

GUIDELINE / INSTRUCTIONS FOR FINALIZATION OF TENDER (UP TO PRICE BID).

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. **PUBLICATION OF TENDER CALL NOTICE:**

Tender Call Notice shall be published in district edition of 02 Odiya dailies widely circulated in the district. In case there is no district edition of Odiya dailies, the notice shall be published in the edition of nearby district. There shall not be publication in more than 02 dailies and more than one edition.

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

- (a) The last date and time in submitting the Tender Papers.
- (b) The date, time and place of opening of Tender Paper.
- (c) The district website shall be mentioned in the Tender Call Notice.
- (d) The district name.
- (e) Name of the RRC-cum-DSC.
- (f) The Tender Call Notice shall also be displayed in the Notice Board of the CSO-cum-District Manager and the Notice Board of the Collectorate.

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

As mentioned in the tender document, the Documents will *be submitted in the **Tender Box** at the office of the District Manager, by the tenderer within the date & time specified in the Tender Paper.*

The staff in charge of Diary Despatch section or the staff nominated by the District Manager shall be kept in charge of the **Tender Box**. Two steel boxes and two locks shall be purchased before receipt of the tender documents. The Tender Box shall be sealed with a hole for dropping of the Tender Paper and kept inside the Office room of the CSO-cum-District Manager. One key of the locks shall be kept with the person in charge of the **Tender Box** and the other one shall be kept with the District Manager.

- a) The staff in charge of Diary Despatch section or the staff nominated by the District Manager shall see that the steel box is kept safely inside the room of the District Manager till the last date of receipt of Tender Paper. This shall be the sole responsibility of the staff dealing with it and the District Manager that the tender box should be safe.

- b) After closure of the time for the last date for receiving the tender document the box containing the tender document shall be SEALED and the District Manager shall put his signature on it.

C. **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 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 attached as **Annexure-B**.
4. The box containing the tender document shall be opened in front of all the Committee Members and the Tenderers or their authorized representatives.
5. The Committee members and Chairman to 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 **Technical Bid** and **Price Bid** will come out.
7. **The envelope superscripting "Price Bid for appointment of Handling & Transport Contractor " 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 for appointment of Handling & Transport Contractor" 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 in Annexure-II attached to the document. The committee shall verify the attested copies attached to the tender document along with the original document to be produced by the Tenderer / his authorized representative. 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**.

10. The tender document of the Tenderer shall be rejected if following documents are not submitted along with the tender document.

| Name of the Document |
|--|
| Earnest Money Deposit (EMD) |
| Attested copy of Registration of the agency; |
| Certified copy of the statement of bank account of agency for the last six months; |
| Attested copy of PAN; |
| Attested copies of the latest IT return filed by agency ; |
| List of movable property |
| List of immovable property |
| List of Transport Vehicle alongwith Registration No. & Fitness Certificate Number |
| Attested copy of Labour Registration Certificate |
| Affidavit from declaring firm is not blacklisted. |

11. 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.
12. 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 sample copy of the checklist is enclosed at **Annexure-D**. 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. The Price Bid of the Tenderer qualified in the scrutiny of technical bid shall only be opened.
13. 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.
14. All the documents shall be kept in other box and will be in the safe custody of the District Manager concerned.

D. 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 box shall be opened again in front of the committee members and the Tenderers or their authorized representative present.
4. The main envelope shall be opened and the envelope superscripting “**Price Bid for appointment of Handling & Transport Contractor**” 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.**
6. The District Manager with the permission of Chairman shall prepare a comparative statement (sample copy attached at ***Annexure-E***). All the committee members including the Chairman shall put their signature on the comparative statement and prepare a proceeding to that effect. **Any Tenderer not quoting single rate in the Price Bid shall be rejected by the Committee.**
7. In the tendering process the following scenarios may arise. The District Tender Committee are to act upon as per instructions given below :
 - a. For one RRC-cum-DSC no Tenderer submit tender or all the Tenderers are disqualified in the technical bid - the District Tender Committee can engage the H & T Contractors of nearby RRC-cum-DSC on negotiation.
 - b. For one RRC-cum-DSC single tender is received or the tenders submitted except one are disqualified in technical bid - the District Tender Committee will negotiate with the Tenderer to reach on a workable rate or have cross negotiation with all the qualified Tenderers of the district to engage the H & T Contractors of that RRC-cum-DSC.
 - c. Two or more Tenderers have quoted same rate for one RRC-cum-DSC – the District Tender Committee shall negotiate with the Tenderers quoting the same rate to engage the H & T Contractors of that RRC-cum-DSC.
8. All the tender documents shall be kept in safe custody of the District Manager.
9. Approved copy of the final selection of H & T Contractor shall be sent to the Head office of OSCSC Ltd. for information.

| Important Datelines | |
|--|--|
| Issue of advertisement at district level | 08-08-2011 |
| Sale of tender papers | 09-08-2011, 11 A.M. to 22.08.2011 up to 2 P.M. |
| Receipt of tender papers | 22-08-2011 up to 3 P.M. |
| Opening of Technical Bid | 22-08-2011 at 4 P.M. |
| Opening of Price Bid | 24-08-2011 at 11 A.M. |
| Execution of Agreement | By 27-08-2011 |

*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.*

| <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 | | |

*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*

| <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

Sample copy

Statement on document filed in the tender papers for appointment of Handling & Transport Contractor in _____

RRC-cum-DSC, _____ District” _____

| Sl No | Name of the Tenderer | | EMD Amount | Attested copies of documents / certificates furnished | | | | | | | Affidavit on “ not black listed | Remarks |
|-------|----------------------|-------------------------------|------------|---|----------------------------|---------|-----------|--------------------------|----------------------------|---|---------------------------------|---------|
| | Name of the Firm | Proprietor/ Partner/ Director | | Registration of Agency | Statement of bank accounts | PAN No. | IT Return | List of movable property | List of immovable property | List of two owned vehicle & copy of R.C. Book & Fitness Certificate | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

Member

Member

Member

Member

Collector & Chairman

CHECKLIST

DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID

| SI No. | Name of the Document | Put “ ✓ ” mark |
|---------------|--|-----------------------|
| 1 | Tender paper & Tender document | |
| 2 | Technical Bid | |
| 3 | Certified copy of Partnership deed/Articles of Association /Memorandum of Association/Bye-laws etc. as applicable. | |
| 4 | Copy of Certificate of Registration, in case of Company. | |
| 5 | Authorization letter in submitting the Tender Paper on behalf of the Partnership firm / Company / Hindu Undivided family. | |
| 6 | List of movable and immovable property basing on which Solvency Certificate issued. | |
| 7 | Copy of the latest Income tax return and copy of PAN No. | |
| 8 | Affidavits mentioning that he/she/firm/company/HUF is not blacklisted by any Govt. organization / undertaking or that no criminal or vigilance case is pending against the Tenderer. | |
| 9 | List of two owned transport vehicle with attested Xerox copies of R.C. Books & Fitness Certificate. | |

ORISSA STATE CIVIL SUPPLIES CORPORATION, _____ District
COMPARATIVE STATEMENT of PRICE BID

Name of the Rice Receiving Centre-cum-Departmental Storage Centre
(RRC-cum-DSC) _____

| Sl No. | Name of the Tenderer | Rate of H & T operation per quintal | | Remarks |
|--------|----------------------|-------------------------------------|----------|---------|
| | | In figure | In words | |
| | | | | |
| | | | | |
| | | | | |

Member *Member* *Member* *Member* *Collector & Chairman*