



DISTRICT PROJECT OFFICE SAMAGRA SHIKSHA, MALKANGIRI



No. 1349/Pedagogy

Dated. 14.03.2025

TENDER CALL NOTICE

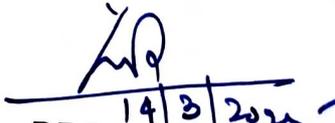
Sealed tenders are invited from the reputed Event Management Agencies / Service Providers for Engagement of Vehicle (Tata ACE @ 01 per Block) and Execution of "Shiksha Sachetanata Ratha" for all 7 Blocks of Malkangiri District in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Engagement of Vehicles (Tata ACE @ 01 per Block) and Execution of "Shiksha Sachetanata Ratha" (as per OSEPA specification) for all 7 Blocks of Malkangiri District	Rs.1000/- (Rupees one thousand only)	Rs.14,000/- (Rupees fourteen thousand only)	25.03.2025 by 1.00 pm	25.03.2025 at 4.00 pm

The detailed Tender Paper alongwith the prescribed tender schedule is available in the website <http://malkangiri.odisha.gov.in> & www.osepa.odisha.gov.in. Interested and eligible agency / firm may download from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence, potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID / cancel the entire selection process at any stage without assigning any reason thereof.

By order of Collector-cum-Chairman


14/3/2025
DEO-cum-DPC,
Samagra Shiksha, Malkangiri



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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Scope of Work:

- i. Hiring of Vehicle: 07 nos. (Tata ACE vehicle (01 per Block)
- ii. Movement period: 2nd April to 5th April 2025
- iii. Movement Area: All 7 Blocks
- iv. Design & Setup:
 - Front: Vinyl pasting
 - 02 Doors (Outside): Vinyl pasting
 - Wall (All Sides): Iron frame with high-quality Flex
 - Top Ceiling: Iron frame with high-quality Flex
 - Sound System (Amplifier and two funnel) and power supply
 - Flower decoration
 - Awareness through Audio messages (content to be provided by DPO,SS, Malkangiri through pen drive)
 - Design file (soft copy) to be provided by the District Project Office, SS, Malkangiri

2. Eligibility Criteria:

- a) The agencies must have prior experience in similar management/vehicle branding projects.
- b) Must have up to date GST Registration, Valid PAN and Income Tax return for last three years i.e. 2021-22,2022-23 & 2023-24..
- c) Should have the capacity to provide all 7 vehicles in ready condition by 1st April'2025 evening at District Project Office, SS, Malkangiri.
- d) **Priority will be given to the eligible agencies inside of Malkangiri District.**
- e) Financially sound and capable of executing the project within the stipulated timeline.

f) Must have Fitness of vehicle, Registration certificate, Permit & DL of driver

3. Application Procedure:

(a) The Tender has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "**Technical Bid**" & "**Financial Bid**". Both sealed envelopes should be kept in another sealed envelope super scribed "**Tender for Engagement of Vehicle and Execution of "Shiksha Sachetanata Ratha."**

(b) Technical Bid & Financial Bid.

The Bidder has to fill up the Technical bid Form & submit it with a separate envelope with all self-attested documents / papers. Similarly, the Financial Bid form has to be filled up as per prescribed form and to be submitted in separate sealed envelope.

The tender should be addressed to Office of the District Project Coordinator, DPO, Samagra Shiksha, Malkangiri, Near Circuit House, DNK, Malkangiri, ODISHA, PIN- 764048.

(c) Earnest Money Deposit (EMD): The bidder is to submit EMD amounting to **Rs.14,000/- (Rupees fourteen thousand only) drawn in favour of Collector-cum-Chairman & DPC, SSA, Malkakngiri payable at Malkangiri**. The EMD (refundable - without interest), may be submitted in shape of Demand Draft payable at any Nationalized bank drawn at Malkangiri, failing which the tender shall be rejected summarily. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to engage the vehicle and Execution of "Shiksha Sachetanata Ratha.

(d) The interested Bidders are to enclose self-attested photocopies of the following valid documents / papers **in the Technical Bid envelope**. The proposal submitted without the following documents / papers shall not be considered.

(a) Valid PAN

(b) Valid GST Registration Certificate under Odisha GST (OGST) Act.

(c) Income Tax return of last year i.e.2021-22,2022-23 & 2023-24

(d) DD amounting to Rs.1000/- (Rupees one thousand only) as bid processing fee.

(e) EMD of Rs.14000/- in shape of Demand Draft

(f) Fitness of vehicle, Registration certificate, Permit & DL of driver

(g) Duly filled in, signed & sealed Tech. Bid format.

4. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

5. Submission & opening of Tender:

(a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **25.03.2025 by 1:00 pm** (in all working days) addressed to the District Project Coordinator, Samagra Shiksha, Malkangiri, Near Circuit House, DNK, Malkangiri, ODISHA, PIN - 764048 only by **Registered Post / Speed Post / Courier**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.

(b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered. Thus the same is deemed to be rejected.

(c) The Technical bids shall be opened on the scheduled date and time at **Collectorate, Malkangiri, Odisha** in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

(d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be finalized by the Committee after evaluation of Technical BID.

6. Evaluation of BID:

(a) The District Level Committee of the District Project Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

(b) The technically qualified bidder quoting lowest price in the financial bid shall be considered for award of contract.

7. **SOURCE OF FUND:** The District Project Office, Samagra Shiksha, Malkangiri is the funding Agency for the work for "Preparation and operation of 7 "Shiksha

Sachetanata Ratha" for movement across the 7 Blocks from **2nd April to 5th April 2025**.

8. **DISCLAIMER:** This Document includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder should conduct its own estimation and analysis. And should check the accuracy, reliability, and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.
9. **COST OF BIDDING:** The Bidder shall bear all costs associated with the preparation and submission of its Bid and District Project Office, Samagr Shiksha, Malkangiri will in no case be responsible or liable for those costs.
10. The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will /may result in the rejection of the Bid.
11. **AGREEMENT:** The successful bidder whose bid has been accepted will sign an agreement with the TIA within 02 days of issue of the work order.
12. **PERFORMANCE SECURITY (PS):** The successful bidder of the contract will have to deposit a Performance Security (PS) of 5% (five Percent) of the total Bid Value in the form of DD drawn in favour of "Collector-cum-Chairman & DPC, SSA, Malkangiri", payable at Malkangiri within 2 days from the date of receiving the order. If the successful bidder fails to submit the Performance Security within the said period of 2 days the order will be rejected and the EMD will be forfeited as well as steps will be taken to award the contract to the 2nd lowest bidder. Performance Security will be forfeited in the event of breach of contractual obligations by the Supplier.
13. **ACCIDENT:** The bidder shall be responsible for any accident during execution of the work for this work order for which he has to arrange workmen's compensation insurance. This policy shall also cover the bidder against the claims for injury, disability, diseases or death of his or his sub-contractor's employees covered under the Workmen's Compensation Act, 1948.
14. The bidder should be registered with GST Authorities and any other Central / State authorities as prescribed by law. Copy of the GST Registration, Copy of the PAN and copy of Income Tax Return of last three year i.e. 2021-22, 2022-23, 2023-24 should be enclosed with the bid documents.
15. The Bid shall be opened by the Bid Committee under the Chairmanship of Collector, Malkangiri and the offered items shall be evaluated by District Level Committee.

16. The bids received after scheduled date and time due to any reason including postal delay will not be considered. No advance payment will be made.
17. The sealed envelope submitted by bidder should separately consist of sealed envelopes super scribing "Tender for "**Engagement of Vehicle and Execution of "Shiksha Sachetanata Ratha."** If the bids not accompanied with the bid paper cost of Rs. 1,000/- along with EMD of Rs. 14,000/- (in shape of DD) drawn in favour of "Collector-cum-Chairman & DPC, SSA, Malkangiri, payable at Malkangiri.
18. The successful bidder will have to submit the performance security deposit of 5% of the contract value (in shape of DD) drawn in favour of Collector-cum-Chairman & DPC, SSA, Malkangiri "
19. This tender is two bid systems. The technical Bids along with the acceptance of the terms and conditions and financial bid should be submitted in two separate envelopes superscribing as " **Technical Bid** " and " **Financial Bid** " respectively. Both the envelopes should be enclosed in another envelop superscribing as "Tender for Tender for "**Engagement of Vehicle and Execution of "Shiksha Sachetanata Ratha."** All cuttings and over writings should be duly attested under signature and seal of the Agency.
20. Conditional bids will not be accepted.
21. The Collector, Malkangiri reserves the right to reject or accept any bid without assigning any reason thereto.
22. The decision of the "Collector, Malkangiri" shall be final and binding on the Bidders.


14/03/2025
DEO-cum-DPC
Samagra Shiksha, Malkangiri.

Annexure -1 Technical Bid

Sl.No	Criteria	Documentary Evidence	Available (Yes/No)
1	Legal Entity	Certificate of Incorporation / registration	
2	Address of Office	Address Proof for Office	
3	Tax Registration and Clearance	GST registration copy	
4	PAN	PAN registration copy	
5	IT Return	Income Tax return of last year i.e. 2021-22, 2022-23 & 2023-24	
6	Experience	The bidder should submit the copy of the work order / completion certificate of different contracts of value of single order of Rs.03 Lakhs during last 03 financial years. The bid having no experience in execution of order at district level will be rejected.	
7	Turnover	The bidder must have an average annual turnover of Rs.05 Lakhs in last three years supported by relevant documents or audited balance sheet.	
8	Undertaking	Applicant should not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;	

Details of the Document Required for technical Bid

S.No	Document	Details	Remarks
1	Cover Letter	Signed cover letter on the agency's letterhead mentioning the intention to submit a quotation.	Include date of submission and reference to the tender Call Notice number.
2	Tender Form	Sealed tender in the prescribed format with item-wise cost breakdown in a separate envelope superscribing as " Financial Bid " respectively	Ensure item description, unit, rate per unit (INR), and total amount (INR) are provided.
3	Eligibility Documents	GST Registration Certificate, PAN Card, Income Tax return of last three year i.e. 2021-22,2022-23 & 2023-24 and prior experience certificate in similar projects.	Attach copies of GST registration and PAN.IT Return, Proof of prior experience required.
4	Financial Documents	Balance Sheet or Financial Statement to show financial capability to execute the project.	Provide last 3 years balance sheet or financial report.

Seal & Signature of the Bidder

Financial Bid on Submission of Tender for "Engagement of vehicle and Execution of 7 Nos. of Shiksha Sachetanata Ratha" for the district of Malkangiri

Interested agencies are requested to submit their sealed Tenders in the prescribed format with the item-wise cost breakdown as follows:

Sl. No	Item Description	Unit	Rate per day (Rs.)	Total Amount for 4 days (Rs.)
1	Hiring of Tata ACE Vehicle	Per vehicle		
2	Vinyl pasting (Front& Doors)	Per vehicle (one time)		
3	Iron frame with Flex (Walls)	Per vehicle (one time)		
4	Iron frame with Flex (Top Ceiling)	Per vehicle (one time)		
5	Movement in the Block Approximate 100 Km per Day	Per vehicle		
6	Flower Decoration for 2 nd April ,2025	Per vehicle (one time)		
7	Sound System (Amplifier and two funnel) & power supply (with extra one unit for every vehicle)	Per vehicle		
9	Programme Documentation Video & Photographs through pen drive	For whole District		
Total Cost				

N.B.:

- The evaluation will be made package wise and on turnkey basis.
- The financial bid should be submitted in separate sealed cover.
- The bidders should mandatorily quote of all the items of the tender, partial tender shall not be considered.

**Seal & Signature of the
Bidder**