



THROUGH HUMANITY TO PEACE
ଭାରତୀୟ ରେଡ଼କ୍ରସ୍ ସୋସାଇଟି, ଓଡ଼ିଶା ରାଜ୍ୟ ଶାଖା
Indian Red Cross Society
Odisha State Branch



Notice for Inviting Tender

Letter No 850/RC/dptc/001/2021 dt. 13.06.2022

Sealed tenders are invited from the respective OEM/ authorized dealers/firms etc. for the - with "Part A" as Technical Bids and "Part B" as Financial Bids. The details are as follows:

Sl No	Name of the Item	Qty.	Amount of E.M.D/Bid Security	Tender Fee
01	Conference Table (30 Sitter)	01	20,000/-	3,000/-
02	Table (01)	01	500	
03	Office fixed Chairs	30	5000	
04	Micro Phone with all the fittings	30	5000	
	Total Amount		30,500/-	

Uploading of Tender Document (publish) date: 13/06/2022

Last Date of Submission of Tender 02/07/2022 (up to 2 .00 P.M.)

Date of opening of Tender (Technical Bid): 06/07/2022 at 3.00 P.M.

Type of Tender: Two Bid Systems.

Mode of EMD and Tender fee: Bidders should send separate D.D. for Tender fee, (non-refundable) and EMD (Refundable without any Interest after completion of the work) in favour of Honorary Secretary, IRCS-OSB, Bhubaneswar, payable at Bhubaneswar.

- NOTE: 1. If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.
2. The bidders who fail to submit the required tender fee, if applicable and EMD, their techno financial bids will not be considered for opening.
3. Bidder or their authorized representatives may attend the opening of the tender.
4. Authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

-Ad-

Honorary Secretary
IRCS-OSB

BID IDENTIFICATION NO:-

/RC/DPTC/ 001/2022

DATE: 13.06.2022



**INDIAN RED CROSS SOCIETY – ODISHA STATE BRANCH
BHUBANESWAR**

DETAIL TENDER CALL NOTICE

FOR THE WORK

**“Tender Document for the supply and installation of a
Conference Table with sitting capacity for Thirty Persons, with
chairs & micro phones, at IRCS-OSB, Bhubaneswar For The
FY 2022-2023**

HONORARY SECRETARY, IRCS-OSB , BHUBANESWAR

NOTICE INVITING BID DOCUMENT

Sealed tenders are invited from the Manufacturers, Authorized Dealers/ Firms having valid GST registration certificate for the supply and installation of a Conference Table with sitting capacity for 30 persons and fitted with microphones with its accessories , at IRCS-OSB, Bhubaneswar For The FY 2022-2023 .The Bidders Can download the Tender Documents directly from the WEBSITE available at www.odisharedcross.org. The cost of tender Paper is Rs.3000/-(Three Thousand) (Non-refundable) only and the EMD for the tender is Rs.30,500/- (Twenty Thirty Thousand Five Hundred) only and should be drawn in Demand Draft in favour of Honorary Secretary , IRCS-OSB Bhubaneswar . The bids completed in all respects should be submitted in tender box placed for the purpose by the closing date and time. The Bidders should specifically super scribe, "DOWNLOADED FROM THE WEBSITE" on the top left corner of the outer envelope containing Technical Bid and Commercial Bid separately. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website, the Honorary Secretary, IRCS-OSB, Bhubaneswar shall have no responsibility for any delay/submission on part of the bidder.

The tender will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website (www.odisharedcross.org)

**Honorary Secretary
IRCS-OSB, Bhubaneswar**

TERMS AND CONDITIONS

Sealed tenders are invited from eligible bidders for the supply and installation of a Conference Table with sitting capacity for 30 persons and fitted with microphones with its accessories at IRCS-OSB, Bhubaneswar. The last date of submission of bids is 02.07.2022 up to 05.00 PM .

Any tender received after the due date & time will be rejected .

The bidder (s) are to submit their tender in separately sealed covered envelopes for technical bid and commercial bid , duly filled up, signed and sealed by the bidder and by super scribing cover "A"(Technical Bid) & Cover "B"(Commercial Bid) and both the covers should be put into a third Cover,

The Sealed tenders "Cover A" (Technical Bid) submitted by the bidder will be opened in the Conference Hall of IRCS-OSB, Bhubaneswar on date 06.07.2022 at 11.00 AM. The bidder or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like.

No tender documents can be accepted after the scheduled date and time .

The scope of work shall include supply and installation of a Conference Table with sitting capacity for 30 persons and fitted with microphones with its accessories at IRCS-OSB, Bhubaneswar. This will also include delivery & installation at site. The successful bidder will assume full responsibility of setting up complete system until final acceptance.

Rate should be quoted in Indian Currency, both in words and figures against each item as the payments will be made in Indian currencies only. The bidder shall not quote the rate for any item other than the item specified in the list.

The GST will be charged separately as per the guidelines given by the Finance Dept., Govt. of Odisha from time to time.

A. Price:

1. The price quoted for the above items should be inclusive of packing, transportation, insurance, free fixing and exclusive of GST and other tax (if any) only. The price should be quoted in price format (Annexure- 2) indicating the basic price and other incidental charges separately. In case of discrepancies between figures and words, words shall be taken into consideration.
2. Purchaser shall only ensure/ visited the place before installation for the said table, availability of external power supply.
3. The Conference Hall size= 25'X 50'= 1250 Sqf.

Specifications:-

- The quoted product should be recent one and as per the specification enclosed at Annexure-I. (Required catalogue & drawing showing specification on the product description should be attached with the tender).
- Supply and installation of a Conference Table with sitting capacity for 30

persons and fitted with microphones with its accessories at IRCS-OSB, Bhubaneswar completed in all the respect on appropriate clamps, laying of conference table providing necessary foam in solution, wiring between table and outside area charging (if required).

ELIGIBILITY CRITERIA

OEM/Authorized Dealer/agents of Supplier:

When a firm sends quotation for an item manufactured by some different company, the firm is also required to attach, in its bid, the manufacturer's authorization certificate and also manufacturer's confirmation of extending the required warranty for that product. In cases where the manufacturer has itself submitted the bid, the bids of its authorized dealer will not be considered and EMD will be returned.

The bidder must be a reputed Original Equipment Manufacturer/their authorized distributors/ dealer/agency.

- (i) Valid certificate.
- (ii) OEM should have a registered office in India and branch office in Odisha. The certificate to this effect should be submitted.
- (iii) The bidder must have successfully executed works of similar nature of value not less than Rs.10 lakhs in single order in the last 2 years.
- (iv) Valid ISO9001 certificate
- (v) Proof of Average annual turnover of the bidders/firm of Rs.1Crore or more in last three (3) financial years in India.
- (vi) Bidders who have been black listed either by the Tender inviting authority or by any State Govt. or Central Govt. or its organization are not eligible to participate in the tender for that item during the period of black listing. A Declaration must be given through Notary.

Authorized distributors/Dealers/Agencies are eligible to participate in the tender provided:

- (vii) They have to submit the power of attorney to transact business on behalf of the manufacturer. The authorized distributor / dealer /may raise bill, if specially authorized by the OEM.
- (viii) The authorized distributor will submit all the documents in support of eligibility of the firm/Supplier/OEM as mentioned in along with the tender.

B. Following documents should be submitted with the Technical Bid (COVER-A):-

1. Tender cost of Rs.3000/-
2. Earnest Money Deposit (EMD) of Rs.30,500/-
3. Manufacturer authorization (in case of authorized dealer/ distributor)
4. Valid ISO 9001 certificate.
5. GST registration Certificate of bidders
6. Photocopy of PAN of the bidding firm
7. No Relationship Certificate
8. Annual Average Turnover of Rs.1Crore or more of bidders/ firms in the last 3 financial years (Annexure-5).
9. Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor/ service centre/contract person/ office in Orissa. (Annexure7)
10. Equipment offered shall have complete DATA sheets and detailed description of Agency/ Firm/ Supplier printed catalogues or Drawing with Specification (must be closed)**

C. COVER -B (PRICE BID)

1. The tender format giving the quoted rate for Supply and installation of a Conference Table with sitting capacity for 30 persons and fitted with microphones with its

accessories at IRCS-OSB For The FY 2022-2023 should be sent in a separate sealed cover herein after called Cover "B" (Price Bid). Cover-B (Price Bid) will be opened only of the bidder who qualify in Technical Bid (Cover-A) and product is as per tender specification. Incomplete, ambiguous, Conditional, unsealed tenders and without Tender Cost is liable to be rejected.

2. The tender format (Price Schedule) in duplicate in the prescribed form (as per Annexure-2), both hard copy must be submitted in Cover-B. The price of the item should be quoted inclusive of insurance, packing, forwarding, freight (door delivery), installation, warranty but inclusive of GST and other tax (if any) and the turn key job in a separate column. The rate should be quoted for each item both in figures and words. In case of difference in words and figures, words will be taken in to consideration for evaluation.
3. The Cover "B" will be opened of successful bidders in the conference hall at IRCS-OSB, Bhubaneswar in the presence of the tenderer or their authorized Representatives which will be intimated later.

D. Earnest Money Deposit & Tender processing fee

1. The Bidders have to download the Tender Documents directly from the website available at www.odisharedcross.org.

The Tender processing fee of Rs.3000/- (Non-refundable) by Demand Draft drawn in favour of Honorary Secretary , IRCS-OSB, Bhubaneswar payable at Bhubaneswar should been closed along-with the Bid. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website or the office notice board before last date of purchase of the tender document and the Director shall have no responsibility for any delay/omission on part of the bidder

2. The tender should be accompanied with Earnest Money Deposit (EMD) amounting Rs.30,500/- in shape of Bank Draft from any Nationalized/ Scheduled Bank in favour of Honorary Secretary, IRCS-OSB, Bhubaneswar payable at Bhubaneswar falling which tender will be rejected.
3. The EMD of the unsuccessful bidders will be returned after finalization of tender & incase of successful bidder; the EMD will be returned after submission of performance security. EMD of successful bidder(s) will be forfeited, if he/they does/do not accept the purchase order.

- E. The selected firm has to complete the Supply, installation and commissioning within 30 days of issue of purchase order. If the firm fails to supply and install the item/s in time or supplies are not up to standard, appropriate action like forfeiting the EMD, imposing Liquidated Damage penalty @ 0.5% per week etc . thereafter will be initiated.

F. Performance Security:

1. 5% of the purchase order value will be submitted by the firm towards performance security within 10 days of receipt of purchase order in shape of DD.
2. The performance deposit will be refunded to the firm after the warranty period and shall be released by the purchaser after fulfillment of all warranty obligations by the bidder.

G. EVALUATION:

1. The price bid (Cover-B) will be opened only for the bidders qualified in the technical

evaluation.

2. The cost of Furniture and other equipment (inclusion of the transportation, packing & forwarding job (i.e. installation, cabling, electrical fittings, civil works etc,) but excluding GST will be evaluated.

I. Supply and Installation:

1. Supply and installation at the IRCS-OSB office of each item should be completed within 30 days from the date of issue of purchase order falling which liquidated damage @ 0.5% per week shall be deducted from final payment, for each week of delay beyond the delivery period up to maximum of 5%.

J. Warranty:

a. One year onsite comprehensive warranty (or as mentioned in Technical Annexures) and also give the warranty declaration that everything to be supplied by us here under shall be free from all defects and faults in material, workmanship, transportation hazards, and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specifications. During the warranty period, replacement of any part of items or rectification of defects of works will be free of cost.

b. Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost. The payments shall be made only after receiving the material in the required specifications and quality to the satisfaction of the University authorities.

c. The Vendor shall warrant that any Material supplied hereunder conforms to the generally recognized manufacturing and safety standards of the Vendor's industry as per Indian Standard Institution (ISI) or similar standard. The Vendor's specifications on performance as detailed in the Vendor's brochures, sales literature and other specifications as may be available to the university.

d. Vendor should provide insurance up to the delivery point (on-site and not up to the nearest international airport) and until the time of installation.. In addition to any other express or implied warranties, the Vendor warrants that the material furnished pursuant to this order will be: Free from defects in design except to the extent that such items comply with detailed designs provided by the university; of merchantable quality and suitable for the purposes, if any, which are stated in the tender/quotation.

K. Payment:

1. Bidders are required to enclose photocopy of cancelled cheque & NEFT Bank Details with tender /quotation to enable us to making payment through on line transfer.
2. Deduction of Income Tax, as applicable and so on, at source from payment to suppliers: This will be done as per existing law in force during the currency of the contract.

L. General Conditions:

1. In the event of the date being declared as a holiday for the office, the due date submission of bids and opening of bids will be the following working date & time.
2. The tenders received by the date and time will be opened as per the scheduled date and time in presence of the bidder or their authorized representatives.
3. The quantity mentioned may increase/decrease depend on the requirement.
4. Disputes relating to the purchase etc. are subject to the jurisdiction of court of law at Bhubaneswar.
5. The authority reserves the right to accept / reject all the bids or any part thereof without assigning any reason thereof.

M .Schedule of Requirement –

The quantity mentioned in below table is approximate. The Undersigned reserves the right at the time of award/execution of the contract to vary the quantity specified in the schedule of requirement without any change in the unit rate. However, the payment will be made as per the actual material used and work done.

SI No	Name of the Item	Qty.	Amount of E.M.D/Bid Security	Tender Fee
01	Conference Table (30 Sitter)	01	20,000/-	3,000/-
02	Table (01)	01	500	
03	Office Cushion Chairs	30	5000	
04	Micro Phone with all the fittings	30	5000	
	Total Amount		30,500/-	

Honorary Secretary
IRCS-OSB,Bhubaneswar

ANNEXURE - 1

ITEM WISE DESCRIPTION TECHNICAL SPECIFICATION

Financial bid to be filled by bidder Supply and installation of a Conference Table with sitting capacity for 30 persons and fitted with microphones with its accessories at IRCS-OSB For The FY 2022-2023

Name of Item	Make/Model	Unit Required	Rate per unit	Total Amount
01	Conference Table (30 Seater)	01		
02	Table (01)	01		
03	Office Cushion Chairs	30		
04	Micro Phone with all the fittings	30		
			Add Any other charges	
			Taxes if any	
			Gross. Total	
		Amount In words		

Signature with seal of Bidder

ANNEXURE - 2

Technical specifications for supply and installation of Supply and installation of a Conference Table with sitting capacity for 30 persons and fitted with microphones with its accessories at IRCS-OSB For The FY 2022-2023

1. Specification as per the catalogue or drawing specification on the product description should be attached with the tender for supply and installation of Thirty Seater Conference Table at IRCS-OSB, Bhubaneswar For The FY 2022-2023.

ANNEXURE – 3

ANNUAL TURN OVER STATEMENT

The Annual Turnover of M/s _____ who is a Manufacturer / Distributor if or the last three years are given below and certified that the Statement is true and correct.

<i>Sl.No.</i>	<i>Year</i>	<i>Turnover in Lakhs/ Crores(Rs)</i>
1.	2018 - 2019	-
2.	2019 - 2020	-
3.	2020 - 2021	-

Date:

Place:

(Name in Capital)

Signature of Auditor/
Chartered Accountant

Registration No.

Seal

NB: This certificate should be supported by figures in balance sheet/PI account of Income Tax Return.