



# **Bidding Document**

**FOR**

**Procurement of Incinerator & Vending Machine**

**Notice Inviting Tender No. 2331 / CIVIL/23, Dated 15.09.2023**

**OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR  
SAMAGRA SHIKSHA, NABARANGPUR**





**DISTRICT PROJECT OFFICE,  
SAMAGRA SHIKSHA, NABARANGPUR**

No. 2371 /Civil /2023

Dated 15 .09.2023

**NOTICE INVITING TENDER (NIT)**

Sealed tenders are invited from the reputed & credible Manufacturers/ authorized Firms for Supply of 728 numbers of Incinerator and 728 numbers of Vending Machine for schools of Nabarangpur District in two bid systems (Technical & Financial Bid) as detailed below.

| Name of the Tender                                                            | Bid processing fees | Amount of EMD                                                        | Last Date & time of receipt of Bid | Date & time of opening of Technical Bid |
|-------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------|------------------------------------|-----------------------------------------|
| Supply of Incinerator and Vending Machine for schools of Nabarangpur District | Rs. 2,000/-         | Rs.2,91,000/- for Incinerator &<br>Rs.1,45,000/- for Vending Machine | 16.10.2023<br>5.30 P.M.            | 17.10.2023<br>11.00 A.M                 |

The detailed BID document is available in the website [www.osepa.gov.in](http://www.osepa.gov.in) & [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in). Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.

  
**Collector-cum-Chairman  
SamagraShiksha, Nabarangpur**





### CONTENTS OF BID DOCUMENT

| SI No. | Description of contents                                           | Page Number |
|--------|-------------------------------------------------------------------|-------------|
| 1.     | Important information to the Bidders                              | 04-04       |
| 2.     | Bid Document: Scope of work and general instructions for Bidders. | 05-14       |
| 3.     | Application-Technical Bid                                         | 15-21       |
| 4.     | Application-Financial Bid                                         | 22-23       |
| 5      | Format A & B                                                      | 24-25       |

19/11/17





# **IMPORTANT INFORMATION TO THE BIDDER.**

| S. No. | Particular                                                                                    | Details                                                                                                                                                                                                                                                                                                                                                                            |
|--------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Tender Inviting Authority (TIA)                                                               | O/o the District Project Coordinator, SamagraShiksha, Nabarangpur                                                                                                                                                                                                                                                                                                                  |
| 2.     | Availability of the Bid document                                                              | <a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a> & <a href="http://www.nabarangpur.nic.in">www.nabarangpur.nic.in</a>                                                                                                                                                                                                                                          |
| 3.     | Date of Issue of the Bid                                                                      | 15-09-2023                                                                                                                                                                                                                                                                                                                                                                         |
| 4.     | Last date and time of receipt of the Bid only through speed post / registered post / courier. | 16-10-2023 , 5.30 P.M.                                                                                                                                                                                                                                                                                                                                                             |
| 5.     | Date & time for opening of Technical BID.                                                     | 17-10-2023 , 11.00 A.M.                                                                                                                                                                                                                                                                                                                                                            |
| 6.     | Date of opening of Financial BID                                                              | <b>Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.</b>                                                                                                                                                                                                                                                                 |
| 7.     | Bid Processing Fee (Non-Refundable)                                                           | Rs. 2000/- (Rupees Two Thousand Only) in shape of <b>Demand Draft</b> drawn in any nationalized/scheduled bank favouring District Project Coordinator, SamagraShiksha, Nabarangpur, payable at Nabarangpur which will be annexed with the Technical Bid.                                                                                                                           |
| 8.     | Earnest Money Deposit (EMD) *(Refundable without interest)                                    | EMD is Rs. 2,91,000/- (Rupees Two Lakh Ninety-one Thousand Only) for Incinerator and EMD is Rs. 1,45,000/- (Rupees One Lakh Forty-five Thousand Only) for Vending Machine. The EMD should be in shape of <b>Bank Guarantee</b> only favouring District Project Coordinator, SamagraShiksha, Nabarangpur, payable at SBI, Nabarangpur which will be annexed with the Technical Bid. |
| 9.     | Address & mode of submission of proposal                                                      | O/o the District Project Co-ordinator, SamagraShiksha, Nabarangpur.<br><b>Mode of Submission:</b> Speed Post / Registered Post only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.                                                                                                       |
| 10.    | Place of Opening of Proposal:                                                                 | O/o the District Project Co-ordinator, SamagraShiksha, Nabarangpur or Conference Hall of Collectorate, Nabarangpur                                                                                                                                                                                                                                                                 |
| 11.    | Point of Delivery & Completion of supply & installation                                       | At the concerned School point within 45 (forty-five) days from the date of issue of work order                                                                                                                                                                                                                                                                                     |
| 12.    | Submission of Performance security & Signing of agreement.                                    | within 07 days of award of contract                                                                                                                                                                                                                                                                                                                                                |



Tender Document for supply of Incinerator and Vending Machine



**BID DOCUMENT**  
**For Supply of Incinerator and Vending Machine**  
**for schools of Nabarangpur District**

The District Project Co-ordinator, Samagra Shiksha, Nabarangpur invites bids from the reputed & credible Manufacturers / Firms for supply of 728 numbers of "Incinerator & Vending Machine. The detailed terms & conditions of the above bid are as under;

**SCOPE OF WORK AND CONDITIONS FOR BIDDERS**

**1. Eligibility Criteria :**

The Manufacturer / Firm must have agreed on the following points and to enclose self-attested photocopies of the following valid documents / papers in the **Technical Bid envelope**. The proposal submitted without the following documents/papers shall not be considered:

- (a) Valid Aadhar Udyog Registration or UDYAM for OEMs / in case the bidder is other than a manufacturer, then the authorization from the OEM on their letter head Authorizing the supplier to quote and provide service related to supply, installation and after sales maintenance support for the committed warranty period. The bidder should have a valid trade license or registered under Indian Companies Act or registered under Partnership Act or NSIC Certificate.
- (b) The bidder must submit proof of having service centre in the State of Odisha.
- (c) Valid PAN
- (d) Valid GST Registration Certificate.
- (e) Bidder shall have to provide Undertaking on Rs.100/- legal stamp paper that the bidder is not blacklisted with any state Govt. or Central Govt. Department / PSU / Banks / Financial Institutions on account of corrupt or fraudulent practice from 2019-20 till date.
- (f) Bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking Rs.100/- stamp paper to this effect with bid.
- (g) The bidder applying for incinerator should have minimum average turnover of Rs.2.00 Crore and the bidder applying for Vending Machine should have minimum average turnover of at least Rs.1.00 Crore for the last three financial years i.e., 2019-20, 2020-21 & 2021-22. The bidder should submit Audited Profit and Loss Account and Balance Sheet along with CA Certificate and CA Registration Number and Seal.
- (h) Income Tax Filing for last 03 financial years i.e., 2019-20, 2020-21, 2021-22
- (i) Updated GST Return file for the period up to June 2023 for Quarterly Tax Payers and up to July 2023 for monthly Tax Payers.
- (j) The Manufacturer / Firm must have experience in sales & service of the incinerator / vending machine for last 02 years and submit the work order and completion certificate of supply.
- (k) The bidder and OEM must have a valid ISO9001:2015 certification and ISO14001:2015.
- (l) Sample of the incinerator and / vending machine as per the specification mentioned in the product catalogue and should also in conformity with the





specification mentioned in the tender paper and there should be a Demo for use of equipment.

- (m) The bidder should submit the product catalogue along with the technical bid.
- (n) The firm should submit the certificate of compliance.
- (o) The firm should submit the certificate of GMP.

## 2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for Supply of Incinerator and / Vending Machine & Financial Bid for Supply of Incinerator and / Vending Machine". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for Supply of Incinerator and / Vending Machine".
- (b) In case a bidder applies both for Incinerator and Vending Machine, then put both the bid document for Incinerator (having both Technical Bid and Financial Bid for supply of Incinerator) and bid document for Vending Machine (having both Technical Bid and Financial Bid for supply of Vending Machine) in another envelope super scribed as "Tender for Supply of Incinerator and Vending Machine".
- (c) **Technical Bid & Financial Bid.**  
The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, Tech-04 & Tech-05**) & submit it with a separate envelope with all self-attested documents / papers. Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1 & Fin-2**) and to be submitted in separate sealed envelope. The bidder is to quote **per incinerator / vending machine rate** in the prescribed format (FIN-2). The rate shall include cost of the incinerator / vending machine, transportation to the school level of Nabarangpur District, all types of Taxes, cess if any.
- (d) The tender should be addressed to "O/o the District Project Coordinator, SamagraShiksha, Nabarangpur, District :- Nabarangpur, Odisha, Pin - 764059".
- (e) The Bid document shall be available in website [www.osepa.gov.in](http://www.osepa.gov.in) & [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in) and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft in favour of "District Project Coordinator, SamagraShiksha, Nabarangpur" payable at Nabarangpur along with the **Technical BID**.
- (f) **Earnest Money Deposit (EMD)**: is Rs. 2,91,000/- (Rupees Two Lakh Ninety-one Thousand Only) for Incinerator and EMD is Rs. 1,45,000/- (Rupees One Lakh Forty-five Thousand Only) for Vending Machine. The EMD (Refundable – without interest) should be submitted in shape of **Bank Guarantee** only favouring District Project Coordinator, SamagraShiksha, Nabarangpur, payable at SBI, Nabarangpur which will be annexed with the Technical Bid ( Format A), failing





which the tender shall be rejected summarily. The bank guarantee, should be valid up to at least 90 days beyond the date of opening of Financial bid. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the incinerator and / vending machine within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.

3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

**4. Submission & opening of Tender:**

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 16.10.23, 5 PM (in all working days) addressed to District Project Coordinator, SamagraShiksha, Nabarangpur, Odisha, Pin – 764059 only by **registered Post / Speed Post**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at **District Project Office, SamagraShiksha, Nabarangpur or at Conference Hall of Collectorate, Nabarangpur** in the presence of the bidders or their authorized representatives.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

**5. Technical Details / Scope / Specifications :**

**Incinerator (Sanitary Napkin Disposal Machine)**

- 1.1) The burning temperature of machine should be recharged with 10 minutes.
- 1.2) Micro Controller to be used for Auto Cut off purpose.
- 1.3) Minimum burning temperature in inside the machine shall be up to than 800°C
- 1.4) The Machine should have per day destruction capacity minimum 100-200 Pads /Napkin of any size of more & burning capacity at a time shall not be less than 5-8 pads/Napkins.
- 1.5) The machines shall burn full capacity pad/ Napkin within 10 to 15 minutes maximum.
- 1.6) After burning machines should auto cut (Power saving mode).
- 1.7) The residue ash per napkin shall not be more than 1 gram.





- 1.8) At the time of operation machine outer body.
- 1.9) Temperature should not beyond atmospheric temperature.
- 1.10) The mission out let pipe will fit on top of them machine.
- 1.11) The machine shall work on single phase 230 volts 50HZA power supply maximum power consumption between 500 to 1200 watts.
- 1.12) The minimum length power chord attached to them machines shall not be less than 1.5 meter.
- 1.13) Incinerator machine door should be closed automated after using or keeping for used napkin/automated door closer should be fitted with machine.

#### **Construction:**

- 1.14) The machine outer body, Ash Tray of incinerator make from a 1.2 mm thick CRCA sheet with powder coated minimum 120 micron thickness & burning chamber of machine make from 2mm thick MS sheet materials.
- 1.15) The burning chamber of Machine protected by thermal insulation Materials like high density ceramic board. The thickness soft thermal insulation materials should not be minimum 25 mm on wall & doors.
- 1.16) The ashtray of machine will be detachable type.
- 1.17) Dimension of the Machine : 250x250x520 in mm (+20mm)
- 2) Part soft the Sanitary Napkin Incinerator machine:
  - 2.1) Mild steel box (1.2 mm CRCA Sheet).
  - 2.2) Burning Chamber.
  - 2.3) Heating Coils
  - 2.4) Thermal insulation materials (High density Ceramic Board/Glass wool)
  - 2.5) Micro Controller
  - 2.6) Operation indicator
  - 2.7) MCB 6 to 10A
  - 2.8) 2 meter M.S Hose 50 mm Dia.
  - 2.9) Detachable ash Tray
  - 2.10) Display to show parameters



19/15/91r



| EMISSION STANDARD FOR SMOKE                                                                                                                                                                                  |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Conformity to CPCB, Min of Environment & Forests standard, Solid Waste Management Rules (SWM). 2016                                                                                                          | Yes  |
| Particulates (Half hourly average)(mg/Nm <sup>3</sup> ) (Max)                                                                                                                                                | 50   |
| HCl (Half hourly average) (mg/Nm <sup>3</sup> ) (Max)                                                                                                                                                        | 50   |
| SO <sub>2</sub> (Half hourly average) (mg/Nm <sup>3</sup> )(max)                                                                                                                                             | 200  |
| CO (Half hourly average) (mg/Nm <sup>3</sup> ) (Max)                                                                                                                                                         | 100  |
| CO (Daily average) (mg/Nm <sup>3</sup> ) (Max)                                                                                                                                                               | 50   |
| Total Organic Carbon (Half Hourly average)(mg/Nm <sup>3</sup> ) (max)                                                                                                                                        | 20   |
| HF (Half hourly average) (mg/Nm <sup>3</sup> ) (Max)                                                                                                                                                         | 4    |
| "Nox (No and NO <sub>2</sub> expressed as NO <sub>2</sub> )(Half hourly average) (mg/Nm <sup>3</sup> ) (Max)"                                                                                                | 400  |
| Total dioxins and furans (6 to 8 hours Sampling basis, Please refer guidelines for 17 concerned congeners for toxic Equivalence values to arrive at total toxicequivalence) (ng TEQ/ Nm <sup>3</sup> ) (Max) | 0.1  |
| Cd + Th + their compounds (Sampling Time anywhere between 30 minutes And 8 hours) (mg/Nm <sup>3</sup> ) (Max)                                                                                                | 0.05 |
| Hg and its compounds (Sampling time Anywhere between 30 minutes and 8 Hours) (mg/Nm <sup>3</sup> ) (Max)                                                                                                     | 0.05 |
| Sb+As+Pb+Cr+Co+Cu+Mn+N i+V+their Compounds (Sampling time anywhere Between 30 minutes and 8 hours)(mg/Nm <sup>3</sup> ) (Max)                                                                                | 0.5  |
| Loss on ignition (max) (% dry weight of the Material)                                                                                                                                                        | 5    |

|         |            |
|---------|------------|
| PACKING |            |
| Packing | Carton Box |

19/15/91





| <b>MARKING AND INSTRUCTIONS</b>                                                                                                                                                                                                                                                     |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| The appliance is marked as per ISO Certification                                                                                                                                                                                                                                    |         |
| <b>CERTIFICATION</b><br><br>Submission of Test Report from CentralGovt/CSIR Lab/NAB/ILAC accredited Lab specifically containing Electrical &Electronic parameters, Thermal insulation Material of burning chamber in addition to declared specification parameter at time of supply | Yes     |
| Submission Test Report for equipmentFor compliance of flue gas emission and ash upon combustion of Sanitary                                                                                                                                                                         | Yes     |
| Napkins/Pads to Central Pollution Control Board (CPCB) norms from NABL Accredited lab/CSIR Lab at the time of Supply                                                                                                                                                                | Yes     |
| Certification Available                                                                                                                                                                                                                                                             | EU-CE   |
| Certificate for Manufacturing premises Available                                                                                                                                                                                                                                    | ISO     |
| Compliance certificate is to be furnishedAfter conducting comprehensive Performance test by the supplier                                                                                                                                                                            | Yes     |
| Submission of all the certifications to theBuyer along with supplies                                                                                                                                                                                                                | Yes     |
| <b>PERFORMANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                     |         |
| Warranty in Years                                                                                                                                                                                                                                                                   | 3 Years |





**Technical Details / Scope of Supply of Coin operated Sanitary Napkin Vending Machine:**

|    |                                            |                                                                                                                                                                                                                                                                                     |
|----|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Type of Machine                            | FULLY ATOMATED ELECTRONIC MODEL<br>PROGRAMMABLE CUSOMIZABLE<br>STANDALONE (Without WI-FI or network)                                                                                                                                                                                |
| 2  | Mounting Method                            | Wall Mounting and Easily Removable                                                                                                                                                                                                                                                  |
| 3  | No. of Product Columns                     | Two Horizontal Spiral                                                                                                                                                                                                                                                               |
| 4  | Product storage capacity                   | Total 50 napkins                                                                                                                                                                                                                                                                    |
| 5  | Construction                               | Madeout of 1 mm thick CRC anti-corrosive powder coated steel                                                                                                                                                                                                                        |
| 6  | Design                                     | Aesthetically well designed with sleek cabinet                                                                                                                                                                                                                                      |
| 7  | Electrical                                 | 230V/50Hz/3Amp, Motor and boards operate on DC                                                                                                                                                                                                                                      |
| 8  | Vending Mechanism                          | Vends one products, inserting the required Coins of showing smart                                                                                                                                                                                                                   |
| 9  | Coin Acceptance                            | Fully Electronic Coin Acceptor Accepts Nine Different Variants Coins Accepts Multiple coin store each the desired value Easily programmable for any new coins in field                                                                                                              |
| 10 | Programming Features                       | Pricing- programmable in field facility for free Vend (Zero Rate) Prevision for Sales Records NO STOCK- lock out provision, if there is no stock then display will show NOSTOCK and even if any user puts in money, it will be refunded                                             |
| 11 | Sales Tracking                             | Have both Non Reversible and periodic counter Sales Tracking                                                                                                                                                                                                                        |
| 12 | Provision for Free vend through Smart Card | Settable number of Sanitary Napkins (Ranges From 4 to 8 qty) should dispensed per month without any Recharge (with activation of Free Vend option), After recharging that Settable free qty, it should show "Monthly Limit Exceed". And No napkin will be dispense until next Month |
| 13 | Dimensions                                 | 630 x160x550 in mm (+-15mm)                                                                                                                                                                                                                                                         |
| 14 | No of Tokens with the System               | 50 to 75                                                                                                                                                                                                                                                                            |

6. The Bidder must provide after sales maintenance support within 48 hours of receipt of complaint regarding non-functioning of the equipment during the committed warranty period.

**7. Evaluation of BID:**

The Purchase Committee of the District Project Office will evaluate the Technical & Financial BID separately for Incinerator and Vending Machine. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.





**8. Acceptance or Rejection of the Bids:**

- (a) The TIA reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

**9. Award of Contract :**

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

**10. Signing of Contract :**

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within 07 days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

**11. Performance Security Deposit:**

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of Bank Guarantee (BG) in favour of the "District Project Coordinator, Samagra Shiksha, Nabarangpur payable at Nabarangpur only within 07days of award of the contract.

**12. Requirement & Delivery Schedule :**

The selected firm shall supply the incinerator and / vending machine to the school point within 45 days of issue of work order. The above requirement may increase or decrease as per need.

**13. Payment terms:**

- (i) **On Final Acceptance :**  
After necessary installation, commissioning, supervision and demonstration of equipments (incinerator and / vending machine) at school level, the successful bidder should submit the delivery challans, installation, commissioning, and demonstration report duly signed by the concerned HM and two copies of GSTIN invoice as well as bank details for payment purpose.
- (ii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iii) Deduction of tax at source shall be made at the appropriate rate under IT Act, GST Act etc.



15/9/20



**14. Penalty :**

If the work is delayed for any reason for which the TIA is not responsible, penalty @ 0.5 % per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the firm.

**15. Amendments to BID terms ,conditions and issue of Corrigendum/addendum:**

- (a) Seven (07) days before the last date of submission of Bids, the TIA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment /corrigendum.
- (b) The amendment in shape of corrigendum/addendum will be notified on the websites [www.osepa.gov.in](http://www.osepa.gov.in) & [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in) and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- (c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids.

- 16. Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all proposal of the bidder.
- 17. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
- 18. All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
- 19. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with serial number and page mark.
- 20. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
- 21. The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.





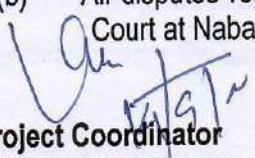
22. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

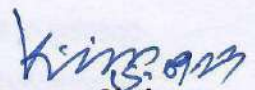
**23. Resolution of Disputes:**

- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman Samagra Shiksha, Nabarangpur. The Collector cum Chairman Samagra Shiksha, Nabarangpur shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

**24. Applicable Law and Jurisdiction of Courts:**

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Nabarangpur.

  
District Project Coordinator  
Samagra Shiksha, Nabarangpur

  
Collector-cum-Chairman  
Samagra Shiksha, Nabarangpur





**COVERING LETTER**

***(ON BIDDER/S'S LETTER HEAD)***

*[Location, Date]*

**To:**

**The District Project Co-ordinator  
Samagra Shiksha, Nabarangpur, Odisha, Pin - 764059**

**Subject :**Supply of Incinerator and / Vending Machines to schools of Nabarangpur District.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Incinerator and / Vending Machines to schools of Nabarangpur District in accordance with your Tender Call Notice No \_\_\_\_\_ dated \_\_\_\_\_. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

**BIDDER/S'S OFFICIAL SIGNATORY**

Date:

**Name & Designation with Rubber Stamp**

19/11/17





**Bidder/s's Organisation (General Details)**

| SI No. | Description                                                                                                                                                             | Full Details |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1      | Name of the Bidder/s                                                                                                                                                    |              |
| 2      | Address for Communication<br>Tel : Fax:<br>Email id :                                                                                                                   |              |
| 3      | Name of the authorized person signing & submitting the bid on behalf of the Bidder/s:<br>Mobile No. :<br>Email id :                                                     |              |
| 4      | Valid AadharUdyog Registration No. (UDYAM) or Valid Trade License or Registration No. under Indian Companies Act or Indian Partnership Act or NSIC Registration         |              |
| 5      | ISO Certification, Certificate of Compliance and Certificate of GMP                                                                                                     |              |
| 6      | Proof of Service Centre in Odisha<br>If Yes, Please furnish contact details                                                                                             |              |
| 7      | Bid processing fee Details<br>Amount :                                                                                                                                  |              |
| 8      | EMD details<br>Amount :                                                                                                                                                 |              |
| 9      | PAN                                                                                                                                                                     |              |
| 10     | GSTIN                                                                                                                                                                   |              |
| 11     | Audited Turnover, P&L A/c and Balance Sheet along with CA Certificate and CA Registration Number & Seal for last three financial years 2019-20, 2020-21 and 2021-22     |              |
| 12     | IT return for last three financial years 2019-20, 2020-21 and 2021-22                                                                                                   |              |
| 13     | Updated GST Return file for the period upto June 2023 for Quarterly Tax Payers and up to July 2023 for monthly Tax Payers                                               |              |
| 14     | Experience in sales & service of incinerator, vending machine for last 02 year i.e., 2021-22 and 2022-23 and submit the work order and completion certificate of supply |              |
| 15     | Confirm to carry out assignments as per the scope of work of the Bid Document                                                                                           | YES          |





|    |                                                                                 |     |
|----|---------------------------------------------------------------------------------|-----|
| 16 | Confirm to accept all the terms and conditions as specified in the Bid Document | YES |
| 17 | Undertaking regarding Non- Blacklisted of the firm                              |     |
| 18 | Undertaking regarding Not Bankrupt                                              |     |
| 19 | Sample as per the Specification                                                 |     |

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

19/12/12





## Check list of documents &amp; Items to be enclosed with Technical Bid

| Sl. No | Criteria                                                                                                                                                                | Particulars | Whether Submitted ( Yes / No) | Page Nos. |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------|-----------|
| 1      | Valid AadharUdyog Registration No. (UDYAM) or Valid Trade License or Registration No. under Indian Companies Act or Indian Partnership Act or NSIC Registration         |             |                               |           |
| 2      | ISO Certification, Certificate of Compliance and Certificate of GMP                                                                                                     |             |                               |           |
| 3      | Proof of Service Centre in Odisha<br>If Yes, Please furnish contact details                                                                                             |             |                               |           |
| 4      | Bid processing fee Details<br>Amount :                                                                                                                                  |             |                               |           |
| 5      | EMD details<br>Amount :                                                                                                                                                 |             |                               |           |
| 6      | PAN                                                                                                                                                                     |             |                               |           |
| 7      | GSTIN                                                                                                                                                                   |             |                               |           |
| 8      | Audited Turnover, P&L A/c and Balance Sheet along with CA Certificate and CA Registration Number & Seal for last three financial years 2019-20, 2020-21 and 2021-22     |             |                               |           |
| 9      | IT return for last three financial years 2019-20, 2020-21 and 2021-22                                                                                                   |             |                               |           |
| 10     | Updated GST Return file for the period upto June 2023 for Quarterly Tax Payers and up to July 2023 for monthly Tax Payers                                               |             |                               |           |
| 11     | Experience in sales & service of incinerator, vending machine for last 02 year i.e., 2021-22 and 2022-23 and submit the work order and completion certificate of supply |             |                               |           |
| 12     | Confirm to carry out assignments as per the scope of work of the Bid Document                                                                                           |             |                               |           |
| 13     | Confirm to accept all the terms and conditions as specified in the Bid Document                                                                                         |             |                               |           |



15/11/23



|    |                                                                 |  |  |  |
|----|-----------------------------------------------------------------|--|--|--|
| 14 | Undertaking regarding Non- Blacklisted of the firm              |  |  |  |
| 15 | Undertaking regarding Not Bankrupt                              |  |  |  |
| 16 | Sample as per the Specification and Product Catalogue submitted |  |  |  |

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp/  
Official Seal of the Firm.

La  
15/5/12





(In Bidder's letter Head)

[Location, Date]

To:

The District Project Co-ordinator  
Samagra Shiksha, Nabarangpur

Undertaking / Declaration

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or 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 (e) any other reasons.
5. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

19/12/12

19/12/12





**(In Bidder's letter Head)**

[Location, Date]

To:  
The District Project Co-ordinator  
Samagra Shiksha, Nabarangpur

**Undertaking / Declaration**

6. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor /  
Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
7. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
8. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
9. I/we also certify that our firm has not been under liquidation, court receivership or similar proceedings and not declared bankrupt under the Insolvency Acts and other similar acts.
10. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

**Authorized Signatory [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder**

15/5/20

15/5/20





**COVERING LETTER****(In Bidder's Letter Head)**

[Location, Date]

To

**The District Project Co-ordinator,  
Samagra Shiksha, Nabarangpur**

**Subject:** Supply of Incinerator and / Vending Machines to schools of Nabarangpur District. –  
**FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to Supply of Incinerator and / Vending Machines to schools of Nabarangpur District.in accordance with your Tender Call Notice No.\_\_\_\_\_, Dated:\_\_\_\_\_. Our attached Financial Proposal is for the sum of Rs.\_\_\_\_\_ **[Insert amount(s) in words and figures\*]**.

The quoted rate is inclusive of cost of the Incinerator and / Vending Machine, transportation cost upto school point&installation, commissioning,supervision and demonstration of equipments (incinerator and / vending machine) at school level, and all other charges/levies/duties.I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <90.> days from the date of opening of the Financial bid.. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

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

I remain,

Yours faithfully,

**Authorized Signatory [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder :**

- Amount must match with the one indicated in FIN-2.

15/9/20





(In Bidder's Letter Head)

| Rate per Equipment ( inRs.) | Approximate Number of machines | Total of | Total (in Rs.) |
|-----------------------------|--------------------------------|----------|----------------|
| 1                           | 2                              |          | 3 = 1X2        |
| Incinerator                 |                                |          |                |
| Vending Machine             |                                |          |                |
| Total                       |                                |          |                |

The quoted rate is inclusive of cost of the Incinerator and / Vending Machine, transportation cost upto school point&installation, commissioning,supervision and demonstration of equipments (incinerator and / vending machine) at school level, and all other taxes /charges/levies/duties like GST etc.

**NB: The rate per page may be quoted up to two decimal points.**

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name &amp; Designation with Rubber Stamp/

Official Seal of the Firm.





**Bank Guarantee Format for Furnishing EMD**

To,  
The District project Co ordinator,  
Samagra Shiksha, Nabarangpur

**WHEREAS** \_\_\_\_\_ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated \_\_\_\_\_ for Supply of Incinerator and / Vending Machines to schools of Nabarangpur District against the purchaser's Notice inviting tender No \_\_\_\_\_ dated \_\_\_\_\_

KNOW ALL MEAN by these presents that We \_\_\_\_\_ of \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called the "Bank") are bound unto the District Project Co-ordinator Samagra Shiksha \_\_\_\_\_ (hereinafter called "purchaser") in the sum of Rs. \_\_\_\_\_/- for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2023

**THE CONDITIONS OF THIS OBLIGATION ARE:**

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
  - a) If the tenderer fails to furnish the performance security for the due performance of the contract
  - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to \_\_\_\_\_ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our \_\_\_\_\_ \*branch at \_\_\_\_\_ (name and address of the \_\_\_\_\_ \*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our \_\_\_\_\_ \*branch. A written claim or demand and received by us at our \_\_\_\_\_ \* branch on or before dated \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

**(Signature of the authorized officer of the Bank)**

**(Name & designation of the officer)**

**Seal, name, date & address of the bank and address of the branch**

**\*Preferably at district head quarter.**





**PERFORMANCE BANK GUARANTEE FORMAT**

To,  
The District project Co ordinator,  
Samagra Shiksha, Nabarangpur

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No \_\_\_\_\_ dated \_\_\_\_\_ for Supply of Incinerator and / Vending Machines to schools of Nabarangpur District (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_, <Year>

Our branch at \* \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ \*branch a written claim or demand and received by us at our \_\_\_\_\_ \*branch on or before Dt. \_\_\_\_\_. Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

Name and designation of the officer

.....  
Seal, name & address of the Bank & Branch

\*Preferably at district head quarter.

