has been submitted in the proper form and whether it is substantially responsive to the requirements of the tender documents.

32.2 Any tender which is not substantially responsive to the requirements of the tender documents as mentioned in 30.2(A) will be rejected by the **Executive Officer, AnandapurMunicipality, Anandapur** such a tender shall not be allowed subsequently to be made responsive by the contractor by correcting or withdrawing the non-conforming deviation(s) or reservation(s).

33.

Proposal Evaluation:

- 33.1 From the time of the proposals are opened to the time, the contract is awarded, the contractor should not contact the client on any matter related to its proposal except any required in Clause-2(B)31.
- 33.2 Any effort by a bidder to influence the client in any form directly or indirectly during the examination, evaluation, ranking of proposals, and recommendation for award of the contract may result in the rejection of the contractor's proposal.
- 33.3 **Evaluation of the Bid:**
- 33.3.1 The Evaluation Committee shall evaluate the Bids on the basis of their responsiveness to the DTCN.
- 33.3.2 A Bid shall be rejected at this stage if it does not respond to required aspects of the TCN / DTCN.
- 33.3.3 The bids determined to be substantially responsive will be checked by the employer for any arithmetic error(s).
- 33.3.4 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount or between words and figures, the amount in words will prevail.
- 33.3.5 If the bid price increases as a result of these corrections, the amount as stated in the bid will be the bid price and any increase will be treated as rebate. If the bid price decreases, the decreased amount will be treated as bid price.

33.4

Selection of Contractor:

In case of Percentage Rate Contract, the contractor shall write percentage excess or less up to one decimal point only. If he writes the percentage excess or less up to two or more decimal points, the first decimal point shall only be considered without rounding off. **(As per Para No. 3.5.5.(V) of OPWD Code Vol-I).**

- (a) An intelligent BOQ in MS Excel format shall be made available to the bidder through e-procurement portal. The bidder shall download that particular excel sheet and fill in the rates both in words and figures for all items at the appropriate location. The bidder is not supposed to change or modify the format of the excel sheet in any form.
- (b) In percentage rate contracts the schedule of quantities shall mention estimated rate of each item and amount thereto. The tenderer has to mention percentage excess over/ less than the estimated cost (in figures and words) in the prescribed format appended to the tender document. The tenderer who participates in the tender for more than one work will offer conditional rebate. Rebate offer submitted in separate sealed envelope shall be opened, declared and recorded first. The rebate offered shall be considered after opening of all packages called in the tender notice. The tenderer who wish to tender for two or more work shall submit separate tender for each. Each tender shall have the name and number of the works to which they refer, written on the envelope.
- In the percentage rate tenders, only percentage quoted shall be considered. Percentage quoted by the tenderer shall be accurately filled in figures and words, so that there is no discrepancy. If any discrepancy is found in the percentage quoted in words and figures, then the percentage quoted by the tenderer in words shall be taken as correct. If any discrepancy is found in the percentage quoted in percentage excess/less and total rate quoted by the tenderer then percentage will be taken as correct. The percentage rate quoted in the tender without mentioning excess or less and not supported with the corresponding amount will be treated as excess. The tenderer will write percentage excess or less up to two decimal point only. If he writes the percentage excess or less up to three or more decimal point, the first two decimal points shall only be considered without rounding off. Where the tenderer has omitted to quote the Percentage rates either in figures or in words, the Officer opening the tender should record the omission.
- (c) The quantity mentioned in the BOQ can be increased or reduced to the extent of 10% for individual items subject to maximum of 5% over the estimated cost. If it exceeds this limit prior approval of competent authority is mandatory before payment
- (d) The period of completion is fixed and cannot be altered except in case of exceptional circumstances with the due approval from next higher authority.

34.

Negotiations:

Negotiations will be held if required with the lowest valid tenderer. In the event of the L₁ tenderer has furnished any condition which grossly affects the tender value / contains such conditions which make the value of the offer indefinite, he may be given an opportunity to withdraw such condition(s) to make the tender definite. Failure to withdraw such condition(s) may lead to rejection of the tender as in consistent / non responsive. In such case the employer may explore the possibility of considering the next valid tender as L₁.

If L1 bidder does not turn up for agreement after finalisation of the tender, then he shall be debarred from participation in bidding for three years and action will be taken to black list the contractor. In case, the L2 bidder, if fulfils, other required criteria would be called for drawing agreement for execution of work subject to condition that L2 bidder negotiates at par with the rate quoted by the L1 bidder otherwise the tender will be cancelled. (As per the Government of Odisha, Works Department Office Memorandum No.12366 dated 08.11.2013 on amendment to Para No. 3.5.14, Note-I of OPWD Code Vol-I, by inclusion.)

F. AWARD OF CONTRACT

35. **Award Criteria:**
- 35.1. After acceptance of the bid by competent authority, the selected contractor will be intimated about such acceptance.
- 35.2. The contractor is expected to commence the work on the date and at the location specified in the Data Sheet.
36. **Right to Accept or Reject any or all Tenders:**
- Notwithstanding Clause 2(B)35, the **Executive Officer, Anandapur Municipality, Anandapur/ Superintending Engineer, PH Circle, Bhubaneswar / Chief Engineer, P.H.(Urban), Odisha, Bhubaneswar/Engineer-In-Chief (PH), Odisha, Bhubaneswar/ Government of Odisha** reserves the right to accept or reject any tender, annul the tendering process, reject all tenders at any time or any stage prior to the award of contract without thereby incurring any liability to the affected bidders.
37. **Process to be Confidential:**
- 37.1. After the opening of tenders as per Clause 2(B)30 & 2(B)33, information relating to examination, clarification, evaluation and comparison of tenders and recommendations, concerning to the award of contract shall not be disclosed to the contractor or any other persons, officially not concerned with the process, until the award of the contract to the successful contractor has been announced.
- 37.2. Any effort by any contractor to influence the Department officials in scrutiny, clarification, evaluation and comparison of tenders, and in any decisions concerning award of a contract, may result in the rejection of their Tender.
38. **Notification of Award & signing of Agreement:**
- a) 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 the execution & completion of the works by the contractor as prescribed by the contract & 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.
- b) 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 up load the summary and declare the process as complete.
- c) In the e-Procurement Portal, the system shall generate the template of award letter and the Officer Inviting the Bid shall mention the amount of Performance Security and additional security required to be furnished in the letter and intimate the bidders in his e-mail ID. The issue of the letter of acceptance shall be treated as closure of the Bid process and commencement of the contract.
- e) The bidder shall within 15 days of issue of letter of acceptance, furnish the Performance security & additional Performance security (if any) in the prescribed form & the work programme & shall sign the agreement in prescribed format, failing which the Engineer-in-Charge shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the Bid Security absolutely. The agreement will incorporate all agreements between the officer inviting the bid and the successful bidder.

f) If L₁ 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. In that case, the L₂ bidder, if fulfils, other required criteria would be called for drawing agreement for execution of work subject to the condition that L₂ bidder negotiates at par with the rate quoted by the L₁ bidder otherwise the tender will be cancelled. In case a contractor is black listed, it will be widely published and intimated to all departments of Government and also to Govt. of India agencies working in the state.

(Amendment to Para-3.5.14 Note-I of OPWD Code Vol.-I by Inclusion)

g) **Following documents shall form part of the agreement**

1. The notice inviting bid, all the documents including additional conditions, specifications and drawings, if any, forming the bid as issued at the time of invitation of bid and acceptance thereof together with any correspondence & documents leading thereto & required amount of performance security including additional performance security as per sub clause 37.B.e. hereof.
2. Standard Bid Document P.W.D. Form **P-1**.
3. The letter to proceed with the work shall be issued by Engineer-in-charge only after signing of the agreement. The notification of award will constitute the formation of the contract subject only to the furnishing of performance security and additional performance security in accordance with the provisions of the agreement.
4. On acceptance of the composite bids by the competent authority the letter of award will be issued by the Engineer-in-Charge of the major component of the work on behalf of the Governor of Odisha.



SECTION- 2(C)

DATA SHEET

Ref Cl. No.	Description
	Name of the Work: As per DTCN
Section-5	Scope of Works: As per DTCN
2(B)1.(a)	Name of the Employer: Executive Officer, AnandapurMunicipality, Anandapurunder Housing & Urban Development Deptt., Govt. of Odisha, Bhubaneswar.
2(B)33.4	Method of selection: Qualifying in the Bid (L₁).
2(B)26.	Single Bid System: To be submitted as detailed at Clause-2(B)26.
2(B)15.	Proposals shall be submitted in the following language: English
2(B)21.	Offers must remain valid for 120 (One Hundred Twenty) days after the date of opening of Bid.
2(B)30	The tender will be opened on following date and time: Dt.11.00 Hrs. of 30.05.2026 (Technical Bids)



SECTION -2 (D)

LETTER FOR SUBMISSION OF TENDER

[To be filled in by the Bidder]

Note:- (1) Additional conditions appended to the tender will make the tender liable for rejection.
(2) Non-submission of EMD in proper shape and other required documents as detailed hereinafter shall make the tender liable for rejection.

Ref. No. _____ /Dated _____

To

**The Executive Officer,
Anandapur Municipality, Anandapur.**

Sub: Tender for the Work " _____ ".

Ref: Identification No. **Bid Id No. AM-ANDP-01/2026-27** published in the website www.tendersorissa.gov.in.

Dear Sir,

With reference to the above, we are to inform you that in response to your above referred TCN, we have downloaded the Detailed Tender Call Notice (DTCN) Part-I & II and that after having thoroughly examined the same, we hereby tender for the work to execute the work within the stipulated time and in conformity with the relevant clauses of the DTCN along with all related statutory rules and regulations for the amounts as quoted in the accompanying BOQ.

2) I/We have studied, acquainted and satisfied ourselves with the site and its working conditions for the successful and timely completion of the work.

3) I/We are submitting herewith Bar Chart to complete the work in time.

4) Our offer is unconditional and is in conformity with the requirements of the DTCN. We understand that any additional condition put by us in the tender shall make our tender liable for rejection.

5) I/We understood that you are not bound to assign any reason in case of rejection of our tender.

6) I/We agree to keep our offer open for a minimum of **120 (One Hundred Twenty)** days from the date of opening of the Bid. Further extension of validity will be our prerogative.

Should this tender be accepted, we hereby agree to abide by and fulfil all the terms and provisions of this Detailed Tender Call Notice (DTCN).

Thanking you.

Yours faithfully,

Name and Signature
of the authorised signatory
along with seal and address of the farm.



SECTION-3

CONDITIONS OF CONTRACT

- 3.1. **Decision of Executive Officer is Final:**
The party whose tender is accepted hereinafter called the contractor is to provide everything of every sort and kind (with the exceptions noted in the schedule attached) which may be necessary and requisite for the due and proper execution of the several works included in the contract according to the true intent and meaning of the drawings and specification taken together, which are to be signed by the Executive Officer, Anandapur Municipality, Anandapur herein after called the Executive Officer and the contractor whether the same may or may not be particularly described in the specification or shown on the drawing provided that the same are reasonably and obviously to be inferred there from and in case of any discrepancy between the drawings and the specifications the Executive Officer is to decide which shall be followed.
- 3.2. **Amendment of Errors during Progress of Work:**
The contractor is to set out the whole of the works in conjunction with an officer to be deputed by the Executive Officer and during the progress of the works to amend on the requisition of the Executive Officer any errors which may arise therein and provide all the necessary labour and materials for doing. The contractor is to provide all plant labour and materials (with the exception noted in Schedule), which may be necessary and requisite for the works. All materials and workmanship are to be the best of their respective kinds. The contractor is to leave the works in all respects clean and perfect at the completion thereof.
- 3.3. **Fair Wage Clause:**
The contractor shall not employ for the purpose of this contract any person who is below the age of fourteen years, and shall pay to each labourer, for the work done by such labourer, fair wages. Fair wages means wages whether for time or piecework, prescribed by the State P.W.D. provided that where higher rates have been prescribed under the minimum wages Act, 1948, wages at such higher rates should constitute fair wages.
The Executive Officer shall have the right to enquire into and to decide any complaint alleging that the wages paid by the contractor to any labourer for the work done by such labourer is less than the wages paid for similar work in the neighbourhood.

The Officer-in-charge of the work shall have the right to decide whether any labourer employed by the contractor is below the age of fourteen years and to refuse to allow any labourer whom he decides to be below the age of fourteen years, to be employed by the contractor.
- 3.4. **Approved Drawings & Specification of Site with Contractors Agent:**
Complete copies of the drawing and specifications signed by the Executive Officer and the same or copies thereof are to be kept with the works in-charge of the contractor's agent which is to be constantly kept on the ground by the contractor and to whom instructions can be given by the Executive Officer.
- 3.5. **Work not to be Sublet:**
The work should not be sublet. During execution of work **if it is found that the work/ part of the work is sublet**, the Executive Officer may there upon by notice in writing, rescind the contract and the **security deposit of the contractor shall thereupon stand forfeited** and be absolutely at the disposal of Government. In addition, the contractors shall not be entitled to recover or be paid for any work thereafter actually performed under the contract.
- 3.6. **Deviation from Approved Drawing and Specifications:**
The contractor is not to vary or deviate from the drawings or specifications or execute any extra work of any kind whatsoever unless upon the authority of the Executive Officer to be sufficiently shown by any order in writing, by any plan or drawing expressly given and signed by him as an extra or variation or by any subsequent written approval signed by him. In case of daily labour all vouchers for the same are to be delivered to the Executive Officer or the Officer-in-Charge at least during the week following that in which the work may have been done and no day work shall be allowed unless authorised by the Executive Officer and no such authority shall be given if the work is capable of being measured and being paid for at an agreed rate.
- 3.7. **Rate for Extra Work.**
Any authority given by the Executive Officer, for any alterations or additions in or to the works, is not to vitiate contract. But all additions, omissions or variations made in carrying out the works are to be measured and valued and certified by the Executive Officer and added to or deducted from the amount of the contract as the case may be. For new items the same shall be paid at the rates, in accordance with the sanctioned schedule of rates, in force at the time, when the particular item of work was

commenced. In those cases in which rates do not exist, the **Superintending Engineer, P.H. Circle, Bhubaneswar cum ILW, Anandapur Municipality, Anandapur** will fix the rates to be paid and his decision shall be final.

3.8. **Extension of Time:**

If the contractor shall desire an extension of time for completion of the work on the ground of his having been come across with unavoidable hindrance in its execution or any other grounds he shall apply in writing to Executive Officer within 30 days of the date of the hindrance on account of which he desires such extension as aforesaid and the authority shall if in his opinion (which shall be final) as reasonable ground be shown thereof authorized such extension of time if any, as may in his opinion, be necessary or proper. The authority shall at the same time inform the contractor whether the authority claims compensation for delay, in case there is any delay in execution due to non-availability of stock materials or land or rise in cost of materials and labour or any reason whatsoever beyond the control of authority, the contractor is bound to execute the work as per the terms and rates in the contract and no monetary claim on such account will be acceptable to the authority but extension of time, proportionate to the delay in execution may be granted by the authority considering the merit of the case. The competent authority reserves the right to take any expert advice of any Committee/ Secretary/ Legal Advisor while considering the application of the contractor for extension of time and can impose any condition which shall be binding on the contractor.

3.9. **Works & Materials at Site to be Property of Government of Odisha.**

All works and materials brought and left at site by the contractor or by his orders for the purpose of forming part of the works are to be considered to be the property of the **Governor of Odisha** and the same are not to be removed or taken away by the contractor or any other person without the specific permission in writing of the Executive Officer but the Governor of Odisha will not be liable for any loss or damage which may happen to or in respect of any such work or materials either by the same being lost or stolen or injured by weather or otherwise.

3.10. **Supply of Materials:**

The contractor shall at his own expense provide all materials required for the work. The materials supplied by the contractor shall conform to relevant latest editions of the specification and codes of practices of the Bureau of Indian Standards or in their absence to other specifications as may be specified by the Engineer-in-charge. The contractor shall furnish necessary certificates in support of the quality of the materials as may be required by the Engineer-in-charge.

The Engineer-in-charge shall have absolute authority to test the quality of materials at any time through any reputed laboratory at the cost of contractor. The contractor shall not be eligible for any claim or compensation either arising out of any delay in the work or due to any corrective measures required to be taken on account of and as a result of testing of materials.

The Executive Officer has full power for removal from the premises of all materials which, in his opinion, are not in accordance with the specification and in case of default, the Executive Officer is to be at liberty to sell such materials and to employ other persons to remove the same without being answerable or accountable for any loss or damage that may happen or arise to such materials. The Executive Officer is also to have full power to require other proper materials to be substituted and in case of default, the Executive Officer may cause the same to be supplied and all costs which may attend such removal and substitution are to be borne by the contractor and may be recovered from the sale proceeds of such rejected materials when necessary, the balance, if any, being kept in deposit in the contractor's favour.

3.10.1 *The successful bidder is to purchase materials necessary for execution of work contract from local SSI units & MS Enterprises having valid rate contract & ISI mark.*

3.11. **Execution with Defective Workmanship & Improper Materials.**

If in the opinion of the Executive Officer any of the works have been executed with improper materials or defective workmanship, the contractor is then required by the Executive Officer forthwith to re-execute the same and to substitute proper materials and workmanship and in case of default of the contractor in so doing within a week, the Executive Officer is to have full power to employ other agency to re-execute the work and the cost thereof shall be borne by the contractor.

3.12. **Rectification of Defects within Guarantee Period:**

Any defects, shrinkage or other faults which may appear within 12 (twelve) months from the completion of the work arising out of defective or improper materials or workmanship are upon the direction of the Executive Officer to be amended and made good by the contractor at his own cost unless the Executive Officer for reasons to be recorded in writing shall decide that they ought to be paid for and in case of default, the Governor of Odisha may recover from the contractor the cost of making good the works.

3.13. **Responsibility of the Contractor during Execution of Work:**

From the commencement of the works to the completion of the same they are to be under the contractor's charge. The contractor is to be held responsible for and to make good all injuries, damages and repairs occasioned or rendered necessary to the same by fire or other causes and they are to hold the Governor of Odisha harmless from any claims for injuries to persons or for structural damage to

property happening from any neglect, default, want of proper care or misconduct on the part of the contractor or of any one of his employees during the execution of the works.

3.14.

Execution of Works in the Site by Other Workmen:

The Executive Officer is to have full powers to send workmen upon the premises to execute fittings and other works not included in the contract for whose operations the contractor is to afford every reasonable facility during ordinary working hours provided that such operations shall be carried on in such a manner as not to impede the progress of the work included in the contract but the contractor is not to be responsible for any damage which may happen to or be occasioned by any such fittings or other works.

3.15.

Compensation for Delay:

- (a) The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the written order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract, be carried on with all due diligence (time being deemed to be essence of the contract on the part of the contractor) and the contractor shall pay, as compensation, an amount equal to $\frac{1}{2}$ percent of the amount of the estimated cost, if the whole work as shown by the tender for every day that the work remains un-commenced, or un-finished after the proper dates (The work should not be considered finished until such date as the Executive Officer shall certify as the date on which the work is finished after necessary rectification of defects as pointed out by the Executive Officer or his authorised agents, are fully complied with by the contractor to the Executive Officer's satisfaction). And further to ensure good progress during the execution of the work, the contractor shall be bound, in all cases in which the time allowed for any work exceeds one month, to complete one-fourth of the whole of the work before one fourth of the whole time allowed under the contract has elapsed, one half of the work, before the half of such time has elapsed, and three fourth of work before three fourths of such time has elapsed, in the event of the contractor failing to comply with the condition he shall be liable to pay as compensation an amount equal to one-third percent on the said estimated cost of the whole work for every day that the due quantity of work remains incomplete. Provided that the entire amount of compensation to be paid under the provision of this clause shall not exceed 10% (Ten Percent) of the estimated cost of the work as shown in the tender.
- (b) If there are possibilities of exceeding this compensation amount as mentioned in clause (a) 10% of the estimated cost, or in any case in which under any clause or clauses of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of his security deposit in the hands of Government (whether paid in the sum or deducted by instalments) the Executive Officer on behalf of the Governor of Odisha, shall have power to adopt any of the following courses, as he may deem best suited to the interest of the Government.
- i) To rescind the contract (of which recession notice in writing to the contractor under the hand of the Executive Officer shall be conclusive evidence) 20% of the value of the left over work will be realized from the contractor as penalty.
- ii) To employ labour paid by Deptt. of Water Resources and to supply materials to carry out the work, or any part of the work, debiting the contractor with the cost of the labour and the price of the materials (of the amount of which the cost and price certificate of the Executive Officer shall be final and conclusive against the contractor) and crediting him with the value of the work done, in all respect in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his contract; the certificate of the Executive Officer as to the value of the work done shall be final and conclusive against the contractor.
- iii) To measure up the work of the contractor and to take such part of the work of the contract, as shall be unexecuted out of his hands and to give it to another contractor to complete, in which case any expenses which may be incurred in excess of the sum which would have been paid to the original contractor if the whole work had been executed by him (of the amount of which excess the certificate in writing of the Executive Officer shall be final and conclusive) shall be borne and paid by the original contractor and may be deducted from any money due to him by Government under the contract or otherwise or from his security deposit or the proceeds of sale thereof or a sufficient part thereof.

In the event of any of the above courses being adopted by the Executive Officer the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advance on



account of with a view to the execution of the work or the performance of the contract. And in case the contract shall be rescinded under the provision aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work there to for actually performed under this contract, unless and until the Executive Officer shall have certified in writing the performance of such work and the value payable in-respect thereof and he shall only be entitled to be paid the value so Certified.

3.16.

Circumstances for Rescission of Contract:

If the contractor shall become bankrupt or compound with or make any assignment for the benefit of his creditors or shall suspend or delay the performance of his part of the contract (except on account of cause mentioned in **Clause 3.15** or in consequence of not having proper instructions for which the contractor shall have duly applied) the Executive Officer may give to the contractor or his assignee or trustee as the case may be notice requiring the works to be proceeded with and in case of default on the part of the contractor for a period of seven days, it shall be lawful for the Executive Officer to rescind the contract, if necessary, and to enter upon and take possession of the work and to employ any other person to carry on and complete the same and to authorise him or them to use the plant, materials and property of the contractor upon the works and the costs and the charge incurred in any way in carrying on and completing the said works are to be paid to the Executive Officer by the contractor or may be set off by the Executive Officer against any money due or to become due to contractor. If the assignee or trustee of the Contractor proceeds with the work, the conditions of this contract shall be binding upon the said assignee or trustee.

3.17.

Payment Certificate.

A Certificate of the Executive Officer or an award of the refer hereinafter referred to as the case may be showing the final balance due or payable to the contractor is to be conclusive evidence of the works having been duly completed and that the contractor is entitled to receive payment of the final balance, but without prejudice to the liability of the contractor under the provisions of **Clause-3.11**.

3.18.

The Executive Officer shall make payment of work in full or part thereof those shall have been certified, subject to availability of Letter of Credit (LoC).

3.22.

Defects Liability Period:

The defect liability is **12 months** from the date of formal taking over of the work by the Engineer-in-charge.

3.23.

Contractor Liable for Damage done & for Imperfection for 6 (six) months after Certificate:

If the contractor or his work people or servants shall break, deface, injure or destroy any part of a building or structure in which they may be working or any building, road, fence, enclosure or grass land cultivated ground continue to the premises on which the work or any part of it is being executed or in any damage shall happen to the work while in progress from any cause whatsoever or any imperfection become apparent in it within six months from the date of the final certificate of its completion shall have been given by the Engineer-in-charge, as aforesaid, the contractor shall make the same good at his own expenses or in default the Engineer-in-charge may cause the same to be made good by other workman and deduct the expenses of which the certificate of the Engineer-in-charge shall be final from any sums that may be then or at any time thereafter may become due to the contractor or from his security or the proceeds of sale thereof or a sufficient portion thereof and the contractor shall be liable to pay of the expenses not so recovered by the Engineer-in-charge.

3.26.

Black Listing:

A Contractor may be black listed as per amendment made to **Appendix XXXIV to OPWD Code Vol.-II on rules for black listing of Contractors vide letter No.3365 Dt.01.03.2007 of Works Department, Odisha**. As per said amendment a Contractor may be blacklisted.

- a) Misbehavior/threatening of Departmental & supervisory officers during execution of work/tendering process.
- b) Involvement in any sort of tender fixing.
- c) Constant non-achievement of milestones on insufficient and imaginary grounds and non-adherence to quality specifications despite being pointed out.
- d) Persistent and intentional violation of important conditions of contract.
- e) Security consideration of the State i.e., any action that jeopardizes the security of the State.
- f) Submission of false/ fabricated / forged documents for consideration of a tender.

3.27 If L₁ 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. In that case, the L₂ bidder, if fulfils, other required criteria would be called for drawing agreement for execution of work subject to the condition that L₂ bidder negotiates at par with the rate quoted by the L₁ bidder otherwise the tender will be cancelled. In case a contractor is black listed, it will be widely published and intimated to all Departments of Government and also to Government of India agencies working in the State.

(As included in Para 3.5.14 Note-I of OPWD Code Vol.I vide Works Department letter No.12366/W dt.18.11.2013).

3.28 Before acceptance of tender, the successful bidder will be required to submit a work programme and milestone basing on the financial achievement so as to complete the work within the stipulated time and in case of failure on the part of the agency to achieve the milestone liquidated damaged will be imposed.

(As included in Para 3.5.18 Note-VIII of OPWD Code Vol.I vide Works Department letter No.12366/W dt.18.11.2013).

SECTION-4

SPECIAL CONDITIONS OF CONTRACT

4.1. **Changes in Constitution of Firm:**

In the case of tender by a partnership firm, any change in the constitution of the firm shall be forth with notified by the contractor to the **Executive Officer/ Municipal Engineer, Anandapur Municipality** for his information. In case of failure to notify the change in the constitution within 15 days, the Executive Officer/ Superintending Engineer/ **Engineer-in-Chief** may by notice in writing, rescind the contract and the security deposit of the contractor shall thereupon stand forfeited and be absolutely at the disposal of the Governor of Odisha and the same consequence shall ensure as if the contract had been rescinded thereof and in addition the contractor shall not be entitled to recover or be paid for any work there for actually performed under the contract.

4.2. **Engineer's Access to Work:**

The Executive Officer is to have at all times access to the works, which are to be entirely under his control. He may require the contractor to dismiss any person in the contractor's employee upon the works who may be incompetent or misconduct him-self and the contractor is forthwith to comply with such requirements. Other supervising officers shall have all time access to the works.

4.3. **Workmen Compensation Act VIII of 1923:**

The Governor of Odisha shall be entitled to recover in full from contractor any amount that the Governor of Odisha may be liable to pay under Workman's Compensation Act VIII of 1923 to any workman employed in course of execution of any part of the work covered by this contract.

4.4. **Jurisdiction in the Event of Dispute:**

That for the purpose of jurisdiction in the event of dispute if any, the contract should be deemed to have been entered into within the State of Odisha and it is agreed that neither party to this agreement will be competent to bring a suit in regard to the matters covered by this contract at any place outside Odisha.

4.5. **Lighting & Sanitary Arrangement:**

Lighting & Sanitary arrangement and supply of drinking water will be made by the Contractor at his own cost for his labour camp.

4.6. **Payment of TAXES:**

The Contractor shall bear **Taxes** such as, Income Tax, Royalties, Fair Weather Charges and Tollages where necessary & **Government of Odisha** shall not entertain any claim whatsoever in this respect. Statutory deduction of **Taxes** as applicable shall be done from each running bill.

4.7. **The Building & Other Construction Workers Welfare Cess Act 1996.**

In accordance with the provisions under the said Act 1% (One) of the approved agreement value will be deducted from the R/A Bill at the time of making payment to the contractor and such amount shall be remitted in favour of The Odisha Building & Other Construction Workers Welfare Board.

4.8. **Site Clearance:**

After the work is finished or completed, surplus materials and debris are to be removed by Contractor at his own cost and preliminary works such as vats, mixing platforms, level pillars, temporary sheds and go-downs etc. are to be dismantled and all such materials removed from site. The site involved in the construction activities should be cleared and dressed properly with outward slope away from the structure. After the work is completed in all respects as per the contract, the contractor shall vacate the site within three months from the date of completion & commissioning, by making good the damages if any.

4.9. **Works to be Carried Out:**

The work to be carried out under the contract shall include all materials, labour, tools and plants, equipment and transport which may be required in preparation of and for in the full and entire execution and completion of the works. The description given in the schedule of quantities/scope of work shall, unless otherwise stated, be held to include wastage on materials, carriage & cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with good practice and recognized principles.

4.10. **Sufficiency of Tender:**

The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the schedule of quantities (DTCN Part-II Price Bid), which rates and prices shall, except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and commissioning of the works.



- 4.11. **Rates:**
The Tenderer shall quote their offer on 'Percentage Rate' (excess or less) over the estimated cost in the Price Bid appended to the tender document for complete work in all respects. The estimated cost is excluding GST. The rates of item basing on which estimated cost has been derived are excluding GST on different components to arrive at such rates. The offer shall be inclusive of cost of all materials, labour, T&P including the building and other construction workers welfare cess with surcharge, tollages, royalties, packing and forwarding, transportation, insurance, loading & unloading, storage, watch and ward, delivery of the materials to the site etc. and all other expenses incidental thereto for successful completion, testing & commissioning of the work.

GST as applicable on works contract shall be paid over the bill amount at the time of Payment of Bill.

- 4.12. **Transportation:**
The contractor shall be responsible for the transportation of all materials, tools and plant, equipment and machinery to the work site as may be required at site.
- 4.13. **Custody of the Materials:**
The contractor shall be responsible for safe custody of the materials at site and the Governor of Odisha will not be responsible for any loss or damage of the property at site.
- 4.14. **Construction Schedule:**
The contractor shall submit a detailed work schedule in the form of **Bar Chart** along with his tender indicating the detailed break-up of the job. This will include all operations from submission of design & drawing, procurement of materials, construction to final testing & commissioning at site to be indicated in detail with reference to the time period for each.

The construction schedule as submitted by the contractor shall be revised by the Executive Officer and approved with necessary modification if any after acceptance of the tender. However the Engineer-in-Charge shall reserve the right to modify the sequence of execution of different items/components/sub-items of the project as and when found necessary & in such cases it will be obligatory on the part of the successful bidder to abide by such changes in construction schedule/bar chart as per direction of EIC. No claim and/or condition should either be put forth in any manner by the successful bidder or shall be acceptable to the EIC.

4.14 (a) **Progress reports – submission by the contractor**

- (1) The contractor shall submit monthly progress report of the work in a computerised form. The progress report shall contain the following, apart from whatever else may be required as specified:
 - (i) Project information, giving the broad features of the contract.
 - (ii) Introduction, giving a brief scope of the work under the contract, and the broad structural or other details.
 - (iii) Construction schedule of the various components of the work through a bar chart for the next three quarters (or as may be specified), showing the milestones, targeted tasks and upto date progress.
 - (iv) Progress chart of the various components of the work that are planned and achieved, for the month as well as cumulative upto the month, with reasons for deviations, if any, in a tabular format.
 - (v) Plant and machinery statement, indicating those deployed in the work, and their working status.
 - (vi) Man-power statement, indicating individually the names of all the staff deployed in the work, along with their designations.
 - (vii) Financial statement, indicating the broad details of all the running account payments received upto date, such as gross value of work done, advances taken, recoveries affected, amounts withheld, net payments, details of cheque payments received, etc.
 - (viii) A statement showing the extra and substituted items submitted by the contractor, and the payments received against them, items pending for sanction /decision by the Department, broad details of the bank guarantees, indicating clearly their validity periods, broad details of the insurance policies taken by the contractor, if any, the advances received and adjusted.
 - (ix) Progress photographs, in colour, of the various items/ components of the work done upto date, to indicate visually the actual progress of the work.
 - (x) Quality assurance and quality control tests conducted during the month, with the results thereof.
- (2) The progress report submitted by the contractor shall be checked and certified by the Junior Engineer and the Assistant Engineer, and has to be reviewed by the Executive Officer and the Superintending Engineer, over their dated signatures.



- (3) Work of unique importance and character irrespective of the value of the work, should have videography undertaken at various stages of construction right from the day of start of work to date of completion / occupation, covering all major events, inspections, visits by dignitaries, etc.

4.15. Initial Security Deposit:

The tenderer whose tender is selected for acceptance shall have to deposit **1% (One percent)** of the accepted tender amount as **Initial Security Deposit (ISD)** within **7 (seven) days** of receipt of Letter of Acceptance (LoA) and sign the agreement in the prescribed form within **10 (ten) days** of receipt of Letter of Acceptance after depositing the ISD. The ISD shall be deposited in shape of NSC / POTD / Post Office Savings Bank Account / KVP/ Deposit Receipt in Schedule Bank duly pledged in favour of the **Executive Officer, Anandapur Municipality, Anandapur**. No tender shall be accepted unless required amount of security money is deposited.

In addition to the **ISD, 5%** of the bill amount shall be deducted from each bill towards the security deposit. The earnest money deposit, the initial security deposit before and after acceptance of tender together with the subsequent deduction from the contractor's bill shall form part of the security deposit equivalent to 7% of the contract value for the due fulfilment of the contract.

The security deposit of the contractor shall be refunded only 12 (twelve) months after the date of completion of the work provided the final bill has been paid and defects if any rectified.

If however there is inevitable delay in payment of final bill, the earnest money deposit and initial security deposit forming part of the security deposit may be refunded on orders of competent authority.

4.16. Monitoring of the Project:

Time is the essence of the contract. The execution of the project shall be closely monitored to ensure that quality; cost & time of the project are not compromised in any manner.

The contractor shall submit monthly progress reports in a format as may be prescribed by the Engineer-in-charge. The monthly progress report shall be evaluated by the Executive Officer vis-à-vis the approved **Bar chart & PERT Chart** and any deficiency observed thereto shall be communicated to the contractor. The contractor shall have to make up the deficiencies within the specific time period communicated to him by the Executive Officer failing which the contractor shall be liable for action as per **Clause -4.26**.

In addition, the contractor shall submit monthly day-wise work program one month in advance to Executive Officer for approval under intimation to the **Executive Officer, Anandapur Municipality, Anandapur** to ensure speedy implementation of the work and effective monitoring at all levels. Failing to do so shall also invite action under **Clause-4.26**.

4.17. Site Order Book:

A site Order Book shall be issued to the contractor by the Engineer-in-charge or his representative. The contractor shall keep this Book always at site and any special order or instruction to be issued to the contractor shall be recorded in this Book by the Engineer-in-charge or his representative. The contractor shall sign all orders and instructions as token of his knowledge about the same. The site Order Book shall be the property of the department but will remain during the period of the progress of the work with the contractor. The safe custody of the site Order Book during this period shall be the responsibility of the contractor. After completion of the work, the Book shall be returned back by the contractor to the Engineer-in-charge, which will be enclosed in the final bill.

4.18. Guarantee:

Defect liability period is **12 (twelve) months** from the date of final acceptance of the work conforming to provisions in scope of work. During this period, the contractor shall replace the defective materials if any or rectify the defects if any at his own cost as pointed out by the Engineer-in-charge to the satisfaction of the later.

4.19. Land:

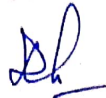
The Department may provide land if available for construction of site office to the contractor on payment of usual rent.

4.20. Unilateral Stoppage of Work:

Unilateral stoppage of work by the contractor without prior written permission of the Engineer-in-charge shall be considered as breach of contract and the Governor of Odisha reserves the right to take such actions as it may be deemed fit.

4.21. Resident Engineer:

The contractor shall engage for this work competent, qualified and authorised resident Engineers and Assistants to the satisfaction of the Engineer-in-charge. The Resident Engineer shall represent the contractor in his absence in receiving directions from officers of the Department, which will be binding on the contractor.



- 4.22. **Force Majeure:**
Neither the contractor nor the Executive Officer shall be considered in default in delayed performance of its obligation if such performance is prevented or delayed because of work to hostilities, revolution, civil commotion, epidemic, accident, fire, cyclone, flood, earthquake or because of any law and order proclamation, regulations or ordinance of the Government thereof or because of any act of God or for any cause beyond reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations a state of force majeure lasting continuously for a period of 6 months, the two parties shall consult each other regarding the future execution of the contract for mutual settlement.
- 4.23. **Damages to Persons and Property:**
The contractor shall take every precaution not to damage or injure adjoining or other property of any persons. He shall indemnify and keep indemnified the employee against all claims for injuries or damages to any person or any such property (including surface or land or crops in site) which may arise out of or in consequence of any negligence or default on the representatives and against all claim, demands proceedings damages, costs, charges and expenses whatsoever in respect of or in relation thereto. The Department does not take any responsibility on this account.
- 4.24. **Attention to Urgent Works:**
If any urgent work in the opinion of Engineer-in-charge becomes necessary to be executed and the contractor is unable and unwilling at once to carry out, the Engineer-in-charge may by his own or through other agency carry it out, as he may consider necessary. All expenses incurred on it shall be recoverable from the contractor or be adjusted against any sum payable to him.
- 4.25. **Safety Devices:**
- i) **Scaffolding:** Suitable scaffolding shall be provided for workmen for all works that can not be safely done from the ground or solid construction except such short period of work as can be done safely from the ladders. When a ladder is used an extra labour shall be engaged for holding the ladder and if the ladder is used in carrying the materials, suitable foot holds and handholds shall be provided on the ladder.
The Engineer-in-charge will have the right to inspect the scaffolding and centring etc. for the work and can reject partly or fully such structure if found defective in his opinion.
 - ii) **Working Platforms:** Working platforms, gangways and stairways shall be constructed such that they do not sag unduly or unequally. If the height of the platforms or gangway or stairway is more than 3.25 meters above the ground or floor level, it shall be closely guarded, have adequate width and suitably fenced.
 - iii) **Safe means of access:** Safe means of access shall be provided to all working platform and other working places.
 - iv) **Precaution against Electrical Equipment:** Adequate precaution shall be taken to prevent danger from electrical equipment. Hand lamps shall be provided with Mesh guard, wherever required.
 - v) **Preventing Public from Accident:** No materials on any of the sites shall be so stacked or placed as to cause danger or inconvenience to any person or public. The contractor shall provide all necessary fencing and light to protect public from accident and shall be bound to bear expenses of defence or any suit action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precaution and to pay any damages and cost which may be awarded in any such suit action or proceedings to any such person or which may with the consent of the contractor, be paid to compromise any claim by any such person. The contractor not to come cause blockage of traffic /disruption of the traffic.
 - vi) **Demolition:** Before any demolition work is commenced and also during process of work:
 - a) all roads and open areas adjacent to the work site shall either be closed or suitably protected,
 - b) no electric cable or apparatus which is liable to be a source of danger shall remain electrically charged,
 - c) all practical steps shall be taken to prevent danger to persons employed from the risk of fire, explosion or flooding,
 - d) no floor roof or other parts of the building shall be so over loaded with debris or materials as may render it unsafe.
 - vii) **Personal safety equipment:** All personal safety equipment shall be made adequately available by the contractor for use of persons employed at the site of work and maintained in a condition suitable for immediate use. The contractor shall take adequate steps to ensure proper use of the equipment by persons concerned.
 - viii) **Precaution against fire:** Suitable fire extinguishers, water and sand buckets shall be provided at the work site to tackle situations of fire.
- 4.26. **Rescission of Contract:**
Subject to other provisions contained in this clause the Executive Officer of the Department may without prejudice to his any other rights or remedy against the contractor in respect of any delay, inferior

workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, recommend the accepting authority to rescind the contract in any of the following cases:

- i) If the **contractor** having been given by the Executive Officer a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in an inefficient or otherwise improper or un-workmen like manner shall omit to comply with the requirement of such notice for a period of seven days thereafter.
- ii) If the contractor being a company shall pass a resolution on the court shall make an order that the company shall be wound up or if a receiver or a **manager** on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or a manager or which entitle to court to make a winding up order.
- iii) If the contractor has, without reasonable cause, suspended the progress of the work with due diligence so that in the opinion of the Executive Officer (which shall be final & binding) he will be unable to secure completion of the work by the date of completion and continues to do so after a notice in writing of seven days from the Executive Officer.
- iv) If the contractor fails to comply with the provisions of **Clause-4.15** & other relevant clauses mentioned elsewhere in this DTCN.
- v) If the contractor fails to complete the work within the stipulated date or items of the work with individual date of completion, if any stipulated, on or before such date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the Executive Officer.

When the contractor has made himself liable for action under any of the cases aforesaid, the **accepting authority shall have the powers to rescind the contract** (of which rescission notice in writing to the contractor under the hand of Executive Officer shall be conclusive evidence), **20% of the value of the left over work** will be realized from the contractor as Penalty

4.26.1. In case of rescission of contract as per **Clause-4.26** the contractor shall have no claim to compensation for any loss sustained by him by regions of having purchased or procured any materials or entered any engagement on account of or with a view to execute the work / performance of the contractor.

4.27(a) **Conditions for Reimbursement of Levy/Taxes if Levied after Receipt of Tenders:**

- i) All tendered rates shall be inclusive of all taxes and levies payable under respect statutes. However, pursuant to the Constitution (46th Amendment) Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the **Executive Officer, Anandapur Municipality** (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.
- ii) The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorised representative of the Department and/ or the Engineer-in-Charge and further shall furnish such other information/ document as the Engineer-in-Charge may require from time to time.
- iii) The contractor shall, within a period of 30 days of the imposition of any such further tax or levy, pursuant to the Constitution (Forty Sixth Amendment) Act, 1982, give a written notice thereof to the Engineer-in-Charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

4.27(b) **Other statutory Taxes such as I.T., etc, will be deducted at sources from the bills of the contractor and deposited with concerned authority.**

4.27(c) Royalty at the prevailing rate on minerals will be deducted from the bills of the contractor and deposited with concerned authority.

4.28 **Fair Wages Clause:**

The contractor shall not employ for the purpose of this contract any person who is below the age of fourteen years and shall pay to each labourer for work done by such labourers fair wages.

Explanation—"Fair Wage" means wages, whether for time or piece work prescribed by the State Public Works Department provided that where higher rates have been prescribed under the minimum wages Act 1948 wages at such higher rates should constitute fair wages.

The Executive Officer shall have the right to enquire into and decide any complaint alleging that the wages paid by the contractor to any labourer for the work done by such labourer is less than the wages as per sub-paragraph-I above.

Contractor

SECTION – 05
SCOPE OF WORK

GENERAL

The intent of this Section is to specify the work items to be covered on **Item Rate Bids** in conformity with the technical specifications as enumerated in the subsequent clauses for the work **As per DTCN**.

5.1. Location:

Town	:	ANANDAPURMUNICIPALITY
District	:	Anandapur
State	:	Odisha
Connected to	:	
Railway Station	:	Anandapur

5.2 Items of Work to be Executed (Broad Scope of works):

i) As per BOQ

The above scope of works is not exhaustive but gives only an idea about the type of work involved. Any other items/works, which have not been specifically mentioned but required for completeness and soundness of the systems, shall be automatically covered within the scope of work & no extra claim shall be entertained due to such coverage.

The above works shall have to be executed in accordance with the detailed design criteria & specifications given in **Section-7** and other conditions mentioned elsewhere in the DTCN & subsequent correspondences made if any.

5.3 Site Visit:

The tenderer before tendering shall inspect the site at his own cost in consultation with Municipal Engineer in Charge of work and shall satisfy him with regard to the nature and extent of the work involved, the actual site conditions, existing facilities & shall collect any other information which may be required before submitting the tender. Any claim afterwards by the tenderer shall not be entertained on account of the ignorance of the site conditions.

5.4. Format Language and Units:

The language of all documents shall be in English. Units of measurement in the documents, on the drawings, and the submissions shall be in S.I/ Metric Units.

5.5. Quality of Material and Workmanship:

All the materials supplied by the contractor shall be best of their respective kinds and shall comply with latest revisions of Indian Standards/ International Standards/ Water Supply & Public Health regulations stipulated by Govt. of India, AWWA, State Pollution Control & Prevention Board, Indian Electricity Rules and other statutory requirements of Govt. of India and Govt. of Odisha.

The contractor shall be responsible for the quality of materials and workmanship. The contractor shall guarantee the satisfactory functioning & performance of the structure. If any modification/ replacement is necessitated during trial-run and guarantee period, the same shall be carried out immediately free of cost.

5.6. Construction & Erection Facilities:

Water, power, accommodation and storage of materials for construction, erection and fabrication at site shall be arranged by the contractor at his own cost. The power supply & consumption during the construction stage shall be the responsibility of the contractor & no extra payment shall be made on account of this. Department will be responsible for supply of water for testing, trial running & commissioning.

5.7. Inspection & Testing:

For all materials, the contractor shall furnish Manufacturer's test certificate with each consignment. At site, Testing and inspection shall be carried out as per Indian standards/International Standards in presence of Engineer-in-Charge, contractor and manufacturer. The contractor shall detail out the codes and standards in accordance with which the testing shall be carried out.

Inspection by the Engineer-in-charge of the Department shall not relieve the contractor of his liability for rectifying the defects which may subsequently appear or be detected during testing and commissioning or subsequent operation. After rectification of the defects or replacement, the equipment's shall be re-tested to the satisfaction of the Department.

All equipment's, labour, tools & tackles, instruments and other facilities for testing shall be provided by the contractor. He shall also maintain records of all the tests and furnish copies of the same to the Department.

Whenever untested materials are used, written permission from the Engineer-in-Charge shall be obtained. Manufacturer's test certificates shall be furnished by the contractor for such equipment's and materials used.

The Department reserves the right to test any material at any of the reputed laboratories if necessity arises & the cost of such test(s) shall be borne by the contractor & rejected materials shall have to be replaced by the contractor by approved material at his cost.

5.8. **Completion Schedule:**

The time is the essence of this contract. The entire job is to be completed within a time frame of **as per DTCN** from the date of issue of work order by the **Executive Officer, Anandapur Municipality, Anandapur**. The tenderer shall submit a Bar Chart indicating starting and completion dates of each activity such as submission of designs & drawings, site mobilization, procurement of materials and equipment's, transportation, execution, assembly/ erection, testing, trial running and commissioning without which the tender shall be liable for rejection.

5.9. **Payment Criteria**

Since the contract is on percentage rate basis, running bills shall be prepared as per the actual quantities of item of works executed at the accepted offered rates.

SECTION – 06

DEPARTMENTAL ISSUE OF MATERIALS TO CONTRACTOR

- 6.1 **D.I pipes shall be issued to the contractor by the department.**
- 6.2 All other materials required for the work will have to be supplied by the contractor. The materials to be supplied by the contractor shall be of best description and quality in strict accordance with the relevant IS specification approved by the Engineer-in-charge of the work.
- 6.3 As per Court Order No-07 Dated 18.12.2012 passed in WP(C) No-18565/2012 by Hon'ble Odisha High Court, the successful bidder shall purchase materials necessary for execution of work contract from local rate contract holders having ISI mark so that the interest of SSI Units and M.S Enterprises is protected.
- 6.4 As per standing instructions of the Chief Engineer(PH) vide Letter No-9806 Dt 31.08.2013, the DI/CI fittings, valves & specials should confirm relevant IS Specifications and should be used after pre-delivery inspection by EPM/BIS/ISO having NABCB Certificate.
- 6.5 The contractor/agency after issue of work order should arrange for watching materials at their own cost at the work site etc. till the work is completed in all respect and handed over to the department.

SECTION – 07

TECHNICAL SPECIFICATIONS & DESIGN CRITERIA

All the structure shall be designed conforming to state-of the art technology & practice and based on the latest concepts & principles enumerated in the standard text books conforming to latest **BIS Code**.

7.1

General Conditions:

- a) Cement shall not be less than O.P.C.-53 grade of reputed manufactures confirming to relevant IS.
- b) Reinforcement to confirm Fe-415 and IS specification (SAIL/TATA/Vizag).
- c) As & when required, the steel/cement & other building materials will be tested by Department at the cost of contractor to ensure proper quality as per IS specification.
- d) Machine mix shall be used in concrete work for all structure. Design mix of concrete will be preferred. Vibrator of appropriate type shall be used for compaction of concrete.
- e) All the structures are to be designed as permanent type and shall have aesthetic elevation.
- f) Form work shall be of steel plates and frame, sound seasoned timber or any approved materials as decided by Engineer-in-charge to be used for the centring and shuttering of the structures.
- g) Painting of all steel / MS structure to be done as per approved quality of enamel paint over a coat of primer.
- h) All electrical work / earthing's including wiring of pump house to be done as per relevant IS specification and Indian Electrical Rules. Single phase wiring shall be done for lighting purpose & three phase wiring shall be done for running pump motors & wherever necessary.
- i) All the valves are to conform relevant IS specification and of reputed make.
- j) The surplus earth and debris should be lifted after completion of work and proper levelling of site as directed by Engineer-in-charge without any extra claim.
- k) Pumps and motors to be of reputed and approved make.
- l) All the work including supply of materials to be executed as per relevant IS specification and direction of Engineer-in-charge.
- m) Foundation of all structure including supply of materials shall be designed depending on Ground water table / subsoil condition. In no case the Depth of foundation below virgin soil shall be less than 1.0 mtr. at respective places.
- n) All equipment's, accessories, auxiliaries, piping, electrical instruments, installations, construction, buildings etc. including all mechanical, electrical & civil engineering works covered under the scope of work of contractor shall be subject to inspection & testing by the Department for its material, quality, workmanship and the performance. The contractor shall arrange and carryout all such inspection, testing, trial run etc. and demonstrate in presence of the Engineer-in-charge of the Department.
- o) The cost of such inspection, testing, trial run, demonstration etc. shall be borne by the contractor. All responsibility of such inspection, testing, trial run, demonstration etc. and any damage/loss that may cause directly or indirectly shall exclusively rest with the contractor.

- p) Such inspection, testing, trial run, demonstration etc. shall, however, not relieve the contractor of their liability for replacing / rectifying any defects, which may subsequently appear or be detected during erection and guarantee period.
- q) All equipment's, sub-assembly and components, auxiliaries and accessories shall be tested at manufacturer's cost in accordance with relevant Indian Standards/International Standards. The contractor shall furnish all test certificates etc. related to the quality of all the materials to the Department along with the delivery of the materials at site without which no payment shall be released. However, such test certificates, quality assurance certificate shall not relieve the contractor of it's obligation to replace forth with any instrument/materials found defective during tests at works / trial running period/guarantee period.
- r) Testing for performance of equipment's shall be carried out and be checked with the approved parameters and performance characteristic curves for the purpose of acceptance.

7.2

Inspection and testing of other materials

For all other materials, the contractor shall furnish Manufacturer's test certificate with each consignment. At site, Testing and inspection shall be carried out as per Indian standards/International Standards in presence of Engineer-in-Charge, contractor and manufacturer. The contractor shall detail out the codes and standards in accordance with which the testing shall be carried out.

Inspection by the Engineer-in-charge of the Department shall not relieve the contractor of his liability for rectifying the defects which may subsequently appear or be detected during testing and commissioning or subsequent operation. After rectification of the defects or replacement, the equipments shall be re-tested to the satisfaction of the Department.

All equipments, labour, tools & tackles, instruments and other facilities for testing shall be provided by the contractor. He shall also maintain records of all the tests and furnish copies of the same to the Department.

Whenever untested materials are used, written permission from the Engineer-in-Charge shall be obtained. Manufacturer's test certificates shall be furnished by the contractor for such equipments and materials used.

The Department reserves the right to test any material at any of the reputed laboratories if necessity arises & the cost of such test(s) shall be borne by the contractor & rejected materials shall have to be replaced by the contractor by approved material at his cost.

7.3 The agency has to submit Bar Chart for execution of work along with the tender

All provisions of the technical scope of work & terms & conditions of the contract have been read by Me/Us and I/We certify that I/We clearly understand them & agree to abide by them.

Witness

Contractor



SCHEDULE – A
STRUCTURE & ORGANISATION

1. General Information

a) Name of Applicant

b) Head Office Address

e-Mail Address:

Telephone No.

Fax :

c) Regional Office Address (if any)

e-Mail Address:

Telephone No.

Fax :

d) Local Office (if any)

e-Mail Address:

Telephone No.

Fax :

e) Class of contractor / firm and year of incorporation
(attach copy of certificate of registration)

f) Name and Address of Bankers

g) Main Lines of Business

h) Establishment details:

Signature of the bidder



SCHEDULE – B
LIST OF PLANT & EQUIPMENT

Proposed to be deployed by the Applicant for use in the work

(Additional equipments if any may be added)

Sl. No.	List of plants & equipments	Owned		Leased		Remarks
		Nos.	Ownership certificate furnished / not furnished	Nos.	Lease deed along with the ownership certificate furnished / not furnished	
1	2	3	4	5	6	7
1.	Concrete Hopper Mixer 15 cum/Hr.					
2.	Plate / Skid Vibrator					
3.	Needle Vibrator					
4.	Water Tanker					
5.	Weigh batching plant					
6.	Excavator (Hydraulic)					
7.	Water Tank					
8.	Truck (10 Tonne capacity)				IF Required	
9.	Generator (32KW capacity)					
10.	Compressive testing machine					
11.	Slump test apparatus					
12.	Theodolite					
13.	Levelling instrument					
14.	Dewatering Pump set from 5 to 20 HP capacity					
15.	Steel shuttering plates (600 x 1200mm) with steel scaffoldings					
16.	Transportation trolley					

Signature of the bidder




SCHEDULE -C**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING / EXPELLING OF TENDER OF ABANDONMENT OF WORK BY TENDER**

1. (a) Is the applicant currently involved in any litigation relating to any contract works - **Yes/No**
(b) If yes, give details
- 2.(a) Has the applicant or any of its constituent partners have been debarred / expelled by any agency in India during the last 5 years - **Yes/No**
(b) If yes, give details
- 3 (a) Has the applicant or any of its constituent partners failed to perform/absconded/ rescinded on any contract work in India during the last 5 years - **Yes/No**
(b) If yes, give details

Note : If any information in this schedule is found to be incorrect or concealed pre-qualification application will be summarily rejected.

Signature of the bidder



SCHEDULE -D**DECLARATION BY THE TENDERER**

1. I/We have visited the site and have fully been acquainted myself/ourselves with the local situation regarding materials, labour and the factors pertaining to the work before submitting the tender.
2. I/We have carefully studied the conditions of the contract, specification and other documents of this work and I/We agree to execute the same accordingly.
3. I/We solemnly pledge that I/We shall be sincere in discharging my/our duties as responsible contractor and complete the work within the prescribed time limit. I/We shall submit detailed construction programme with target dates for various items and stages of work keeping in view the time limit and shall accordingly arrange for necessary labours, materials, and equipments etc., punctually. In case there are deviations from the construction programme, I/We shall abide by the decision of the Engineer-in-charge for revision of the programme and shall arrange for labour, materials, equipments etc
4. I/We shall follow all rules and regulations of the state in force with regard to engagement of labour for the work.
5. The documents furnished with the tender are correct to the best of my/our knowledge and belief and if any information found to be incorrect in future, the Department has the liberty to take any action as deemed fit.
6. Should this tender be accepted I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions and special conditions of the contract annexed hereto or in default thereof to forfeit and pay to the Governor of Odisha the sums of money mentioned in the said conditions and in the event of such default the transaction effected by this tender shall cease and determine.

Date:

Place:

Signature of the Tenderer
Name/Organisation
Seal



SCHEDULE – E
AFFIDAVIT

1. I/We _____, Age _____, S/o,W/o,D/o _____,
At _____, P.S- _____, Dist _____ certify
that all information furnished is true and agree that my / our Tender shall be rejected if I / we am /
are found to have misled or made false representation in the form of any of the Schedules of
Supplementary information and / or statements submitted in proof of the eligibility and qualification
requirements or if I / We have a record of poor performance such as absconding from work, works
not properly completed as per contract, inordinate delays in completion, financial failure and / or
has / have participated in previous Tendering for the same work/s and had quoted unreasonable
high Tender premium. In addition I/we shall be blacklisted and the work be taken over invoking
relevant clause of the General conditions of contract and conditions of particular application.
2. I/We _____ certify that no criminal cases are pending against
me/us partners at the time of submitting the Tender.
3. I/We _____ accept that my / our Tender shall be rejected if any
criminal cases are pending against me/us/partners of the farm at the time of submitting the Tender.
4. I/We _____ agree that if the history of litigation, criminal cases
pending against me/us/Partners furnished by me/us is false, I / We _____ will
attend by the action taken by the H&U.D. Deptt., without approaching any court whatsoever for
redress. However, I/We shall be given suitable opportunity to offer my/our explanation before
action is taken against me/us.
5. I/We _____ certify that the following addenda issued by the
Executive Officer, AnandapurMunicipality, Anandapur have been received by me/us and incorporated
in my/ our Tender.
 1. _____ dated _____
 2. _____ dated _____
 3. _____ dated _____

(Add if the addenda issued are more than 3)
6. Further I/We _____ certify that no near relatives in the cadre of an
Assistant Engineer or above are working in the AnandapurMunicipality of H & U.D. Deptt., in Govt.
Odisha.
7. I / We _____ certify that the technical specification for which
I have quoted rate is as per the requirement of the DTCN.

Dated this day of 20.. ..

Signature in the capacity of duly authorized to sign the Tender
for and on behalf of

... ..
(Block Capitals)

Signature of Witness:

Deponent

Name of Witness:

Address of Witness



SCHEDULE – F

ANY OTHER INFORMATION, IF ANY

DL →

ANNEXURE – I

**Guidelines/ Procedure to be followed in introduction of
e-Procurement in Government of Odisha.
Government of Odisha
Works Department**

Office Memorandum

File No.FA-R-3/08 – 1027 /W, Dated 24.01.2009

Sub: Guidelines/ Procedure to be followed in introduction of e-Procurement in Government of Odisha.

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 hosted in the portal.
2. The e-Procurement portal of the Government of Odisha is "[https// tendersorissa.gov.in](https://tendersorissa.gov.in)"
3. Use of valid Digital Signature Certificate of appropriate class (class II or Class III) issued from a registered Certifying Authority (CA) as stipulated by Controller of Certifying Authorities. (CCA), Government of India such as n-Code, Sify, TCS, MTNL, e-Mudhra etc 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 has decided to host all tenders costing 20 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 hosting of tenders by any other departments, authority, corporations, local bodies etc of the State with prior approval from Information Technology Department.
7. The e-procurement shall be operated compliant to relevant provisions of OGFR / OPWD code/ Accounts Code/ Government statutes including any amendments brought from time to time to suit to the requirement of the best national practice.
7. 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. Contractors 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, Organisation or wing is the Chief Engineer or highest tender accepting authority or equivalent officer under the Administrative Department, Division-II is the Executive Officer or equivalent officer, Division is the Executive Officer or equivalent officer and sub-division is the Assistant Engineer or equivalent officer.
11. The e-procurement software assigns role for operation of the module for specific function. The terminologies used in the Portal and their respective functions in the software are as follows:
 - a. **Application Administrator:** (NIC and State Procurement Cell)
 - i. Master Management
 - ii. Nodal officer creation
 - iii. Report Generation
 - iv. Transfer and blocking of officers.
 - b. **Nodal Officer:** (At Organisation level not below the Executive Officer or equivalent rank).
 - i. Creation of Users



- ii. Role Assignment
 - iii. Transfers and blocking of Officers
 - c. **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
 - d. **Procurement Officer – Administrator:** (Generally sub-ordinate officer to Officer inviting the tender).
 - i. Creation of Tender
 - ii. Creation of corrigendum / addendum/ cancellation of Tender
 - iii. Report generation
 - e. **Procurement officer – Opener:** (Generally sub-ordinate officer to officer inviting the Tender).
 - i. Opening of Bid
 - f. **Procurement Officer–Evaluator:** (Generally sub-ordinate officer to officer inviting the Tender).
 - i. Evaluating Bid
 - g. **Procurement Officer–Auditor:** (Procurement Officer – Publisher and/or Accounts Officer/ Finance Officer).
 - i. To take up auditing.
12. **NOTICE INVITING BIDS (NIB) OR INVITATION FOR BID (IFB):**
- a. 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.
 - b. The officers competent to publish NIB in case of conventional Bids will host the NIB in the 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 Officer inviting Bid:	_____
Further details can be seen from the e-procurement portal " https://tendersorissa.gov.in "	

- c. All the volumes/ documents shall be uploaded in the portal by the Procurement Officer Administrator and published by Procurement Officer Publisher (Officer inviting tender) using their DSCs in appropriate format so that the document is not tampered with.
 - d. The tender documents published by the Tender Inviting Officer (Procurement Officer Publisher) in the website <https://tendersorissa.gov.in> will appear in the "Latest Active Tenders". 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:**
- a. The Procurement Officer Publisher (Officer inviting tender) shall publish any addendum / corrigendum / cancellation of tender in the website <https://tendersorissa.gov.in>, notice board and through paper publication and such notice shall form part of the bidding documents.
 - b. The system shall generate a mail to those bidders who have already uploaded their tenders and those bidders if they wish, can modify their tender.

PARTICIPATION IN BID

14. a. **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 will enter relevant information as asked for about the firm/ contractor. This is a one time activity for registering in Portal.
- i. 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 used in the portal.
 - ii. 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 processes that are undertaken through the e-procurement system irrespective of who operates the system.
- b. **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 CA stored in system database. The system checks the unique Login ID, password & DSC combination and authenticates the login process for use of portal.
- c. **DOWNLOADING OF BID:** The bidder can download the tender of his choice and save it in his system to undertake necessary preparatory work off-line and upload the completed tender at his convenience before the closing date and time of submission.
- d. **CLARIFICATION ON BID:** The bidder may ask question 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.
- e. **PREPARATION OF BID:**
- i) The bids may consist of general arrangements drawings or typical or any other drawing relevant to the work for which bid has been invited. Bidder may download these drawings and take out the 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.
 - ii) 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.
- f. **PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS:**
- i) The Bidder shall furnish, as part of his Bid, a bid security for the amount mentioned under NIT/ Contract Data. The bidder shall scan all the written / printed pages of the bid security and upload the same in portal document format (PDF) to the system in designated piece 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.
 - ii) 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.
 - iii) 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.

- iv) The officers authorized by the Procurement Officer–Publisher (Officer Inviting Tender) shall transmit the sealed envelopes carefully to the Procurement Officer–Publisher prior to opening of the Bid. The Procurement Officer–Publisher shall provide signed receipt with date and time for having received the number of sealed envelopes.
- v) The Procurement Officer–Publisher (Officer Inviting the Tender) or other concerned officers authorized to receive the Original Bid Security and Bid Cost on behalf of the Procurement Officer–Publisher shall not be responsible for any postal delay and/ or non–receipt of the original copy of the bid security on or before specified date and time. Non submission of bid security within the designated period shall debar the bidder from participating in the on-line bidding system and his portal registration shall be blocked. His name shall also be informed to the registering authority for cancellation of his registration as contractor.
- vi) Contractor exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidence towards his eligibility for such exemption.
- vii) Government of Odisha has been actively considering integrating e-payment gateway into 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.

15. **SUBMISSION OF BID:**

- a. 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, GST, PAN/ TIN, Registration Certificate, Affidavits, Profit Loss Statement, Joint Venture Agreement. List of similar nature 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.
- b. The protected Bill of Quantities (BoQ) uploaded by the Procurement Officer – Publisher for the Bid is the authentic BoQ. Any alteration or deletion or manipulation in BoQ shall lead to cancellation of Bid.
- c. The Bidder shall up load 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.
- d. 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) with out leaving any blank cell in the rate column in case of item rate tender and type percentage excess or less upto one decimal place only in case of percentage rate tender.
- e. The bidder shall log on 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.
 - i) Bids can not 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 print out 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.
 - ii) Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.
 - iii) The Bidder should ensure clarity / legibility of the document uploaded by him to the portal.
 - iv) The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/ tender.
 - v) The bidder should check the system generated confirmation statement on the status of the submission.
 - vi) The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.

- vii) The tender inviting officer is not responsible for any failure, malfunction, or breakdown of the electronic system used during the e-procurement process.
 - viii) The Bidder is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantities duly filled in. It is not necessary for the part of the Bidder to upload the drawings and other Bid documents (after signing) while up-loading his bid. It is assumed that the bidder has referred all the drawings and documents uploaded by the Officer inviting the Bid.
 - ix) Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all documents provided in the Bid by the Officer inviting the Bid will be construed as plea to disrupt the bidding process and in such cases the bid security shall be forfeited.
 - x) 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 & 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 the Bid.
- f. **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 the bidder is liable to be blacklisted.

16. **SECURITY OF BID SUBMISSION:**

- a. All bid uploaded by the Bidder to the portal will be encrypted.
- b. The encrypted Bid can only be decrypted/ opened by the authorised openers on or after the due date and time.

17. **RESUBMISSION AND WITHDRAWAL OF BIDS:**

- a. Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.
- b. Resubmission of bid shall require uploading of all documents including price bid afresh.
- c. 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.
- d. 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.
- e. 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.

18. **OPENING OF THE BID:**

- a. Bid opening date and time is specified during tender creation or can be extended through corrigendum. Bids can not be opened before the specified date & time.
- b. All bid openers have to log on to the portal to decrypt the bid submitted by the bidders.
- c. 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.
- d. 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.
- e. 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".
- f. During bid opening, the covers containing original financial instruments towards cost of bid and Bid Security in the form specified in the DTCN/ ITB valid for the period stated in the Bid, received after last date of receipt of bid and before opening of the bids shall be opened and declared. The Procurement

- g. Officer-Opener shall continue opening of other documents if he is satisfied about the appropriateness of the cost of Bid and the Bid security.
- h. Combined bid security for more than one work is not acceptable.
- i. 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. **EVALUATION OF BIDS:**

- a. All the opened bids shall be down loaded and printed for taking up evaluation. The Procurement Officer-Openers shall sign on each page of the documents downloaded and furnish a certificate that the documents as available in the portal for the tender have been down loaded.
- b. The Procurement Officer-Evaluators shall take up evaluation of bids with respect to the qualification information and other information furnished subject to confirmation of the bid security by the issuing institutions.
- c. After receipt of confirmation of the bid security, the bidder may be asked in writing to clarify on the 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.
- d. 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.
- e. Technical evaluation of all bids shall be carried out as per information furnished by Bidders. But evaluation of bids does not exonerate bidders from checking their original documents at later date. If the bidder is found to have misled the evaluation through wrong information, action as per relevant clause of DTCN / ITB shall be taken against the bidder/ contractor.
- f. The procurement Officer- Evaluators; will evaluate bids and finalize list of responsive bidders.
- g. The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer – Openers shall log on to the system in sequence and open the financial bids.
 - i. The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorised representative who wish to be present.
 - ii. At the time of opening of "Financial Bid", bidders whose technical bids were found responsive will be opened.
 - a. 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.
 - b. Procurement Officer-Openers shall sign on each page of the downloaded BoQ and the comparative statement and furnish a certificate to that respect.
 - c. Bidder can witness principal activities and view the documents/ summary reports for that particular work by logging on to the portal with his DSC from any where.

20.

NEGOTIATION OF BIDS:

- a. 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.

NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:

- 21.
- a. 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 the execution & completion of the Works by the Contractor as prescribed by the contract & 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.
 - b. 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 up load the summary and declare the process as complete.



**Executive Officer
Anandapur Municipality**

**Online Receipt of Tender Paper Cost & Earnest Money Deposit
through e-Procurement Portal as per
Works Department Letter No.17276/W Dt.06.12.2017**

**Government of Odisha
Works Department**

Office Memorandum

File No.07556900012016-17254/W Dt.05.12.2017

Sub: Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids.

1. The State Government have formulated rules and procedures for Electronic receipt, accounting and reporting of the receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>".
2. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of **Cost of Tender Paper and Earnest Money Deposit on submission of bids** through payment gateway of designated banks such as **SBI/ICICI Bank/HDFC Bank** for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases (ANNEXURE-I). The process outline as well as accounting and reporting structure are indicated below :
 - a) It will be carried out through a single banking transaction by the bidder for multiple payments like **Cost of Tender Paper and Earnest Money Deposit on submission of bids**.
 - b) Various payment modes like **Internet banking/ NEFT/RTGS** of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - c) Reporting and accounting of the **e-receipts** will be made from a single source.
 - d) Credit of receipts into the Government accounts and to the designated Bank account of the participating entities indicated in Para 2 above would be faster.
3. Only those bidders who successfully remit their **Cost of Tender Paper and Earnest Money Deposit on submission of bids would be eligible to** participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure.
4. **Banking arrangement:**



- a) Designated gateway are being integrated with e-Procurement portal of Government of Odisha (<https://tendersodisha.gov.in>).
- b) The Designated Banks participating in **Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids** will nominate a **Focal Point Branch** called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.

5. **Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder:**

- a) **Log on to e-Procurement Portal:** The bidders have to log onto the Odisha e-Procurement portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now, submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
- b) **Uploading of Prequalification/Technical/Financial bid:** The bidders have to upload the required Prequalification /Technical/Financial bid, as mentioned in the bidding document and in line with Works Department office memorandum no.7885, dt.23.07.2013.
- c) **Electronic payment of tender paper cost and EMD:** Then the bidders have to select and submit the bank name as available in the payment options
- i. A bidder shall make electronic payment using his/her **internet banking** enabled account with designated Banks or their aggregator banks.
 - ii. A bidder having account in other Banks can make payment using **NEFT/RTGS** facility of designated Banks.
 - Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.
- d) **Bid submission:** Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
- e) **System generated acknowledgement receipt for successful bid submission:** System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of '**Bid ID**' generated in the acknowledgement receipt for tracking their bid status.

6. **Settlement of Cost of Tender Paper;**

- a) **Cost of Tender Paper:** In respect of Government receipts on account of **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the

cost of tender paper collected with reference to **Bid Identification Number**. The State Procurement Cell shall generate Bank-wise-head-wise challans separately for **Cost of Tender Paper** and instruct the designated Banks to remit the money to the State Government account under different heads. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc, General Services-800-Other Receipts -0097-Misc. Receipts-02237-Cost of Tender Paper.

- b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittance through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
- c) Similarly, in case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc., **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The State Procurement Cell shall generate Bank-wise list of challans and instruct the designated Banks to remit the money through the Odisha Treasury portal. The cost of tender papers will be credited to the registered Bank account of the concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc.
- d) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee, EMD to the bidder, in case the tender is cancelled before opening of Bid as per direction received from TIA through e-procurement system.
- e) Back-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the Annexure.

7. Settlement of Earnest Money Deposit on submission of bids:

- a) The Bank will remit the **Earnest Money Deposit on submission/cancellation of bids** to respective bidders accounts as per direction received from TIA through e-procurement system.

8. Forfeiture of EMD :

Forfeiture of **Earnest Money Deposit on submission of bid** of defaulting bidder is occasioned for various reasons.

- a) In case the **Earnest Money Deposit on submission of bid** is forfeited, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority.
- b) The Tender inviting authorities of the Government Departments will deposit the forfeited **Earnest Money Deposit on submission of bid**, in the State

Government Treasury under the appropriate head (8782-Cash Remittances and Adjustments between the officers rendering accounts to the same Accounts Officer-102-P.W.Remittances-1683-Remittances-91028-Remittances into Treasury) after taking the amount as a revenue receipt in their Cash Book under the head 0075-Misc. General Services-00-101 - Unclaimed Deposits-0097-Misc, Receipts-02080-Misc. Deposits and submit the detail account to DAG (Anandapur) as a deposit of the Division.

- c) By clicking submit button, system will initiate the forfeiture of EMD. System will not allow the evaluator to edit the initiation after clicking the submit button. Forfeiture option can be carried out in phased manner like one bidder at a time.

9. Role of the Banks:

- a) Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.
- b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.
- c) The bank shall ensure transfer of funds from the pooling account to the Government Head/current account of PSUs/ULBs within the next bank working day as per the directions generated from e-Procurement portal.
- d) Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.
- e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation to NIC on the same.

10. Role of State Procurement Cell:

- a) Communicate requirements of Government departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to National Informatics Centre / the authorised Banks for mapping/ customization.
- b) In every working day, the State Procurement Cell shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over the counter facility or NEFT/RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.
- c) The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
- d) State Procurement Cell shall monitor the progress of e-Tendering by different Government departments / State PSUs/ Autonomous Bodies / ULBs

through an MIS. State Procurement Cell shall monitor and send monthly progress reports to the Government.

- e) The e-Procurement system will generate a consolidated refund & settlement XML file as an end of the day activity.
- f) e-procurement system will provide a web service for payment gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- g) Similarly, payment gateway (PG) provider will provide a web service to pull the refund and settlement status against a day
- h) e-procurement system will update the status accordingly for reconciliation report.

11. Role of National Informatics Centre :

- a) Customize e-Procurement software and web-pages of Government of Odisha (<https://tendersodisha.gov.in>) to enable the provision for electronic payment.
- b) The NIC, Odisha will modify / rectify the errors in electronic data relating to the Chart of Account.
- c) NIC will provide an interface to organisations to download the electronic receipt data.
- d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorised Banks for enabling automatic refund/settlement of funds.
- e) NIC shall enable the e-Procurement portal to generate MIS as required for the State Procurement Cell in order to make remittance of the tender paper cost to the State Government account using the Odisha Treasury portal.

12. Role of Cyber Treasury :

- a) The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal which will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G (O) as per the established process.
- b) The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account.

13. Redressal of Public grievances:

- a) The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with, public complaint for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of receipt of tender paper cost and EMD, either suo moto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

14. Applicability and modification of existing rules / orders:

The modalities prescribed in this Office Memorandum for downloading of tender paper, submission and rejection of bid, acceptance of Bids as well as refund and

forfeiture of earnest deposit will be applicable for electronic submission of bids through e-procurement portal. Existing provisions regulating cost of tender paper, earnest money deposit in OPWD Code and OGFR would stand modified to the extent prescribed.

15. These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Procurement Portal.

1. This shall take effect from the date of issue of this Office Memorandum.
2. Accordingly, relevant existing codal/ contractual provision exist vide Office Memorandum No.6785/W Dt.09.05.2017 of Works Department stands modified to the above extent.
3. This has been concurred in by the Finance Department vide their UOR No.-39-WF-I Dt.09.11.2017.

05.12.2017

E.I.C-cum-Secretary to Govt.

[For any Technical related queries please call at Help desk numbers of State Procurement Cell (SPC), Govt. of Odisha – 1800 3456 765, (0674) 2530998 / 2530996]



ANNEXURE-I of Appendix - II**Back-end Transaction Matrix of Electronic receipt and remittance of Cost of Tender Paper and Earnest Money Deposit on submission of bids.**

	Cost of Tender Paper on submission of bids	Earnest Money Deposit on submission of bids
Government Departments	<p>I. The payment towards the cost of Tender Paper, in case Government Departments, shall be collected in separate Pooling accounts opened in Focal Point Branch called e-FPB of respective designated banks [as stated in Para 2] at Bhubaneswar on T+1_day.</p> <p>II. With reference to the Notice Inviting Tender/ Bid Identification Number, the amount so realized is to be remitted to Government Account under the Head Of Account 0075-Misc. General Services-800-Other Receipts-0097-Misc. Receipts-02237-Cost of Tender Paper through Odisha Treasury Portal after opening of the bid.</p>	<p>I. In case of tenders of Government Departments, amount towards Earnest Money Deposit on submission of bids shall be collected in a pooling account opened for this purpose at Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar and the banks will remit the amount to respective bidder's account within two working days on receipt of instruction from TIA through refund and settlement of e-procurement system.</p> <p>II. In case of forfeiture of Earnest Money Deposit on submission of bids, the e- Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.</p>
State PSUs Statutory Corporations, Autonomous Bodies and Local Bodies.	<p>I. In case of State PSUs, Statutory corporations, Autonomous Bodies and Local Bodies etc. the amount towards Cost of Tender Paper, on submission of bids shall be collected in separated pooling accounts opened in Focal Point Branch called e-FPB of respective designated Banks at Bhubaneswar on T+1 days.</p> <p>II. The Paper cost will be transferred to the respective current accounts of concerned State PSUs, Statutory Corporation, Autonomous Bodies and Local Bodies etc. after opening of bid.</p>	<p>I. Amount towards EMD on submission of bids shall be collected in a separate pooling account of Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar and the banks will remit the amount to respective bidder's account on receipt of instruction from TIA through refund and settlement of e-procurement system within two working days from receipt of such instruction.</p> <p>II. In case of forfeiture of Earnest Money deposit on submission of bids, the e- Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.</p>