

**GUIDELINE / INSTRUCTIONS FOR FINALIZATION OF TENDER**

**Handling Contractor**

These Guideline / instructions should be followed meticulously by the CSO-cum-District Manager, OSCSC Ltd. from the time of receiving of tender to finalization of the tender.

**A. CALCULATION OF CONTRACT VALUE:**

- i) The CSO-cum-District Manager, OSCSC Ltd. shall calculate the estimated value of Contract necessary to determine Security Deposit & Experience requirement as follows:

<b>Value of Contract = [Total Monthly Allotment of Rice &amp; Wheat of the District (NFSA, MDM Scheme &amp; WBNP combined) in Quintal X (Rs.8.00 X 2) X 24 Months]</b>
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- i) 12.5% or 25%, as the case may be, of the above value of the contract is the work value for experience requirement and shall be filled in the required field at **Clause-4.2 Page-7** before floating of tender.
- ii) 5% of the above value of the contract is the amount of Security Deposit and shall be filled in the required field at **Clause-7.1.1 Page-10** before floating of tender.
- iii) The Collector shall approve the above value of Contract before publication of the same in the tender paper.

**B. PUBLICATION OF TENDER CALL NOTICE:**

Tender Call Notice shall be published in local edition of at least 02 Odia dailies widely circulated in the district.

Following information shall be mentioned in the Tender Call Notice before its publication.

- The last date and time in submitting the Tender Papers.
- The date, time and place of opening of Tender Paper.
- The district website.
- The district name.
- The Tender Call Notice shall also be displayed in the Notice Board of the Collectorate, Office of the Sub-Collector, all BDOs of the district & CSO-cum-DM, OSCSC Ltd.

**C. HOW TO RECEIVE THE TENDER DOCUMENT:**

As mentioned in the tender document, the Documents will *be sent through registered post/ speed post/ courier service only to District Manager, OSCSC Ltd. within the date & time specified in the Tender Paper. Tender document sent other than the above mode shall not be entertained in any circumstances.*

- One staff in charge of Diary Dispatch section or the staff nominated by the District Manager shall record the receipt of Tender paper through registered post / speed post/ courier with mention of date & time.

- b) The District Manager or one responsible Officer earmarked shall keep all such received Tender papers in safe custody.
- c) The record of receipt along with the sealed Tender papers shall be produced before the District Tender Committee during scrutiny of Technical Bid to ascertain the receipt of Tender paper within the scheduled date & time.

**D. DATE OF OPENING OF TENDER:**

These instructions should be followed while opening of tender documents:

- 1. All the tender papers shall be opened in the presence of Tender Committee.
- 2. One attendance sheet shall be made and signed by all the members of the Committee. Sample copy is attached as **Annexure-A**.
- 3. One separate attendance sheet shall be prepared for the tenderers / or their authorized representative present for the meeting. (The authorization letter of the authorized representative of the tenderer shall be checked and collected from the representative, failing which they shall not be allowed to enter the meeting hall). Sample copy is attached as **Annexure-B**.
- 4. The sealed tender papers along with record for receipt of those papers shall be produced before the Committee members and the tenderers or their authorized representatives.
- 5. The Committee members and Chairman will put their signature on the body of the main envelope before opening of the tender.
- 6. The main envelope will be opened. Out of this, the envelope containing **EMD, Technical Bid** and **Price Bid** will come out.
- 7. **The envelope superscripting "PRICE BID" shall not be opened and kept inside the main envelope and sealed in presence of the committee members and the tenderer or their authorized representative and shall be kept in the custody of the District Manager concerned.**
- 8. **Only the envelope superscripting "TECHNICAL BID" will be opened and all the documents including the envelope to be signed by all the members and the Chairman of the committee.**
- 9. All the documents attached with the Technical Bid shall be checked according to the checklist attached to the tender paper. The committee shall verify the attested copies attached to the tender paper along with the original document to be produced by the tenderer / his authorized representative.
- 10. The District Tender Committee may give reasonable time to the tenderer for production of original documents, as per his/her request in genuine cases and the tender paper may be considered on the basis of photocopies of the documents enclosed & self-attested by the tenderers.

The committee shall record the result of their verification in a separate sheet and put their signature on the said sheet for further action. An indicative sheet is attached at ***Annexure-C***.

11. The tender paper of the tenderer shall be rejected if documents are not submitted along with the tender document as per checklist.
12. At the time of verification, if any discrepancies noticed in the documents attached to the Tender Paper, the tenderer / authorized representative shall be informed verbally in the committee meeting.
13. The Documents attached with the technical bid shall be verified by the Tender Committee according to the checklist attached with the tender document. The committee shall satisfy themselves with the authenticity of the documents. The tenderers who have furnished all the documents asked for and the documents have been verified to the satisfaction of the committee shall be considered as qualified in technical bid. The Committee shall finalize qualified Tenderer of technical bid and prepare a proceeding to that effect. **The proceeding of the committee shall be approved by the Chairman of the Committee and sent to Corporation Head Office for appraisal.**
14. The Price Bid of the Tenderer qualified in the scrutiny of technical bid shall only be opened.
15. The tenderers qualified in the Technical Bid shall be informed preferably through e-mail/ fax/ telephone to remain present in person or through their authorized representative on the date of opening of Price Bid.
16. All the documents shall be kept in other box and will be in the safe custody of the District Manager concerned.

**E. OPENING OF PRICE BID:**

The opening of Price Bid shall be done on the date stipulated for the same. Only the successful Tenderers qualified in scrutiny of technical bid shall be allowed to participate in the opening of Price Bid.

1. One attendance sheet shall be made and signed by all the members of the Committee.
2. One separate attendance sheet shall be prepared for the tenderers / or their authorized representative present in the meeting. (The authorization letter of the authorized representative of the Tenderer shall be checked and collected from the representative, failing which they shall not be allowed to enter the meeting hall).
3. The sealed box shall be opened again in front of the Committee members in presence of the tenderers or their authorized representative present.
4. The main envelope shall be opened and the envelope superscripting "**PRICE BID**" shall be drawn out and opened, all the Members of the tender committee and the Chairman shall put their signature on all the documents of the Price Bid.

5. **No overwriting or cutting is permitted in the Price Bid Form. Hence, in such cases the tender shall be summarily rejected by the committee. Any tenderer not quoting rate in the Price Bid shall be rejected by the Committee.**
6. In case two or more tenderers have quoted same lowest rate, the District Tender Committee shall call the tenderers who have quoted the same lowest rates and decision will be taken only through **public lottery** to engage the Handling Contractor.
7. The District Manager with the permission of Chairman shall prepare a comparative statement (Sample copy attached at **Annexure-D**). All the committee members including the Chairman shall put their signature on these statements and prepare a proceeding to that effect.
8. After finalisation of the handling rate for the district, one statement showing the name of the Handling Contractor & price approved shall be prepared. (Sample copy attached at **Annexure-E**).
9. The Committee shall prepare a proceeding to that effect. **The proceeding of the committee shall be approved by the Chairman of the Committee and sent to Corporation Head Office for appraisal.**
10. All the tender documents shall be kept in safe custody of the District Manager.
11. Approved copy of the final selection of Handling Contractor shall be sent to the Head office of OSCSC Ltd. for information.

**Annexure-A**

*Attendance Sheet of members present in the District Level Tender Committee meeting held in the office chamber of \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM to finalise Technical Bid / Price Bid – Handling Contractor*

<i>Sl No.</i>	<i>Name and Designation of the Officer</i>	<i>Signature of the Officer</i>
1	Sri _____, (Name) _____ (Designation)	
2		
3		
4		
5		

**Annexure-B**

*Attendance Sheet for the Tenderers or their authorized representatives present in the District Level Tender Committee meeting held in the office chamber of \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM to finalise Technical Bid / Price Bid – Handling Contractor*

<i>Sl No.</i>	<i>Name and Designation of the Tenderer / Representative</i>	<i>Signature of the Tenderer / Representative</i>
1	Sri _____, (Name) _____ (Name of the Agency)	
2		
3		
4		
5		

**Annexure-C**

**STATEMENT ON DOCUMENT FILED IN THE TENDER PAPERS FOR APPOINTMENT OF HANDLING CONTRACTOR IN  
\_\_\_\_\_DISTRICT.**

SI No	Name of the Tenderer		EMD Amount	Self-Attested copies of documents / certificates furnished										Affidavit on not black listed Annexure-4	Remarks	
	Name of the Firm	Proprietor/ Partner/ Director		Registration of partnership firm / company	Power of Attorney in submitting the Tender Paper on behalf of the Partnership firm / Company	Statement of bank accounts for last 03 months	PAN No.	Latest IT Return for the assessment year 2018-19 (Financial year 2017-18)	Audited Balance Sheet and P & L Account	Labour license under "The Contract Labour (R&A) Act, 1970"	Copy of EPF Code Number	Capability Certificate from Bank Annexure-2	Certificate of experience Or Undertaking in lieu of the experience certificate Annexure-3			Declaration as at Annexure-5
1	2	3	4	5	6	7	8	9	10	11	12		13	14	15	16
1																
2...																

**Member**

**Member**

**Member**

**Member**

**Collector & Chairman**

**ODISHA STATE CIVIL SUPPLIES CORPORATION, \_\_\_\_\_ DISTRICT  
COMPARATIVE STATEMENT OF PRICE BID – *HANDLING CONTRACTOR***

Sl. No.	Name of the Tenderer	Rate Quoted (In % of SOR)			Remarks
		SOR	ASOR	BSOR	

**Member**

**Member**

**Member**

**Member**

**Collector & Chairman**



**ODISHA STATE CIVIL SUPPLIES CORPORATION, \_\_\_\_\_ DISTRICT  
STATEMENT OF APPROVED HANDLING RATES – HANDLING CONTRACTOR**

<b>Name of the Handling Contractor</b>	<b>Rate (SOR or % of ASOR or BSOR)</b>	<b>Remarks</b>

**Member**

**Member**

**Member**

**Member**

**Collector & Chairman**