



**Odisha Rural development and Marketing Society
Panchayati Raj & Drinking Water Department
Government of Odisha**

**TENDER PAPER
FOR
PROCUREMENT OF 7.5 KVA, 3 KVA INVERTER & BATTERIES**

SIRD campus, Unit: VIII, Bhubaneswar-751012. Odisha, India.
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Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department, Government of Odisha

Letter No. _____
ORMAS/SD/154/2015

Date : _____

TENDER CALL NOTICE

Sealed Tenders are invited from intending reputed suppliers/ Manufacturers/ Authorized Dealers having GST for purchase of 7.5 KVA and 3 KVA Inverter along with inverter grade batteries for uninterrupted power supply at ORMAS office building. The Tender Paper along with detail specification will be available in the Office of ORMAS, SIRD Campus, Unit-VIII, Bhubaneswar – 751012, Odisha during office hour.

The tender paper can be downloaded from the website www.ormas.org and www.odishapanchayat.gov.in where the details of specification are available. The downloaded tender documents duly filled in with cost of tender document cost of Rs.200/- Banker's Cheque / Demand Draft in favour of "ORMAS, Bhubaneswar" drawn in any scheduled commercial bank payable at Bhubaneswar will be accepted during office hour 10.00 AM. To 5.00 PM from 05.04.2018 to 25.04.2018. The last date for submission of Bid is on 25.04.2018 (2.00 PM) and the same will be opened on same day at 3.30 P.M. ORMAS reserves the right to cancel the Tender wholly or partially without assigning any reason thereof.

Sd/-
Executive Director

TENDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Executive Director, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	L1 Selection Method (Least Cost Based)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of Tender Document	04.04.2018
5.	Last Date and Time for submission of Tender	25.04.2018 (2.00 PM)
6.	Date of opening of Technical Proposal	25.04.2018 (3.30 PM)
7.	Date of opening of Financial Proposal	25.04.2018 (3.30 PM)
8.	Tender Processing Fee (Non-Refundable)	Rs.200/-INR in shape of Banker's Cheque / Demand Draft in favour of "ORMAS, Bhubaneswar" drawn in any scheduled commercial bank payable at Bhubaneswar.
9.	Earnest Money Deposit (EMD) (Refundable)	1% of the total value in shape of Banker's Cheque / Demand Draft in favour of "ORMAS, Bhubaneswar" drawn in any scheduled commercial bank payable at Bhubaneswar
10.	Address for Submission of Proposal	The Executive Director ORMAS, SIRD Campus Unit-8, Bhubaneswar, PIN-751012, Odisha.
11.	Mode of Submission of Tender Paper	Speed Post / Registered Post / Dropped in the Tender Box at ORMAS office only to the address as specified above during the office hour only. Submission of Tender through other mode and late Tender will be out rightly rejected.
12.	Place of Opening of Technical & Financial Proposal:	Conference Hall of ORMAS, SIRD Campus, Unit-8, Bhubaneswar
13.	7.5 KVA, 3 KVA inverters, inverter grade Batteries, Mild Steel rack for batteries and Cabling delivery period	7 days from the date of issue of Purchase Order in phase manner
14.	Warranty of 7.5 KVA, 3 KVA inverters and Batteries	For a period of 3 years onsite warranty on all items

For details, please visit: www.ormas.org and www.odishapanchayat.gov.in

SECTION: I
LETTER OF INVITATION

Tender No: _____

Dated: _____

Name of the Assignment: Purchase of 7.5 KVA, 3 KVA inverters, Batteries, Rack and Cabling.

1. **Executive Director, ORMAS, Panchayati Raj & Drinking Water Department**, Government of Odisha (The Client) invites sealed Tenders from eligible Tenders for purchase of 7.5 KVA, 3 KVA Inverters, Inverter grade Batteries, Mild Steel rack for batteries, Cabling & Earthing for official use. More details on the proposed assignment are provided at **Section – III - Technical Specification** of this Tender Document.
2. An Agency will be selected under **L1 Basis (Least Cost Based)**.
3. The Tender complete in all respect as specified in the Tender Document must be accompanied with a **Non- refundable** amount of **Rs.200/- (Rupees Two hundred only)** towards **Tender Processing Fee** in shape of Banker’s Cheque / Demand Draft in favour of “**ORMAS, Bhubaneswar**” drawn in any scheduled commercial bank payable at Bhubaneswar, Odisha failing which the Tender will be rejected.
4. The Tender must be delivered at the specified address as per the Tenderer Data Sheet by **Speed post / Registered Post / Dropped in the Tender Box** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. All the rates and amounts shall be quoted in Indian Rupees (IR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document.
6. Amendments / Corrigendum, if any, would be posted on the ORMAS website www.ormas.org.
7. The last date and time for submission of proposal complete in all respects is **Dt.25.04.2018 (02.00 PM)** and the date of opening of the technical & financial Tender is **Dt.25.04.2018 (03.30 PM)** in the presence of the Tenderer/ Tenderer’s representative at the specified address as mentioned in the “Tenderer Data Sheet (Sl. No.10)”. Representative of the Tenderer may attend the meeting with due authorization letter on behalf of the Tenderer.
8. This Tender includes following sections:
 - a. Letter of Invitation [**Section – I**]
 - b. Terms and Conditions [**Section – II**]
 - c. Technical Specification [**Section – III**]
 - d. Self Declaration Form – [**Annexure – A**]
 - e. Evaluation Form – [**Annexure – B**]
 - f. Price Quotation Form – [**Annexure – C**]
 - g. Performance Guarantee – [**Annexure – D**]
9. While all information/ data given in the Tender are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the Tenderer to check the validity of information/ specifications/ narrations included in this document. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-

Executive Director
ORMAS, Bhubaneswar

SECTION – II

TERMS AND CONDITONS

The Tenderers are requested to submit the tender as per the Terms and Conditions given below. The tenders not prepared as per our terms detailed below are liable for rejection.

- 1) **Tender Price:** The rate and total should be entered both in figures and words and any correction should be attested under the Seals of the Firm. No revision of rates from that originally quoted will be allowed within the validity period. The rate should be quoted at work site inclusive of all taxes and duties as per enclosed Price Tender format. The prices should be quoted in Indian Rupees only.
- 2) **Tender Processing Fee (Non-Refundable):** Rs.200/- (Rupees Two Hundred) only in form of Demand Draft/Banker's Cheque in favour of ORMAS, Bhubaneswar drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the tender will be rejected. The Tender processing fee will be required in all cases either documents collected from ORMAS Office by paying fee or downloaded from website and submitted to ORMAS.
- 3) **E.M.D :-** The tender document shall accompany with a Earnest Money Deposit (EMD) at the rate noted under Sl. No.4 below without which the tender shall be rejected. The Earnest Money Deposit should be made available in the form of DD/ Banker's Cheque in favour of **“ORMAS, Bhubaneswar”** drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha along with the sealed covers of Tenders.
 - a) Unsuccessful Tenderer's E.M.D shall be refunded back as promptly as possible on written application, but not later than thirty (30) days after the expiry of the period of Tender validity. The successful Tenderer's E.M.D shall be discharged upon furnishing of the Performance Guarantee on written application.
 - b) The E.M.D may be forfeited due to following reasons:
 1. If the Tenderer withdraws Tender during the period of Tender validity specified by the Tenderer in the Tender form.
 2. In case the successful Tenderer fails to sign the contract in specified time and / or fails to submit the requisite Performance Bank Guarantee.
 3. In case of failure to supply the materials / equipment during the contractual delivery period.

- 4) **Quantity:** - Sealed Tenders in this tender document have been invited for the supply of the item mentioned below. The approximate quantity required has also been mentioned below.

Sl.	Name of the Item	Approximate Quantity	Technical Specification	EMD
1	7.5 KVA inverter	1	Ref Annexure	1% of total quoted value
2	3 KVA inverter	1		
3	Batteries	16		

The quantities mentioned above the subject to variations. The rates quoted by the firms shall continue to be valid even if the quantities of items mentioned above are varied. Further the Tenderer (s) should certify that the rates quoted by it for any item (s) listed above shall remain valid subject to variation in any Govt. Tax Structure on the same (i.e the base price of the item quoted shall remain valid irrespective of variation in the tax Structure) for a period of one year from date of finalization of rate by the Purchase Committee.

- 5) **The Purchaser's Right to vary Quantities:** The Purchaser reserves the right to vary the quantity i.e. increase or decrease the number of materials without any change in terms and conditions at the time of placing the orders or during the execution of the Contract.
- 6) Each page of this tender document should be signed by the Tenderer with seal in token of having read, understood and accepted the terms and conditions of this contract.
- 7) **Taxes & Duties:**
 - a. A Tenderer will be entirely responsible for quoting the correct taxes & duties, other local taxes or levies if any, license fees etc, he has to incur until completion of the contract. For the purpose of evaluation the Tenderer should clearly indicate the Excise duty, Sales tax/ VAT and any other taxes & levies payable in the respective columns.
 - b. If the rates of statutory levies assumed by the Tenderer are less than the actual rates prevailing at the time of Tendering, the purchaser will not be responsible for such errors. If the rates of statutory levies assumed by the Tenderer are later proved to be higher than the actual/ correct rates prevailing at the time of Tendering, the difference will be passed on to the credit of the purchaser.
- 8) **Eligibility :** The Tenderer should give the following details along with the Tender documents :
 - a) GST (GST registration copy to be attached)
 - b) PAN of company (Copy to be attached)
 - c) Trade Tax/ Sales Tax Registration (Copy to be attached)
 - d) Single price for each item.
 - e) Alternative price/ conditional offer shall not be accepted.
 - f) All products must be ISI certified.
 - g) Self Declaration (As per **Annexure – A**)
- 9) **Evaluation of Tender :** The purchaser will evaluate and compare the Tender determined to be substantially responsive as per the requirement and which :
 - a) Are properly signed and
 - b) Confirm to the terms and conditions and specifications.
 - c) Quoted as per the format
 - d) The Tenders would be evaluated for all the items together.
- 10) **Packing & Forwarding:** - The rates are inclusive of packing & forwarding charges.
- 11) **Delivery:** - The materials should be delivered within 07 (seven) days from the date of issue of the letter of Award or purchase order in phase manner.
- 12) **Payment:** No advance payment shall be made. 100% value of each consignment will be paid within 45 days of receipt of materials in good conditions at desired destination and successful installation of the desktop, laptop and UPSs thereof subject to Test Certificates.
- 13) **Free Replacement:-** Free replacement for loss or damage of materials during transit shall be made good by the Tenderer immediately on receipt of information from the consignee without waiting for settlement of your claim with the Carriers and Insurers.
- 14) **Validity:**
 - 14.1 Price should be firm and offer should be valid for a period of 12 (twelve) months from the date of opening of the tenders / placement of work order.
 - 14.2 Tender with lesser validity period will be rejected outright at the time of opening of the tender.
 - 14.3 Tender with conditional validity or rates will be rejected outright period will be rejected outright at the time of opening of the tender.

15) **Performance Guarantee:** Seller shall give a Performance Bank Guarantee to the tune of 5% of the total contract value of the purchase order in shape of Bank Guarantee from any Nationalized Bank or scheduled Bank in favour of ORMAS, Bhubaneswar on a non-judicial stamp paper of worth Rs. 100/- (Rupees One hundred) only strictly as per enclosed **Annexure - D** should be furnished to this office immediately after completion of supply. The Bank Guarantee if furnished towards performance security should be enforceable and payable at Bhubaneswar and shall be valid for a period of warranty.

Sd/-
Executive Director
ORMAS, Bhubaneswar

SECTION – III
TECHNICAL SPECIFICATIONS

Sl. No.	Particulars	Specifications		
1	7.5 KVA Inverter	Make	Microtech/ Luminous	
		Phase	Single Phase	
		Frequency	50 Hz	
		Waveform	True sine wave	
		Input AC Range	110 V ~ 295 V	
		Input DC Range	120 ~ 173 +/- 1 V	
		Output voltage	230 V	
		Peak Efficiency	>88%	
		Noise level	<45 db	
		THD	<3%	
		Ambient temperature/ Relative	0-45 ⁰ / 0-95%	
	Warranty	2 (two) years		
	Protections	Overload	105% - 125% with many times auto-reset	
		Short-circuit	300%	
Charging current		10.0 A (settable +/- 5.0A)		
Low battery cutout		120V+/-1V		
Separate Output with TDR		3~5 minutes TDR		
2	Battery for 7.5 KVA Inverter	Make	Luminous/ Exide	
		Battery	Inverter grade battery	
		No. of Battery	12 battery system	
		Volts	144 volts	
		Backup	3 hours	
		Warranty	3 years replacement warranty	
3	3 KVA Inverter	Make	Microtech/ Luminous	
		Phase	Single Phase	
		Frequency	50 Hz	
		Waveform	True sine wave	
		Input AC Range	110 V ~ 295 V	
		Input DC Range	40 ~ 55.2 +/- 1 V	
		Output voltage	230 V	
		Peak Efficiency	>82%	
		Noise level	<45 db	
		THD	<3%	
		Ambient temperature/ Relative	0-45 ⁰ / 0-95%	
	Warranty	2 (two) years		
	Protection	Overload	105% - 125% with many times auto-reset	
		Short-circuit	300%	
Charging current		10.0 A (settable +/- 5.0A)		
Low battery cutout		40V+/-1V		
4	Battery for 3 KVA Inverter	Make	Luminous/ Exide	
		Battery	Inverter grade battery	
		No. of Battery	4 battery system	
		Volts	48 volts	
		Backup	3 hours	
		Warranty	3 years replacement warranty	
5	Rack	Rack for 7.5 KVA Inverter grade	Mild Steel rack	
6	Cable & Earthing	Single Core Copper cable from inverter to all the light, fan, computer and main control panel of the building with casing & capping and change over switch.		

SELF DECLARATION FORM

Name of the Purchaser: _____

Tender Notice No: _____

Sir,

1. I / we, the undersigned do hereby declare that, I / we have never ever been blacklisted and / or there were no debarring actions against us for any default in supply of material / equipments or in the performance of the contract entrusted to us in any of the Government Offices or Private Organizations of India.

2. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the quotation stage, my quotation/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the purchaser.

Yours faithfully,

Place:

Date :

Signature of the Tenderer
with seal

(This form shall be duly filled-up and signed by the Tenderer & submitted along with the original copy of the Tender.)

EVALUATION FORM

Sl. No.	Particulars	Yes/ No
1	The Tenderer is a Manufacturer / Authorized Agent/ Authorized Dealers, furnished relevant documents	
2	Required Cost of Tender paper furnished	
3	Required EMD in DD/ Bankers Cheque	
4	PAN Copy enclosed	
5	GST registration copy enclosed	
6	Trade Tax/ Sales Tax Registration, Copy enclosed	
7	Self Declaration	
8	Evaluation Form	
9	Performance Guarantee	

I do hereby certify that the above mentioned particulars are true and correct.

Full Name and Signature of the Tenderer:

Date:

Seal

DECLARATION BY THE TENDERER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the Tender personally/under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will a Tendere by the conditions of the terms and conditions. This is also certified that our manufacturing firms have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature :

Date :

Name :

Address :

Designation :

PRICE QUOTATION FORM

Sl. No.	Description of the Goods	Qty.	Make	Model	Specifications	Quoted Rate (per unit) in INR (including all taxes)
a)	7.5 KVA Inverter	01				
b)	3 KVA Inverter	01				
c)	Batteries	16				
d)	Cabling & Earthing					

Gross Total quoted amount (including all taxes & charges) : Rs._____

Rupees _____

Note:

1. *The Price to be quoted by the Tenderer shall include all the cost and taxes.*
2. *Tenderers are required to submit all certifications of equipment as mentioned above at the time of submission of the Tender only. Any submission of certification after Tender Opening process will not be entertained.*

Signature of the Tenderer

Name of the Firm/Agencies

Address

Date

Place

Seal

**PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY DEPOSIT,
PAYMENT AND PERFORMANCE**

To

**The Executive Director
ORMAS, Bhubaneswar**

This Guarantee Bond is executed this day of _____ by us the
_____ Bank at _____ PO _____ P.S. _____ Dist
_____ State _____.

Whereas ORMAS, SIRD Campus, Unit-VIII, Bhubaneswar, Odisha, PIN – 751012 registered under the Societies Registration Act 1860 (here in after called “the Purchaser”) has placed Purchase Order No. _____ Dt. _____ (hereinafter called “the Agreement”) with M/s _____ (hereinafter called “the Tenderer”) for supply of (name of the material) and whereas ORMAS has agreed (1) to exempt the Contractor from making payment of security deposit, (2) to release 100% payment of the cost of materials as per the said agreement and (3) to exempt from performance guarantee on furnishing by the Tenderer to the ORMAS a composite Bank Guarantee of the value of 05% (five percent) of the Tendering price of the said Agreement.

1. Now, therefore, in consideration of ORMAS having agreed (1) to exempt the Tenderer for making payment of security deposit, (2) to release 100% payment to the Contractor and (3) to exempt from furnishing performance guarantee in terms of the said Agreement as aforesaid, we the Bank, _____ Address _____ (code No. _____) (hereinafter referred to as “the Bank”) do hereby undertake to pay to the ORMAS, Bhubaneswar an amount not exceeding Rs. _____ (Rupees _____) only against any loss or damage caused to or suffered by ORMAS by reason of any breach by the said Tenderer(s) of any of the terms or conditions contained in the said Agreement.

2. We, the Bank do hereby undertake to pay the amounts due and payable under the guarantee without any demur, merely on a demand ORMAS stating that the amount claimed is due by way of loss or damage caused to or suffered by ORMAS by reason of any breach by the said Tenderer(s) of any of the terms or conditions contained in the said Agreement or by the reason of any breach by the said Tenderer’s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____) only.

3. We, the Bank also undertake to pay to ORMAS any money so demanded not withstanding any dispute or dispute raised by the Tenderer(s) in any suit or proceeding instituted/ pending before any court or Tribunal relating thereto our liability under this Agreement being absolute and irrevocable.

The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, _____ the Bank further agree that the guarantee herein contain shall remain in full force and affect during the period that would be taken for the performance of the said Agreement and it shall continue to remain in force endorsable till all the dues of ORMAS under by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till ORMAS

certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Tenderer(s) and accordingly discharge this guarantee and will not be revoked by us during the validity of the guarantee period.

Unless a demand or claim under this guarantee is made on us or with _____
_____ (Local Bank Name, address and code No.) _____,
Bhubaneswar in writing on or before _____ (date) we shall be discharged from all
liability under this guarantee thereafter.

5. We, _____ the Bank further agree that ORMAS shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Tenderer(s) and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance act or omission on part of ORMAS or any indulgence by ORMAS to the said Tenderer(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

6. The Guarantee will not be discharged due to change in the name, style and constitution of the Bank and or Contractor(s).

7. We, _____ the Bank lastly undertake not to revoke this Guarantee during its currency except with the previous consent of ORMAS in writing.

Dated _____ the day of Two Thousand _____

Notwithstanding anything contained herein above.

Our liability under this Bank Guarantee shall not exceed Rs. _____
(Rupees _____) only.

The Bank Guarantee shall be valid up to _____ only.

We or our Bank at Bhubaneswar (Name & Address of the Local Bank) are liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us or our local Bank at Bhubaneswar a written claim or demand and received by us or by Local Branch at Bhubaneswar on or before Dt. _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

For _____
(Indicate the name of the Bank)

N.B.:

1. Name of the Tenderer:
2. No. & date of the Purchase order / agreement:
3. Amount of P.O. :
4. Name of Materials :
5. Name of the Bank:
6. Amount of the Bank Guarantee:
7. Name, Address and Code No. of the Local Branch:
8. Validity period or date up to which the agreement is valid:
9. Signature of the Constituent Authority of the Bank with seal:
10. Name & addresses of the Witnesses with signature:
11. The Bank Guarantee shall be accepted only after getting confirmation from the respective Banks.