

**GUIDELINES / INSTRUCTIONS FOR FINALIZATION OF TENDER**

**Level-I / Level-II Transport Contractor / Handling Contractor**

Following Guidelines / instructions shall be followed meticulously by the CCSO/CSO-cum-District Manager, OSCSC Ltd. for smooth selection and appointment of Level-I / Level-II Transport Contractor / Handling Contractor through e-tendering system. CCSO/CSO-cum-District Managers are expected to go through the sample e-tender documents carefully.

**A. CALCULATION OF SCHEDULE OF RATES, ESTIMATED CONTRACT VALUE & SECURITY DEPOSIT:**

- i) The CCSO/CSO-cum-District Manager, OSCSC Ltd. shall calculate the Schedule of Rates, Estimated Contract Value & Security Deposit separately as per the norms given in the tender paper.
- ii) The Collector shall approve the above Schedule of Rates & Estimated Contract Value before publication of the same in the tender paper.

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

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

The Tender Call Notice shall be displayed in the Notice Board of the Collectorate and office of the Sub-Collector, all BDOs of the district & CCSO/ CSO-cum-DM, OSCSC Ltd.

**C. TENDER DOCUMENT:**

The tender document consists of Notice Inviting Tender (NIT), Detailed Tender Call Notice (DTCN) & Financial Bid (Bill of Quantity: BoQ). NIT & DTCN both in pdf format and protected templet of Bill of Quantity (BoQ) in excel (.xls) format are being sent through email to CCSO/ CSO-cum-DMs for further required action at their ends.

**D. FINANCIAL BID / BILL OF QUANTITY (BOQ):**

The tenderer shall quote the rate online in the prescribed BoQ uploaded by officer inviting tender. The templet BoQ developed is password protected and the same is being sent CCSO/CSO-cum-DMs through email. District office may prepare required no. of BoQs in the prescribed format only on making necessary entries in the format. After filling of the format, district office shall protect the BoQ sheet by setting their new password for security purposes, make necessary checks and upload in the e-tendering website [www.tendersodisha.com](http://www.tendersodisha.com). The protected BoQ has active cell for necessary filling by tenderer as to their name and quoted rate.

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

The duly filled in tender documents shall be uploaded in the web portal i.e. [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) by the district office. The completed tender documents with required enclosures uploaded by intending tenderer will be received online through the above website. Besides, the tender documents may be hosted in the website [www.oscsc.in](http://www.oscsc.in), [www.foododisha.in](http://www.foododisha.in) along with district website for wider publicity.

**F. OPENING OF TENDER**

These instructions should be followed while opening of tender documents:

1. The tenderers who participated in the online tendering can witness opening of the tender from any system remotely logging on to the portal with the DSC. Tenderers are not required to be present during the tender opening to witness the process. But the tenderer shall be at liberty to be present either in person or through an authorized representative. The authorized representative shall furnish the authorization letter duly executed by the tenderer.
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. 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 self-attested copies attached to the tender paper along with the original document to be produced by the tenderer or his/her authorized representative.
5. 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**.
6. 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 tenderers of Technical Bid and prepare a proceeding to that effect. **The proceeding of the committee shall be approved by the Chairman of the Committee.**
7. The Financial Bid of the tenderers qualified in the scrutiny of Technical Bid shall only be opened. No single technically qualified bid will opened.
8. The tenderers qualified in the Technical Bid shall be communicated through e-mail/ SMS via web portal on the date of opening of Financial Bid.
9. All the tender papers along with documents downloaded and printout taken shall be preserved in the safe custody of the District Manager concerned for reference.

**G. OPENING OF FINANCIAL BID:**

The opening of Financial Bid shall be done on the date stipulated for the same. Only the tenderers qualified in scrutiny of Technical Bid shall be allowed to participate in the opening of Financial 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. In the case two or more tenderers have quoted same lowest rate, the District Tender Committee shall call all the tenderers who have quoted the same lowest rates and decision will be taken only through **public lottery** as per conditions of Tender Paper.
4. The District Manager with the permission of Chairman shall prepare comparative statement of quoted rates (sample copy attached at **Annexure-D**). All the committee members including the Chairman shall put their signature on the comparative statement and prepare a proceeding to that effect.
5. After finalization of the transportation rate/ Handling Charges, statements showing the name of the Transport/ Handling Contractor & price approved shall be prepared. Sample copy attached at **Annexure-E**.
6. 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 approval only in case the rate quoted by the tenderer is at Above Schedule of Rate.**
7. The hard copies of all downloaded tender papers along with documents shall be preserved in safe custody of the District Manager for reference.
8. Approved copy of the final selection of Transport / 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 / Financial Bid – Level- I & Level-II Transport Contractor/ 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 / Financial Bid*

<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		

**STATEMENT ON DOCUMENT FILED IN THE TENDER PAPERS FOR APPOINTMENT OF LEVEL-I / LEVEL-II TRANSPORT  
CONTRACTOR/ HANDLING CONTRACTOR IN \_\_\_\_\_ DISTRICT.**

Sl No	Name of the Tenderer		Tender document fee and EMD payment details, copy of documents in suppose of deposit of Tender document fee and EMD	Self-attested copies of documents / certificates furnished													Affidavit on not black listed Annexure-4	Affidavit as to Family members/ Partner of the firm/ Director of the company Annexure-5	Affidavit in Annexure-7	Affidavit on use of vehicle of partner or Director	Verified with Original or not	Remarks
	Name of the Firm	Proprietor/ Partner/ Director		Registration of partnership firm / company	Annexure-1	Appendix-II duly filled in & signed	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. & GS TIN No.	IT Return for the last three years i.e.2018-19,2019-20 & 2020-21	List of two owned vehicle & copy of R.C. Book & Fitness Certificate	Registration Certificate under "The Carriage by Road Act' 2007" & "The Carriage by Road Rule' 2011	Capability Certificate from Bank Annexure-2	Experience Certificate Annexure-3 or Undertaking	Declaration on Appointment as Level-II Transport Contractor with Separate 02 Vehicles Annexure-6	Signed copy of Corrigendum/ Addendum if any						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1																						
2..																						

**Member**

**Member**

**Member**

**Member**

**Collector & Chairman**

**Annexure- D**

**ODISHA STATE CIVIL SUPPLIES CORPORATION, \_\_\_\_\_ DISTRICT  
COMPARATIVE STATEMENT OF FINANCIAL BID – LEVEL-I /LEVEL-II TRANSPORT  
CONTRACTOR/ HANDLING CONTRACTOR**

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

**Member**

**Member**

**Member**

**Member**

**Collector & Chairman**

**ODISHA STATE CIVIL SUPPLIES CORPORATION, \_\_\_\_\_ DISTRICT**  
**STATEMENT OF APPROVED TRANSPORT RATE – LEVEL-I/ LEVEL-II TRANSPORT CONTRACTOR /HANDLING RATES**

<b>Name of the approved Level-I / Level-II Transport Contractor/Handling Contractor</b>	<b>Rate (SOR or % of ASOR or % of BSOR)</b>	<b>Remarks</b>

*Member*

*Member*

*Member*

*Member*

*Collector & Chairman*