

TENDER SCHEDULE

Last date & time for submission of quotation Documents Bid Opening Time	Dt. 05.01.2024 At 5.00 PM on 05.01.2024
Place of submission of completed quotation Documents	Odisha Tourism Development Corporation PANTHANIVAS BHUBANESWAR, Lewis Road, Bhubaneswar -751014 Ph.No. 0674-2432314/ 2432515
Mode of submission	In Sealed cover super scribing the specific category on the outside cover through Speed Post/ Registered Post/ Courier / Drop Box only.
Place for opening of Technical Bid	Odisha Tourism Development Corporation PANTHANIVAS BHUBANESWAR, Lewis Road, Bhubaneswar -751014 Ph.No. 0674-2432314/ 2432515
Place for opening of Financial Bid	Odisha Tourism Development Corporation PANTHANIVAS BHUBANESWAR, Lewis Road, Bhubaneswar -751014 Ph.No. 0674-2432314/ 2432515
Tender Fee (Including GST)	Rs.2000/- (Non-Refundable) in shape of DD in favour of Managing Director, Odisha Tourism Development Corporation(OTDC) payable at Bhubaneswar
EMD	Rs.50,000/- in shape of DD in favour of Managing Director, Odisha Tourism Development Corporation(OTDC) payable at Bhubaneswar
Performance Security Deposit	5% of the Contract Value to be awarded in shape of DD in favour of Managing Director, Odisha Tourism Development Corporation(OTDC) payable at Bhubaneswar

-Sd-
Managing Director

**Government of Odisha
Department of Tourism
Odisha Tourism Development Corporation (OTDC)
PANTHANIVAS BHUBANESWAR, Lewis Road, Bhubaneswar – 751014**

TENDER DOCUMENT

Odisha Tourism Development Corporation (OTDC) is a Govt. undertaking corporation under the aegis of Dept. of Tourism, Government of Odisha.

Sealed tenders are hereby invited by **Speed Post / Registered Post/ Courier /Drop Box** only in OTDC office interested GST registered firms/agencies/ suppliers for "Supply of Uniform" for Staff of OTDC on or before **05.01.2024 by 04.00 PM**. Interested agencies shall have to submit a nonrefundable Bank Draft for Rs. 2000/- towards cost of tender paper along with the tender paper in shape of DD in favour of Managing Director, Odisha Tourism Development Corporation (OTDC) drawn in any Nationalized Bank payable at Bhubaneswar. Further, Rs.50,000/- towards EMD in the form of DD in the aforesaid manner be enclosed.

The Authority reserves the right to reject any or all offers without assigning any reason thereof.

-Sd-

Managing Director

At the time of submission of the tender, the Tender Fee of Rs.2000/-(Rupees Two thousand only) is to be deposited in shape of DD in favour of Managing Director, Odisha Tourism Development Corporation(OTDC) payable at Bhubaneswar. A check list as per "**Annexure-A**" is to be submitted.

A. Earnest Money Deposit (EMD)

At the time of submission of the tender, an EMD of Rs.50,000/-(Rupees Fifty thousand only) is to be deposited in shape of DD in favour of Managing Director, Odisha Tourism Development Corporation(OTDC) payable at Bhubaneswar. The EMD of the unsuccessful bidders will be returned to them preferably within 30 days of the work order is issued. Non submission of EMD qualifies for rejection of Tender documents.

B. Performance Security Deposit

After receipt of the work order, a Performance Security Deposit of "5% of the contract value to be awarded" is to be deposited in shape DD in favour of Managing Director, Odisha Tourism Development Corporation (OTDC) payable at Bhubaneswar.

C. Technical Bid

The Technical Bid is to be submitted by the agency in the enclosed format **(Annexure-B)** with a forwarding letter of the firm in sealed envelope separately mentioning in the overleaf. Following firms are eligible to quote for the said works.

- a. Registration details of the agency
- b. Refundable EMD of Rs. 50,000/- in shape of DD drawn in any nationalized bank in favour of Managing Director, OTDC payable at Bhubaneswar.
- c. Non-refundable DD of Rs. 2000/- towards cost of tender papers drawn in favour of Managing Director, OTDC.
- d. Copy of Valid GST Registration Certificate and up to date return file of the firm/agency.
- e. Copy of PAN card for income tax and up to date return file in the name of agency/firm of last 3 years ending 31st March, 2023.
- f. Average Annual Turnover Certificate of Value Rs.50.00 Lakhs Audited by **C.A.**

D. Financial Bid

Financial bid is to be submitted by the Agency in the enclosed format **(Annexure-C)** with forwarding letter of the firm in sealed envelope separately for each category.

E. Process of Selection

- i. Technical bid will be opened first. The bidders are to qualify in the technical bid and there is no mark or rating for the technical bid as it is only for the purpose of

qualification. The Financial bid of the bidder who qualified in the technical bid will only to be opened.

- ii. If the L-1 bidder does not confirm the acceptance of the work order within 3 days, the L-2 bidder will be awarded the work order at the same price, subject to the same terms and conditions.

F. Evaluation

Bids received in the office of OTDC, Bhubaneswar within the stipulated period will be considered for evaluation.

G. Award of Contract

The contract will be awarded in favour of the bidder, who quoted the lowest price in the Financial Bid.

H. Department's Reservation

The department reserves the right to cancel any bid without assigning any reason thereof. The department can recommend for blacklisting of any agency who does not perform or turndown the offer upon receipt of the contract.

I. Submission of the Bid

The last date of submission of the Bid is on or before **05.01.2024 by 4.00 P.M.** by **Speed Post / Registered Post/ Courier/ Drop Box** only in the office of Odisha Tourism Development Panthanivas, Bhubaneswar, Lewis Road, Odisha – 751014.

J. Declaration regarding Blacklisting

A declaration to the effect that the agency is not blacklisted by any Govt./Public undertaking for conducting audit shall be submitted in the format at **Annexure-D**.

K. Penalty for Non-performance

If the agency after accepting the work fails to deliver the desired level of work in the stipulated period, then as per the recommendation of the procurement committee, a

penalty will be levied to the volume of non-performance. The volume of non-performance will be decided by the above committee after examining the details of work assigned and completed by the agency. The penalty so imposed will be deducted from the 'Performance Security Deposit' available with OTDC.

L. Legal Dispute

Any legal dispute arising out of the process should be settled first by mutual consent, then by the process of arbitration before OTDC and finally by an appropriate court in the jurisdiction of Bhubaneswar.

M. Mode of Payment

On satisfactory completion of all the processes involved in the Supply of Uniform to "OTDC", the agency will submit the bill for payment. On receipt of the original GST bill, payment shall be released through e-transfer to the bank account of the agency after deduction of statutory dues, if any.

N. Other Terms & Condition

- I. The rate quoted per unit inclusive of all taxes, charges duties, levis if any along with material cost, labour cost, printing and supply of Uniform with logo and event name etc.
- II. The bidder has to show samples as per specification mentioned in **Annexure-C**. The bidder will be abiding by all the Terms & Conditions of the Tender Document.
- III. OTDC reserves the right to negotiate the final price with the successful bidder.

Annexure-A
CHECKLIST

Sl.No	Item Name	Details
1	Firm Registration No	YES/NO
2	Tender fee deposited	YES/NO
3	EMD deposited	YES/NO
4	PAN	YES/NO
5	GST Registration No.	YES/NO
6	Average Annual Turnover of last 3 years (2020-21,2021-22 and 2022-23)	YES/NO
7	IT Return of last 3 years (2020-21,2021-22 and 2022-23)	YES/NO
10	Declaration regarding Blacklisting	YES/NO
11	Bank Details	YES/NO

Date:

Place:

Signature of the Tenderer/Authorized person

Name:

Seal

Annexure- B**TECHNICAL BID FORMAT Photocopy of documents to be attached**

1.	Name of the Bidder	
2.	Details of Bid Processing Fee: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Details of Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
4.	Name of the Director	
5.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
6.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
7.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	Valid Copy MSME & NSIC / Renewal Letter.	
11.	ISO Certificate, Solvency & Net-worth Certificate	

12. Financial Turnover of the bidder for the last 3 financial years.

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR)
FY1(2020-21)		
FY2 (2021-22)		
FY3 (2022-23)		

(Signature of Authorized Representative with seal)

Place: _____

ANNEXURE – C
FORMAT FOR FINANCIAL BID FOR SUPPLY OF UNIFORM FOR OTDC LTD

Sl. No.	Item	Specification	Name of the Brand	Unit Cost (IN Rs.)	GST Amount (In Rs.)	Total Cost (In Rs.)
1	PANT	28 to 42 Inch in Waist Colour – Black Fabric – 70% Polyester and 30% Viscose				
2	SHIRT	Colour – White / Sky Blue Full Shirt Fabric - 65% Cotton and 35% Polyester Sleeves – Full Sleeves Neck – Collar Neck Size – Small, Medium, Large, XL & XXL Printing of Logo as per requirement				
3	SHOE	Black Leather Size - 6 to 12				
4	CAP	100 % Cotton Adjustable in size Printing of Logo as per requirement				

N.B.

- I. Total Cost of each item must be inclusive of Taxes, Transportation & Printing of Logo and any other cost.
- II. Actual number of set shall be intimated in the work order and in other communication.
- III. OTDC will provide the matter for printing of Logo.

Date:

Signature of Tenderer/Authorized person

Place:

Name:

Seal

DECLARATION

1. I,,Son / Daughter / Wife of Shri
.....Proprietor / Partner / Director / authorized signatory of
M/S.....and competent to
sign this declaration and execute this tender document.

2. I,.....any member of the agency or organization is not
blacklisted by any Government/Public Undertaking.

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

4. 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 tender at any stage besides liabilities towards prosecution under appropriate law.

I/We hereby declare that I/We have not been penalized /blacklisted by any
Government Department or undertaking.

Place:

Date:

Signature of Tenderer/Authorized person

Full Name:

Seal: