

**BID DOCUMENTS**

**FOR PROCUREMENT OF NON- WOVEN BAG MAKING  
MACHINE UNDER STATE SECTOR SCHEME-  
IMPLEMENTATION SUPPORT TO ORMAS**

**DETAILS OF TENDER FOR PROCUREMENT OF NON- WOVEN BAG MAKING MACHINE  
UNDER STATE SECTOR SCHEME- IMPLEMENTATION SUPPORT TO ORMAS**

**GENERAL TERMS & CONDITIONS**

**1. SOURCE OF FUNDS:**

The CDO-cum-EO, Sambalpur is the Agency for establishment of Non- Woven Bag Making Unit under "State Sector Scheme- Implementation Support to ORMAS" for the year 2023-24.

**2. 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 to obtain independent advice from appropriate sources in their own interest.

3. The authority reserves the rights to cancel the engagement order on violation of any terms and conditions so prescribed without any reason thereof.

**4. COST OF BIDDING:**

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 Bid not substantially responsive to the Bidding Documents in every respect will/may result in the rejection of the Bid.

**5. BID PRICE:**

Prices quoted by the Bidder shall be "Firm" and not subject to any price adjustment during the performance of the Contract. **A Bid submitted with variable Price or an adjustable price clause shall be treated as non-responsive and will be rejected out rightly.**

6. **Tender Paper Cost(Non Refundable):** Along with their technical bids, the Bidders are required to submit an **Tender Paper Cost Rs.1,000/-** in the form of Demand Draft in favor of " DSMS, Sambalpur" payable at any scheduled commercial Bank at Sambalpur. Photo/Fax copies of the demand draft will not be accepted.

**7. EARNEST MONEY DEPOSIT (EMD):**

Along with their technical bids, the Bidders are required to submit an EMD of **Rs.15,000/-** in the form of FD/NSC/KVP duly pledged in favour of DSMS, Sambalpur". The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) days after awarding the contract and on receipt of written request from the Bidders. The earnest money of successful bidder will be returned only after Successful completion of work.

**8. BIDDER'S ELIGIBILITY:**

The Intending bidder should qualify all the conditions in the pre-qualification criteria as per Annexure-I.

**9. VALIDITY:**

The offer shall be valid for a period not less than **180 days** from the date of bid opening(Technical).

**10. PAYING OFFICER:**

Payment will be released by CDO-cum EO, Zilla Parishad, Sambalpur after successfully completion of the work.

**11. EVALUATION OF SAMPLES:** Bidder must submit samples with Tender Documents as per specification given. The price bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.

**12. QUALITY OF WORKMANSHIP:**

If any work is found unsatisfactory by "Owner / Any authorized Representative of the Owner" of the work, the bidder shall have to replace the same without any extra financial cost.

**13. ACCIDENT:**

The bidder shall be responsible for any accident during supply of the products for which he/she 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 employee's covered under the workmen's compensation act, 1948.

**14. INSURANCE:**

The bidder shall arrange adequate Transit-cum-storage-cum-erection insurance policy and shall submit the copy of the same to the Owner on demand.

**15. COMPLETION PERIOD:**

This office reserves the right to increase or decrease the actual quantity of requirement of Sambalpur District. However, the approved rate will remain same, in case, the quantity increased or decreased after finalization of the tender. The bidder shall have to complete the work as communicated by District Administration and owner reserves the right to re-schedule the completion period, if required.

**16. Force majeure:**

On the happening of any event beyond the control of both the parties and which makes the contract impracticable to perform it relieves both the parties from the performance under the contract.

## TERMS AND CONDITIONS

1. The Technical Bid should be submitted in the format specified in **Annexure-I** along with documentary evidence.
2. The Financial Bid of the bidder who does not meet all the terms and conditions under the Technical Bid shall not be opened.
3. The bidder should be a registered entity having valid registration certificate and complete address of the office.
4. The bidder must have an annual turnover as mentioned in the Technical Bid supported by relevant documents.
5. The bidder should be registered with GST Authorities and any other Central / State authorities as prescribed by law. Copy of the GST Registration and Copy of the PAN should be closed with the bid documents.
6. The rates quoted in financial Bid should be inclusive of all charges such as GST, other taxes, Transportation, loading & unloading, transit insurance, delivery & Photography. The price/rate should be valid for 180 days from the date of opening of the bid.
7. The bidder must supply the products at delivery point as communicated by concerned authority.
8. The agency will supply all the items within **15 days (Fifteen)** after the issue of award letter. In case of any further delay, otherwise not mutually agreed upon, shall attract a penalty of 0.5% per month of the value of the work order. In case of delay beyond 4 months, the order will stand automatically cancelled.
9. The Bid shall be opened by the Tender Committee under the Chairmanship of CDO-cum-EO at the Office of CDO-cum-EO, Zilla Parishad, Sambalpur and evaluated by authorized officials of Tender Committee Members. The Bids shall accompany with the tender cost of Rs. 1000/- (Rupees One Thousands Only) are in shape of DD/ Bankers cheque payable at Sambalpur. The bidder shall submit the tender paper cost for Rs. 1000/- (Rupees One Thousand) only in shape of DD/ Bankers cheque drawn in favour of DSMS, Sambalpur payable at Sambalpur and shall enclosed the same with the Technical bid. Tenders without tender paper cost shall be rejected.
10. EMD of Rs. 15,000/- (Rupees Fifteen Thousand) only in shape of Fixed Deposit/KVP/NSC duly pledged in favour of DSMS, Sambalpur shall be enclosed with the Technical bid. Bidders claiming EMD or Exemption shall submit bid declaration along with the required documents/ letter of Govt. Bids without EMD or bid declaration shall be rejected.
11. No advance payment will be made. The payment will be made after successful delivery of the items at the place as per work order. The Agency is required to submit a triplicate Bill, challan duly signed and sealed from the concerned authority (as directed by CDO-cum-EO, Zilla Parishad, Sambalpur ) for payment after completion of supply of items.
12. The rates should be quoted in figures and words. In case of mismatch between the two, the rates quoted in words will be considered.
13. The bidder should have proper license in handling the items, if required, the same is to be submitted on demand and otherwise it will be liable for any damage on any account. The bidder shall submit the samples of the items at the time of opening of Technical bid. Bids without samples shall not be considered for further processing.

14. All disputes shall be under the jurisdiction of the District Civil court located at Sambalpur in the District of Sambalpur.
15. The Competent Authority reserves the right to reject or accept any bid without assigning any reason thereof. The decision of the Competent Authority shall be final and binding in this regard.
16. The selected bidder will give training on operating of the machine to the person who operate the machine.

**Seal & Signature  
of the bidder**

**TECHNICAL SUBMISSION FORMS**  
**COVERING LETTER**  
**(ON BIDDERS LETTER HEAD)**

[Location, Date]

To:

CDO-Cum-EO  
Zilla Parishad  
Sambalpur

**Sub: Submission of Bid documents for supply of Non-Woven Bag making machine under State Sector Scheme - Implementation Support to ORMAS .**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Tender Call Notice No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our Bid documents which includes Technical and Financial sealed in separate envelopes. I hereby declare that all the information and statements made in this Technical and Financial are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our . I confirm that this will remain binding upon us and may be accepted by you at any time before the validity of the .

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the NOTICE INVITING TENDER document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the bidder:** \_\_\_\_\_

Technical Bid for supply of Non- Woven Bag Making Machine

Sl. No.	Criteria	Documentary Evidence	Submission of Document (Yes/No)
1	Address of Office	Address Proof for Office in letter head	
2	Tax Registration and Clearance	Odisha GST registration Certificate copy (Odisha GSTIN)	
		Copy of PAN	
3	Registration certificate	DIC Registration certificate/ MSME/RoC	
4	Bidder Turnover	The Bidder should have Average Annual turnover of <b>INR 1 Crore only</b> during last three Financial years (i.e., 2020-21, 2021-22 & 2022-23). Proof to be submitted by the Bidder in form of Audited balance Sheet, Income & expenditure statement and Profit & Loss Account from a Chartered Accountant).	
5	IT return	Bidder must submit IT Return for last three Financial years (i.e., 2020-21, 2021-22 & 2022-23).	
6	Sample Evaluation	Bidder must submit the samples with Tender Documents as per specification given.	
7	EMD	<b>EMD of Rs. 15,000/- (Rupees Fifteen Thousand only)</b> in shape of Deposit Receipt/ Fixed deposit/ KVP/NSC duly pledged in favour of DSMS, Sambalpur	
8	Tender Paper Cost	<b>Tender Paper Cost of Rs. 1,000/- (Rupees One Thousand only)</b> in shape of Demand Draft drawn in favour of DSMS, Sambalpur	
9	Undertaking	"Applicant should not have been blacklisted by any Govt. entity or by any other organization, not have any legal proceedings within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to Debarment proceedings". The bidder should furnish an undertaking to this effect with Seal and Signature.	
10	Bank Account Details	Photocopy of 1 <sup>st</sup> page of Passbook or Original Cancelled Cheque	

## Financial Bid supply of Non-Woven Bag Making Machine

SI No	Name of Item	Specification	Quantity required	Price per Unit	Total Price ( Inclusive of all Taxes and Transportation)	
1	Fully Automatic Non- Woven Bag making machine	Unwinding Width	500 - 1600 MM	01		
		Bag Width	100- 800 MM			
		Bag Height	200-600 MM			
		Material Basis Weight( Thickness)	30.120 g/m <sup>2</sup>			
		Production Speed	40-240 pcs/ min			
		Power Supply	380/ 220 v			
		Total Power	18 kw			
		Over Dimension	7600*2100*2500 mm			
		Weight	3200 kg( approx)			
2	Auto handle sealing machine	Standard	01			
3	Printing Machine	Standard	01			
4	Printing Machine roller	Standard	01			
5	W. Cut Punching Machine	Standard	01			
6	Servo Stabilizer- 20 KW	Standard	01			
7	Compressor 5 HP	Standard	01			

Authorized Signatory [In full and initials]:  
Name and Designation of Signatory with Date and Seal:  
Address of the bidder:

**DECLARATION**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS and District Administration, Sambalpur. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

**Signature of the bidder with seal**

Place:

Date: