



DISTRICT PROJECT OFFICE
SAMAGRA SIKSHYA MAYURBHANJ
Baripada, Murgabadi, Deali Road, Mayurbhanj -757002
www.mayurbhanj.nic.in & www.osepu.odisha.gov.in

TENDERDOCUMENT

FOR

PROCUREMENT OF INCINERATOR & VENDING MACHINE
for
1023 Schools of Mayurbhanj District

IFB

Tender Call Notice no: 1222 Dtd. 28.03.2025

Closing Date. : 06.05.2025

Receive of Tender : 06.05.2025 up to 05.00 PM

Tender Opening Date. : 07.05.2025 at 10.00 AM

Venue. : Conference Hall, DEO Office Mayurbhanj

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DISTRICT PROJECT OFFICE
SAMAGRA SIKSHYA MAYURBHANJ

No.....1222..... Date: 28/03/2025

TENDER CALL NOTICE

Purchase, Installation of Incinerator & Vending Machine

Sealed tenders are invited in 2-Part(Tech/Commercial Bid & Fin Bid) the prescribed application from the intending Manufacturers, Chanel Partners, Authorised Distributors/Dealers/Sellers having valid registration certificate, Authorisations, GST regd no. for supply of Branded Top & Good quality Incinerator & Vending Machine. The tender paper containing detailed specifications with terms and conditions can be obtained from the web site www.mayurbhanj.nic.in and www.osepa.odisha.gov.in. The cost of tender paper is to be paid in shape of Demand draft in favour of District Project Coordinator, SSA, Mayurbhanj payable at Baripada & to be attached in the tender Application. The tender will be received up to 5.00 P.M. of Dtd..06.05.2025... and Techo-Commercial Bid & Fin Bid will be opened on 07.05.2025. at 10.00 am in the presence of the tenderer or their authorized representatives at Conference ...D.E.O....., Mayurbhanj.

The undersigned reserves the right to reject any or all the tender without any notice and assigning any reason thereof.


Collector & Chairman
Mayurbhanj

DISTRICT EDUCATION OFFICE, MAYURBHANJ

REQUEST FOR PROPOSAL

Selection of Interested Party for "Supply & Installation of Incinerator & Vending Machine" for 1073 nos Schools under Samagra Sikshya" in Mayurbhanj District.

Dist Education Office, Mayurbhanj invites proposal from the eligible bidders for "Supply & Installation Incinerator & Vending Machine" through open tender procurement methodology . It has been planned to Install Supply, Installation Incinerator & Vending Machine in 1023 nos School proposed under Samagra Sikshya of the District.(details as in Indent at Annx-C)

The Tender Document containing details of scope of work, technical specifications & other parameters can be accessed and downloaded from web portal www.mayurbhanj.nic.in. & www.osepa.odisha.gov.in The key events of the above bidding process are as follows:

Sl.no	Particulars	Date and time
1	Date & time of release of bid	28.03.2025, 10.00 AM
2	Date & time of hoisting bid submission in web site	30.03.2025 at 10.00 AM
3	Cost of tender paper / Bid processing fee (non refundable)	Rs. 15000.00
4	EMD amount	Rs. 250000.00
5	Date & time of Technical bid Opening	07.05.2025 at 10.00 AM
6	Date of opening of Financial Bid	Only technically qualified bidders on after evaluation of Technical/Comm Bid, may be on the same day or date of opening of financial bid will be intimated to qualified bidders

The proposal complete in all respect must be submitted through Registered/Speed Post only latest by 06.05.2025. upto 5.00pm. The Addendum/Corrigendum if any will be hoisted in the website www.mayurbhanj.nic.in and www.osepa.odisha.gov.in only. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

Contact Officer:

Dist Education Officer cum Dist Project Coordinator, SS, Mayurbhanj
At: Baripada -757002 Email: dpcmayurssa.osepa@nic.in Mob No.9437193982

DISCLAIMER


The open Tender is issued by DEO cum DPC, SS, Mayurbhanj on behalf of 1023 nos Schools proposed for procurement of "Supply & Installation Incinerator & Vending Machine" .While the information in this Bid document has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither the OSEPA/ S & ME Department nor any of its officers or employees, accept any liability or responsibility for the accuracy, reasonableness or completeness of ,or for any errors, omissions or mis-statements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this Tender Document or on which this Tender Document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is here by expressly disclaimed.

The information contained in this Tender Document is selective and subject to updating, expansion, revision and amendment at the sole discretion of the DEO cum DPC, SS, Mayurbhanj. It does not claim to contain all the information that are recipient may require for the purposes of making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this Tender Document, to correct any inaccuracies there in and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies there to and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This Tender Document includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of this Office/ Department, which the assumptions and the base information on which they are made may or may not prove to be correct.

No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this Tender Document is, or should be relied on as, a promise, representation or warranty.

Collector & DM cum Chairman, Samagra Sikshya, Mayurbhanj shall be the sole and final Authority with respect to selection of a bidder through this tender.


Dist Education Officer cum DPC
SS, Mayurbhanj


Collector & Chairman
SS, Mayurbhanj

SECTION: 1

INFORMATION TO THE BIDDERS

- 1.1 District Education Officer cum Dist Project Coordinator, Samagra Sikshya, Mayurbhanj invites Tender from the eligible bidders for Procurement of "Incinerator & Vending Machine"
- 1.2 This BID document includes the following :
- a. **Disclaimer**
 - b. **Section - 1** : Information to the Bidders.
 - c. **Section - 2** : General Definition & Scope of Contract
 - d. **Section - 3** : Bid Schedule.
 - e. **Section - 4** : Special Condition of Contract.
 - f. **Section - 5** : General Condition of Contract.
 - g. **Section - 6** : Specification and Design.
 - h. **Section -7 A & B** : Part-I Technical/Comm Bid formats & Part-II Financial Bid Format
 - i. **Section - 8** :Annexures.
- 1.3 The bid/tender document published by the Bid Inviting Officer (DEO cum DPC, SS Mayurbhanj as Procurement Officer-Publisher) in the open procurement portal www.mayurbhanj.nic.in & www.osepa.odisha.gov.in will appear in the "Tenders". The Bidders/Users can download the Bid/Tender documents from the web sites www.mayurbhanj.nic.in & www.osepa.odisha.gov.in and submit it through speed/regd post from ~~28/03/2025~~ to 5.00PM of ~~06/05/2025~~ after which the same will be removed from the list of "Tenders".

1.4 **PARTICIPATION IN BID**

1.4.1 - **DOWNLOADING OF BID:**

The bidder can download the bid of his / her choice and undertake the necessary preparatory work and post the completed bid at their convenience much before the closing date and time by which it can reach the inviting Officers destination before due time only through registered/speed post.

1.4.2 - **PAYMENT OF EMD AND COST OF BID DOCUMENT:**

The detail guideline for payment of EMD & Cost of Bid Document is mentioned at General Condition of Contract- Section 5. (Clause 5.2.5).

1.4.5- **SUBMISSION AND SIGNING OF BID.**

The detail guideline for submission of & signing of bid is mentioned at General Condition of Contract- Section 5 (Clause 5.12).

SECTION: 2
GENERAL DEFINITION & SCOPE OF CONTRACT

2.1 General Definitions:

- 2.1.1 DEO cum DPC means District Education Officer cum Dist Project Coordinator, DPO means District Project Office, SSA means Sarva Sikshya Abhiyan, SS means Samagra Sikshya, PS Primary School, HS means High Schools
- 2.1.2 Bid / Tender Inviting Authority is the DEO cum DPC, SS, Mayurbhanj as per order of Collector & DM, Mayurbhanj under Govt of Odisha, calls the bid.
- 2.1.3 *Tender Purchase Committee, Financial Evaluation Committee & Technical Committee* are Committees authorized by the Government / comprises members as Collector & District Magistrate as Chairperson, DEO cum DPC, SS as Member Convenor, ADEO(Scheme as Member, Sr Technical Consultant as Member(Tech Specialist), GM-DIC/MSME as Member, & other as selected by Chairperson.
- 2.1.4 *Blacklisting / debarring* – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority, more specifically mentioned in the Special Conditions of Contract (Section - 4) and General Conditions of Contract (Section - 5) of this bid document, the period being decided on the basis of number of violations in the bid conditions and the loss / hardship caused to the Tender Inviting Authority on account of such violations. In case of violation of bid conditions / contract, the Tender Inviting Authority may write Government for blacklisting the bidder/supplier.

2.2 Scope

The bid is invited for the Procurement of "Incinerator & Vending Machine" to be supplied & installed in 1023 nos of Schools proposed for transformation under Samagra Sikshya Programme of Mayurbhanj districts of the State of Odisha.

- 2.2.1 The bidders can't withdraw their bid after opening of technical bid, within the minimum bid validity period of 90 days from the date of opening of the financial bid & also after accepting the supply order.
- 2.2.2 Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking of penal provisions and may also lead to blacklisting.

SECTION: 3
BID SCHEDULE

BIDDER DATA SHEET

Sl	Particulars	Details
1	Name of the Client	1023 Schools on behalf of Dist Education Office, Mayurbhanj
2	Method of Selection	Least Cost Selection (LCS) Method (Incinerator & Vending Machine)
3	Availability of Tender Document	From Date 28.03.2025 Downloadable from website: www.mayurbhanj.nic.in & www.osepa.odisha.gov.in
4	Publishing of Tender Notice through News paper	The Samaja & The Eastern Media ltd -Sambad
5	Last Date and Time for receipt of sealed tender	06.05.2025 upto 5.00pm
6	Place of Opening of Technical Bid	Conference Hall of DEO Office Mayurbhanj – 757002, Baripada, Murgabadi Golei, Deuli Road
8	Declaration of Bidders qualified Technical Bid	On spot declaration by the Committee
9	Date of opening of Financial Bid	After technical bid evaluation & on the same date
10	Date of Completion of supply	Within 60 days of issue of PO
11	Contact Officer	DEO cum DPC, SS, Mayurbhanj, Telephone No:- dpcmayurssa.osepa@nic.in , Mob No. 9437193982
12	Tender Application/Bid Processing Fee (Non-Refundable)	Tender Document/RFP can be downloaded from www.mayurbhanj.nic.in & www.osepa.odisha.gov.in The bidders are required to deposit as document processing fee of Rs 15000/- .(Rupees Fifteen thousand) only through DD drawn District Project Office, SSA, Mayurbhanj payable at Baripada
13	Earnest Money Deposit (EMD) (Refundable)	Earnest Money Deposit of Rs.2,50,000.00 shall be deposited through DD & attached along with tender application
14	Currency of the bid/tender	The bidder should quote price in Indian Currency only.
15	Validity of the bid	Proposals / bids following submission shall remain valid for a minimum period of 90 days. However the Tender Inviting Authority (TIA) may extend

		the period of validity in case of exigency, with mutual consent.
16	Consortium/Sub contract	Consortium or sub-contract is strictly prohibited.
17	Bid submission	To be submitted through Registered Post/Speed Posts only addressed to The District Project Office, Samagra Sikshya, Murgabadi, Baripada, Mayurbhanj -757002 superscribing on top of the envelop "Incinerator & Vending Machine"

SECTION: 4

SPECIAL CONDITIONS OF CONTRACT

4.1 Time Limits Prescribed

Sl.no	Activity	Time Limit
4.1.1	Delivery period	1023 nos School points within 60 days from the date of issue of <u>Purchase Order/</u> letter from DEO, Mayurbhanj.. For detail please refer Clause no. 5.18 of General Condition of Contract.
4.1.2	Submission of performance security and signing the contract agreement	Within 07 days from the date of issue of the PO.
4.1.3	Release of Payment	For details please refer Clause no 5.23 of General Condition of Contract.

4.2 Eligibility / Pre-Qualification criteria:

- 4.2.1 Tenders is invited from Manufacturer/OEM or Supplier/authorized distributor/dealer or Company having legal status/ having valid Authorisation Certificates having Sales & Service point at Mayurbhanj.
- 4.2.2 The bidder have valid registration under Goods and Services Tax (GSTIN), Income Tax (PAN), MSME/EPM/DIC/Distribution authorization.
- 4.2.3 The bidders of Odisha State must have the GST Registration Certificate issued by the Competent Authority of Odisha along with the GST returns (GSTR-3B and GSTR-1) filed for the last Tax period. Similarly, the bidders from outside State must have the GST Registration Certificate in Odisha, copy of GST Return of last Tax period.
- 4.2.4 The bidder must have annual average turnover of Rs.150 lakhs or more during the last 3 financial years i.e. 2021-22, 2022-23, 2023-24. For this, the bidder submit (i) Income Tax Return, (ii) Audited Balance sheet, Profit & Loss account, Trading Account duly certified by Chartered

Accountant.

- 4.25 The bidder must have minimum one contract of supplying Incinerator & Vending Machine to Govt./Govt aided organization/Schools/Colleges/Banks/PSU in any one of years from 2021-22 to 2023-24 valued more than Rs.200 lakh.
- 4.26 The bidder shall have to provide minimum 2 years comprehensive warrantee at site & it may be extended another 2 years beyond warrantee periods as an add on AMC contract.
- 4.27 The bidder shall have to submit EMD and cost of the document as mentioned in the tender document. No exemption to MSEs from payment of EMD & cost of documents vide this office Metter no.
- 4.28 The bidder who has been blacklisted / debarred / banned by any State Govt. / UT / Central Govt./Govt. organization / Govt. Institution / PSU / Govt. convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply, cannot participate in the tender during the period of blacklisting / debarment / banned.
- 4.29 The bidder has to submit declaration in prescribed format in shape of an affidavit before Executive Magistrate / Notary Public as per **Annexure-B**.

SECTION: 5
GENERAL CONDITIONS OF CONTRACT

5.1 Bid Document availability and submission:

5.1.1 The detailed technical specifications and terms and conditions governing the supply, quality testing, payment after supply etc are contained in this "Bid Document".

5.1.2 The bid document shall be made available in the website www.mayurbhanj.nic.in and www.osepa.odisha.gov.in for downloading. Bidder shall submit Cost of tender paper / Bid Processing Fee (mentioned in Section - 3).

5.1.3 The documents shall be submitted through Speed Post/Registered Post & Sample by hand as per date mentioned.

5.2.1 Payment of cost of Tender paper (Rs.15,000.00) & Earnest Money Deposit (EMD) (Rs.2,50,000.00).

5.3 Exemption for Micro & Small Enterprise (MSEs) registered with respective DICs, NSIC. Exemption /preference for payment of EMD shall not be allowed to any SSI units/local MSEs or any other agencies vide OSEPA Letter no. 8108/FIN/12 Dtd.03.09.2012

5.4 Quantity Required:

At present the total quantity required would be around 1023 nos Incinerator & Vending Machine approximately. Actual indent may be +/- 5%.

School-wise indent is attached at **Annexure-C**. The quantity may increase/decrease as per need which will be communicated in the Supply order.

5.7 Specification of Incinerator & Vending Machine.

The specification of the "Incinerator & Vending Machine" is provided in the **Section-6** of the BID document.

5.8 Responsibility of the bidder to verify the Contents of Bid Document:

5.8.1 The bidder shall examine all instructions, forms, terms and specifications contained in the Bid Document and verify that all the contents mentioned in the 'Bid Document'.

5.8.2 Failure to furnish any information as required in the bid document and submission of an offer not substantially responsive to it in every respect shall be at the bidder's risk and may result in the rejection of the bids, without any further notice.

5.9 Guidelines for Preparation of Bid:

5.9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and DEO, Mayurbhanj, as "Tender Inviting Authority" will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

5.9.2 In the event of documentary proof as required being not enclosed, the Bid shall be liable for rejection. All pages of the bid shall be signed by the authorized person or persons signing the bid along with the seal/stamp of the bidder.

5.9.3 An offer submitted in vague / ambiguous financial terms and the like, shall be termed as non-responsive and shall be summarily rejected.

5.9.4 Clarifications on specific requests, if felt necessary by the Tender Inviting authority, shall be responded through e-mail and general clarifications, affecting all the bidders shall be published in the official website of the Tender Inviting Authority (www.osepa.odisha.gov.in)(www.mayurbhanj.nic.in). However, it shall be the duty of the prospective bidder to ensure that the clarifications sought for has been properly received in time by the Tender Inviting Authority.

5.9.5 Any clarification on the Tender procedure shall be obtained from DEO cum DPC, SS, Mayurbhanj (contract no. of DEO cum DPC: 9437193982)

5.10 Submission of Bid:

The bids are to be submitted in two parts ie Technical/Commercial Bid ie Part-I and Financial Bid as Part -II. So, main envelope contain two envelopes ie Part-1 as Technical/Commercial Bid and Part-II as Financial Bid. On top of the envelope it must be superscribed in bold letter as "Part-1 Technical/Commercial Bid" "Part-II Finance Bid". Main envelope superscribed as "Tender for Incinerator & Vending Machine".

5.10.1 Submission of Technical/Commercial Bid:

The list of documents (all enclosures) as part of Technical/Commercial Bid are mentioned below:

- (a) Copy of manufacturing license from Appropriate Authority of Government if bidder is a manufacturer.
- (b) Copy of Authorisation Certificate of Distributor/Dealer/Chanel Partner of quoted items
- (c) Copy of GST Registration Certificate.
- (d) Copy of GST Return (GSTR-3B & GSTR-1) filed for the last Tax period in case of GST Registration Certificate issued by the Competent Authority of Odisha.
- (e) Copy of the PAN
- (f) Copy of the Income Tax Return, Audited Balance Sheet, P/L Account and Trading Account for the year in which the annual avg turnover is Rs.150 lakh or more in last 03 financial years i.e. 2021-22, 2022-23 & 2023-24.
- (g) Documentary proof of work order/contract agreement/supply completion certificate from Govt./govt aided organization/PSU in support of experience in supplying Incinerator & Vending Machine in the years i.e. 2021-22,2022-23 & 2023-24,
- (h) If EMD & PS in shape of DD, enclose as necessary documents.
- (i) Declaration in prescribed format (Annexure-B) in shape of an affidavit before executive Magistrate / Notary Public.
- (j) Check list as in TECH-3.
- (k) Sample: Sample is the paramount factor for selection in Tech Bid. Only Good & top quality & branded Incinerator & Vending Machine can be selected along with other clause of Tech Bid in the evaluation of Tech Bid. The Tender Committee Members have their discretions to select Good & top quality & branded Incinerator & Vending Machine for evaluation in technical bid.
- (l) Sample to be deposited physically at DPC, SS, Mayurbhanj one day before opening of Technical bid. Sample must be in sealed packages & One bidder must submit one sample(Incinerator & VM). If bidder quoted more than one brand & submit more than one sample will be disqualified in the technical bid.

All above documents & Sample should be submitted with seal & signature of the bidder.

Note: Any financial information should not be mentioned in the Technical Bid.

5.10.2 Submission of Financial Bid:

- (a) **PART II as FINANCIAL BID** (in the required Format) shall be submitted **separately**. Multiple Financial bid submission by bidder shall lead to rejection of bid.
- (b) A bid submitted with an adjustable/variable price quotation will be treated as non - responsive and liable for rejection.
- (c) Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account.
- (d) Price offered shall be in Indian rupees and there shall also be no hidden costs.

- (e) The price quoted shall be F.O.R. destination i.e. at respective School locations which means that prices shall include the cost of delivery, Installation at destination (at list at Annexure – C). All the transit risk shall be the responsibility of the supplier.
- (f) Bidder shall quote prices in all necessary fields in the available format. The price shall be entered separately in the following manner:
 - (i) **Base Price** : Base price is inclusive of all other taxes, charges, levies, duties, cost of packing, transportation upto delivery points etc...except GST as applicable.
 - (ii) GST as applicable is to be quoted separately in the specified field in numeric values and in Indian Rupees. If the field is left blank, value will be taken as Zero and the quoted price will be treated as inclusive GST.
- (g) Bidder cannot alter / modify the Financial bid / BOQ format, if so its bid is liable for rejection.
- (h) No bidder shall be allowed at any time on any ground, whatsoever it may be to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of Clerical error, typographical error, etc., committed by the bidder in the Bids shall not be entertained after final submission of the tender. Conditions such as "SUBJECT TO AVAILABILITY" "SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc., will not be entertained under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and accordingly the Tenders will be liable for rejection.

5.10.3 Security of Bid Submission:

After final selection of bidder for issue of PO, the bidder required to deposit the Security Money as calculated, ie 5 % of order value.

5.10.4 Resubmission and withdrawal of Bids:

Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.

5.10.5 The Bidder can withdraw its bid before the closure date and time of receipt of the bid by writing a letter addressing to the DEO cum DPC, Mayurbhanj (Officer Inviting Bid) citing reasons for withdrawal. Withdrawal is not allowed after expiry of the closure time/last date for submission of the bid.

5.10.6 The bidder should avoid submission of bid at the last moment to avoid the postal delivery delay. In such case, the Tender Inviting Authority is not responsible in anymanner.

5.11 Opening of the Technical and Financial Bid.

5.11.1 The technical bid shall be opened in the scheduled date. The date of opening of Financial bid shall be decided by Tender Inviting Authority for those bidders who have qualified in technical bid evaluation. The date of opening of the Financial bid shall be informed in advance to the technically qualified bidder/s.