

SECTION 1: LETTER OF INVITATION

From

Chief Development Officer -cum - Executive Officer,
ZillaParishad
At/Po: Kacheri Road, Hans Nagar,
Dist: Sambalpur
PIN-768001

Dear Agency,

1. The Chief Development Officer -cum - Executive Officer, Zilla Parishad, Sambalpur invites proposal from agencies for **“supply of equipment’s/ machines for Chilli Processing Activities atRMC, Kusumi, Kuchinda under State Sector Scheme-Implementation Support to ORMAS”** The details of the required scope of work and services expected from the Agency are provided in the **Section 4: Terms of Reference in this Tender Document.**
2. An Agency will be selected as per **Quality and Cost Based Selection (QCBS)** criteria described in this Tender.
3. The RFP comprises the following sections:
 - Section 1 - Letter of Invitation
 - Section 2 - Definitions
 - Section 3 - Data sheet
 - Section 4- Terms of Reference
 - Section 5 - Instructions to Agencies
 - Section 6 - Technical Proposal - Standard Forms
 - Section 7 - Financial Proposal - Standard Forms

SECTION 2: DEFINITIONS

- a) "CDO- Cum-EO" means the Chief Development Officer- Cum -Executive Officer, Zilla Parishad, Sambalpur
- b) "Client" is the Chief Development Officer- Cum -Executive Officer, Zilla Parishad, Sambalpur
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Day" means calendar day.
- e) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- f) "LoI" means the "Letter of Intent" being sent by the Client.
- g) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- h) "Proposal" means Technical Proposal and the Financial Proposal.
- i) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- j) "NIT" Means Notice Inviting Tender .
- k) "Terms of Reference" (ToR) means the information included in the notice inviting tender which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- l) "Competent Authority" means Chief Development Officer- Cum -Executive Officer, Zilla Parishad, Sambalpur

SECTION 3:DATA SHEET

Name of the Client	CDO-Cum-EO, ZillaParishad Sambalpur, Panchayati Raj & Drinking Water Department, Government of Odisha
Name of Work	Supply of equipment's/ machines for Chilli Processing Activities in Rural Industrial Park at RMC, Kusumi, Kuchinda under State Sector Scheme - Implementation Support to ORMAS
Place of supply of equipment's/ machineries	Kuchinda, Sambalpur
Tender/Bid document made available to the applicants	8 th May'2026 www. Sambalpur.odisha.gov.in., www.ormas.org
Last Date for Receiving of Queries	16 th May'2026 by 1.00 P.M. to Email: ori-dsambalpur@nic.in
Date, time and venue for pre bid meeting	On 19 th May'2026 at 11AM in the conference hall of Zilla Parishad, Sambalpur
Last Date of Uploading of response to Pre-bid Query	19 th May'2026 by 5.00 P.M.
Last date for Receipt of Technical and Financial Proposals (Sealed Envelope)	25 th May'2026 by 1.00 P.M.
Date and venue of opening of Technical Proposals, Technical Presentation and Financial Proposal	26 th May'2026 at 11.00A.M.
Letter of Award	To be intimated to selected Agency
Method of Selection	QCBS
Ernest Money Deposit (EMD)	EMD in shape of the form of FD/NSC/KVP/DD dulypledged in favour of " DSMS, Sambalpur for Rs.1,00,000/- (Rupees One Lakh) only.Proposals Without the requisite EMD shall be treated as non-responsive and rejected out rightly
Bid Cost	Tender document fee in shape of Demand Draft from any scheduled commercial bank in favour of " DSMS, Sambalpur ", payable at Sambalpur for Rs.10,000/- (Rupees Ten Thousand)only(non-refundable) towards cost of tender document is to be furnished by the bidder along with the Technical Proposal. Proposals Without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.
Address for Submission of Proposals	Chief Development Officer- Cum -Executive Officer, ZillaParishadAt/Po: Kacheri Road, Hans Nagar, Dist: SambalpurPIN-768001
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post/ Courier/ In the Tender drop box of Zilla Parishad, Sambalpur only.

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website www.sambalpur.nic.in regularly for the updates.

2. If it is not possible to open the financial proposals on the same day of bid opening, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Data Sheet. Proposals received after cut - off date will be summarily rejected.

SECTION-4 TERM OF REFERENCE

4.1 Objective of the Assignment:

The objective of the assignment is to supply equipment's/ machineries for Chilli Processing unit at RMC, Kusumi in Kuchinda Block under State Sector Scheme- Implementation Support to ORMAS.

4.2 Duration of the Contract

Contract will be for a period of 01 (one) Month from the date of signing of the contract with CDO-Cum-EO.

SECTION 5: INSTRUCTION TO BIDDER

5.1 The Chief Development Officer-Cum- Executive Officer, Sambalpur will select agencies in accordance with method of selection specified below.

Name of the Client: Chief Development Officer-Cum- Executive Officer, Sambalpur

Method of selection: Quality and Cost Based Selection (QCBS).

5.2 The Proposal submission address:

Chief Development Officer -cum - Executive Officer, Zilla Parishad,
At/Po: Kacheri Road
Dist: Sambalpur
PIN-768001

The Proposal (Technical Proposal, Financial Proposal in separate sealed envelopes) must be submitted by registered/speed post/ Courierto Zilla Parishad, Sambalpur only which should be received by the Client, not later than the following date and time:

Date: 25th May'2026 Time: By 1.00 P.M.

5.3 Queries / Clarification:

- a) The Client shall invite queries from Agencies as per the details mentioned in the Data Sheet of this document.

b) The Applicants must ensure that their queries should reach CDO Cum EO, Sambalpur, on or before last date mentioned in the Data Sheet of this document only through the email of the Client, i.e. by 16th May'2026 (1 P.M.).

c) The queries must be submitted in the following format:

Section/Page No	Content of Tender Document requiring clarification	Change/clarification requested	Remarks

d) Client will not be responsible for non - receiving / delay in receiving of queries made by agency (s).

e) Any queries for clarification, received after the cut - off date and time shall not be entertained by the CDO Cum EO.

f) However, the Client reserves the right to hold or re-schedule the process.

5.4 Responses to Queries and Issue of Corrigendum:

a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.

b) At any time prior to the last date for receipt of proposals, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the Tender Document by a corrigendum.

c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites Sambalpur.odisha.gov.in Any such corrigendum shall be deemed to be incorporated into this Tender Document.

d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of proposals.

e) Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to cancel the selection process at any time prior to contract award, without thereby incurring any liability to the Agencies.

5.5 Conflict of Interest:

- a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client's interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

5.6 Conflicting Relationship:

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.

5.7 Unfair Advantage:

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this Tender all information that would in that respect give such Agency any competitive advantage over competing Agencies.

5.8 Fraud and Corruption:

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;

- ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. "Collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
 - iv. "Coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

5.9 Only one Proposal:

An Agency may only submit one proposal. If any Agency submits or participates in more than one the proposal, all such proposal shall be disqualified.

5.10 Proposal Validity:

Proposal must remain valid for 180 days from the last date of bid submission. The client will make its best effort to complete negotiations within this period. Agency who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the client shall not consider such proposal for further evaluation.

5.11 Preparation of Proposals:

- i. The Proposal as well as all related correspondence communicated by the Agencies and the Client, shall be written in English
- ii. In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the Tender. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- iii. The Proposal consists of two parts (i) Technical Proposal and (ii) Financial Proposal

5.12 Minimum Eligibility Criteria:

Agencies failing to meet criteria or not submitting requisite proof for supporting of minimum eligibility criteria are liable to be rejected summarily.

Table No.1

Sl. No.	Criteria	Documentary Evidence to be Submitted in Technical Bid
1	Name & Address of the Agency (Sole-proprietorship/ Registered Partnership Firm / Company)	Should have the nationality of India
2	Registration details:	Registration Certificate. PAN Card GST Registration Certificate Bank account & RTGS details (Cancelled Cheque).
3.	Requisite clearance/document and filing testimonies from relevant tax authorities	Upto date GST return file Income tax for the FY 2025-26 Trade license issued from competent Authority
4.	The Agency should have minimum Average annual turnover of Rs. 1.00 crore only during the last 3 Financial years ending 2025-26(i.e. 2023-24,2024-25 & 2025-26)	Documentary evidence in the form of certified Audited Balance Sheet of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant indicating the turnover details fore the relevant period shall be submitted by bidder. In case the date of constitution/ incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for these criteria.
6.	Brief write-up of the relevant business activities undertaken and overview of the expertise/potential available with the Agency.	To be submitted. In respect of experience criteria, the Bidder or its OEM (themselves or through reseller(s) should have regularly manufactured/ supplied the same or similar category products to any Central/ State Govt Organization/ PSU for number of financial years as indicated above in the bid document.

7.	The Agency should not have been black listed / banned by the Central / State Governments or PSU.	Affidavit to be furnished with stamp paper.
8.	Submission of undertaking for acceptance of Bid terms & conditions	Submission on letter head
9.	EMD of Rs.1,00,000/- (Rupees One Lakh) only in shape of the form of FD/NSC/KVP/DD duly pledged in favour of "DSMS, Sambalpur".	To be submitted with Technical Bid Document.
10.	Tender document fee in shape of Demand Draft from any scheduled commercial bank in favour of "DSMS, Sambalpur", payable at Sambalpur for Rs.10,000/- (Rupees TenThousand only) (Non-refundable)	To be submitted with Technical Bid Document.

6.10 Technical Proposal Format and Content:

Applicant Agencies are required to fill the Technical Evaluation Form. The filled up Technical Evaluation Form and the corresponding Tech Form (in Section 8) should be enclosed in a separate envelop along with all necessary/supporting document to justify the minimum eligibility criteria. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section 8) to be submitted are:

- a) Tech Form 1: Covering Letter
- b) Tech Form 2: Agency detail
- c) Tech Form 3: Agency Financial detail
- d) Tech Form 4: Agency Past Experience Detail
- e) Tech Form 5: Agency Past Experience Detail with Govt.
- f) Tech Form 6: Format for Affidavit

6.11 Financial Proposals

The Financial Proposal shall be prepared using the attached Financial Proposal Form (in Section -7) The financial proposal shall not include any conditions attached to it and if received, then any such conditional financial proposal shall be rejected.

6.12 Tender Fee/ Bid Cost

A Bid Cost Rs. 10,000/- (Rupees TenThousand) only in the form of Bankers Cheque/ Demand Draft (D.D.) made from any nationalized / scheduled / Commercial bank in favor of "DSMS, Sambalpur" payable at Sambalpur must be submitted along with the Proposal.

6.13 Earnest Money Deposit:

An Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh) only in shape of the form of FD/NSC/KVP/DD duly pledged in favour of "DSMS, Sambalpur" must be submitted along with the Proposal.

Proposals received without Bid Cost and EMD shall be rejected as non-responsive. No bank guarantee will be accepted in lieu of the EMD of the successful and unsuccessful agencies. EMD of unsuccessful agencies will be returned within one month of signing of the agreement.

The EMD shall be forfeited by the Agency in the following events:

- a. If Proposal is withdrawn during the validity period or any extension by the Agency thereof.
- b. If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c. If the Agency tries to influence the evaluation process.
- d. If the selected Agency withdraws its proposal during negotiations.

6.13.1 Performance Bank Guarantee

CDO- Cum- EO shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 03 days from the opening of the financial proposals. Within 07 days of such issuance, the selected Registered Agency/ Registered Firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 3% of the contract value and enter into the contract agreement with CDO Cum EO and start the work on an immediate basis.

6.13.2 Submission, receipt and opening of proposals

- a. The proposal (Technical Proposal and Financial Proposal) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.
- b. An authorized representative of the Applicant Agencies shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been dully authorized to sign.
- c. The Tender Fee / Bid Cost, Declaration for EMD, including all the Tech Forms and supporting documents shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL".

Similarly, the Financial Proposal including the Fin Form shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**". All the two sealed envelopes shall be placed in an outer large envelope and sealed. This outer envelope shall bear the submission address and shall be clearly superscripted with "**Selection of a Registered Agency/ Registered Firm/ Company/ Dealer for supply of equipment's/ machineries for Chilli Processing Unitat RMC, Kusumi in Kuchinda Block under State Sector Scheme- Implementation Support to ORMAS**". The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non- responsive.

- d. The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e. From the time, proposals are opened to the time the Contract is awarded, the Agencies should not contact the Client on any matter related to its Technical and/or Financial Proposal, Any effort by Agencies to influence the Client in the examination, evaluation, ranking of proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.
- f. Proposals are to be submitted through speed post / registered post (India Post)/ Courier only. Proposals submitted by any other means will not be accepted.

6.13.3 Evaluation of Technical Proposal

- a. A Bid Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluation the proposals.
- b. The BEC shall open & evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table No2. Each responsive Proposal will be given a Technical Score (Ts).
- c. The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.

6.14 Documents to be submitted along with the Bid

- a) Experience Certificate/ Past Performance of Bidder
- b) Turnover Certificate
- c) Authorization Certificate

d) Cost of Tender

e) EMD

- In case any bidder is seeking exemption from experience/ turnover criteria, the supporting documents to prove his eligibility for exemption must be submitted by the bidder.
- The bidder seeking EMD exemption must submit the valid supporting documents for the relevant category along with the bid.

6.15. Comprehensive warranty

Comprehensive warranty shall include preventive maintenance including calibration as per technical/ service/ operational manual of the manufacturer, service charges and spares. During the warranty period commencing from date of the successful completion of warranty period., Service personnel shall visit consignee site as recommended in the manufacture's technical/ service/ operational manual, at least once in six months. Warranty shall not include the consumables. Further, there will be 98% uptime warranty during warranty period on 24(hrs) x 7(days)x365 (days) basis, with penalty, to extend warranty period by double the downtime period.

6.16 Service Centers

Details of Service outlets in Odisha preferably with GST registration in the state to render services for equipment to be furnished to buyer/ consignees with complete address, telephone numbers, email etc. at time of making the supplies. It shall be the responsibility of seller to ensure that authorized service centers are available to cater to the areas where supplies are made within reasonable distance from where the service calls can be handled. Details of the toll-free numbers for the service call and online registration of service requests also to be provided buyer/ consignee at the time of supplies.

6.17 Source of supply

It shall be responsibility of seller to provide documents regarding source of equipment's such as copy of Performa Invoice or any other documents to establish that the products supplied are manufactured by OEM indicated and sourced from them.

6.18 Spare Parts

Seller shall provide materials, information etc. pertaining to spare parts manufactured and supplied by the OEM. It shall be ensured that the required spares are available for purchase at least for 10 years from the date of supplies. In case due to any reasons the production of the spare parts is discontinued sufficient advance notice should be given to the buyer/ consignee before such discontinuation to

provide adequate time to purchase the required spare parts etc. Further, OEM and their service centers/ dealers/ shall carry sufficient inventories to assure ex- stock supply of consumables and spares for the equipment's so that the same are available

6.19 Installation, Training Manuals

Seller shall be responsible to carry out installation & commissioning, supervision and demonstration of the goods. They shall provide required jigs and tools for assembly, minor civil works for the completion of the installation and training of consignee's representatives for operating and maintaining the equipment and supplying required number operation & maintenance manual for the goods. In case the category parameters are specifying any requirements regarding the installations, training and manuals the same shall also be applicable.

6.20 Force Majeure

In case of happening of any event beyond the control of either party like War, Strike, Riot etc. for which there is sufficient reason for nonperformance of the condition of the contract the parties are not bound to carry out the contract.

Table No.2

Criteria, sub-criteria and point system for the Detailed Evaluation of Technical Proposals

Sl. No	Parameter	Total/ Maximum Marks
	FINANCIAL CAPACITY OF BIDDER	25
1	Financial Statement (audited) of three year(2022-23,2023-24& 2024-25) and the agency should have an annual turnover of Rs.1 crore from business during any three financial years ending 2025-26. <ul style="list-style-type: none"> ▪Up to1 crore- 5 Marks ▪More than 1 crore to 3 Crore - 15 Marks ▪More than 3 Crore- 25Marks 	25
	PROOF OF EXPERIENCE (Number of work order)	25
2	No of supply order executed during last 3 years in Govt. Deptt.of Odisha. (Execution / Completion Certificate to be submitted) <ul style="list-style-type: none"> • One work order completed - 5 Marks • Two work order completed - 10 Marks • Three work order completed - 20 Marks • More than three work order completed - 25 Marks 	25
3	PROOF OF EXPERIENCE (Value of work order)	20
	Experience in supply to the Central / State Government / PSU/ Corporate Bodies/ Autonomous Institution in Odisha during last 3 years <ul style="list-style-type: none"> ▪Up to 1 crore- 5marks ▪More than 1 crore to 3 Crore - 10 Marks ▪More than 3 crores - 20 Marks 	20
	PRESENTATION ON APPROACH AND METHODOLOGY	30
4	Functional Presentation of Machinery <ul style="list-style-type: none"> • Parties shall provide a detailed presentation on the functioning of the proposed machinery, including: <ul style="list-style-type: none"> ○ Technical specifications and operating parameters ○ Key features and advantages over conventional models ○ Safety mechanisms and compliance with industry standards ○ Maintenance requirements and ease of operation 	10
	Innovation, Creativity, and Best Practices	10

<ul style="list-style-type: none"> • Highlight innovative design aspects that improve efficiency, durability, and cost-effectiveness. • Demonstrate best practices in supply, installation, and commissioning, ensuring minimal downtime and maximum productivity. 	
General Approach & Methodology <ul style="list-style-type: none"> • Step-by-step methodology covering: <ul style="list-style-type: none"> ○ Procurement and inspection of machinery ○ Transportation and delivery logistics ○ Installation, testing, and commissioning ○ Training of operators and handover process • Provide an activity-wise timeline for execution of work, ensuring adherence to deadlines. 	10
Total	100

- d. Agencies shall also make a presentation on its relevant skill, competencies, past experiences including the plan and modalities for the assignment before the Bid Evaluation Committee, which will be evaluated.
- e. A Proposal may be rejected at any stage if it does not respond to important aspects of the Tender and particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below
- f. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this Tender. The decision of the Committee shall be final and binding on all the Bidders.

6.15 Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode. Those who qualify minimum eligibility criteria described at table -1 above will be evaluated as per table -2 given above. Those who will secure minimum qualifying mark of 70, their financial proposal will be opened.

- a. In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this tender at Table-I.
- b. In the second phase the Registered Agency/ Registered Firm/Company which satisfy the eligibility criteria shall be given marks based on Table: 2 of this Tender documents. Accordingly, Registered Agency/ Registered Firm/Company will be ranked based on the marks allotted to them.

7.21 Opening of Financial Proposal

The financial proposal of those bidders qualified in the Technical Score shall be opened and evaluated in presence of such bidders in the following manner.

The score shall be computed as follows:

Financial Score: The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The Financial Bids in respect of the selected agency in achieving the bench mark score of 70 Mark in "Technical Bid" would be opened on the scheduled date & time.

Financial Score (Fs): The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

7.22 Combined Evaluation & Scoring:

Combined Score- Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = (Ts \times Tw) + (Fs \times Fw)$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score).

- a. The Bidder to obtain the Highest Combined Score shall be identified as the Preferred Bidder.
- b. The decision of CDO-Cum-EO as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- c. Notwithstanding the above, CDO- Cum-EO reserves the right to accept or reject any or all bids.

7.23 Negotiations:

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

a) Technical Negotiations

Negotiation will include a discussion of the Technical Proposal including the proposed approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities requires from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall by the Client and the Agency.

b) Financial Negotiations

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor proposed until rates.

c) Conclusions of Negotiation

Negotiation will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract, if necessary.

7.24 Award of Contract:

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency.
- b) The Agency will sign the agreement after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of intent.
- c) The CDO Cum EO, Sambalpur reserves the right to accept or reject any or all bids to cancel / withdraw the invitation or to annul the bidding process at any time prior to Award of Contract, without assigning any reason thereof. CDO Cum EO, Sambalpur shall bear no liability whatever the consequent upon such a decision nor shall CDO Cum EO, Sambalpur have any obligation to inform the affected bidder or bidders against any action.

7.25 Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other

persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

7.26 Termination of the Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend/terminate the contract if the Bidder fails to perform any of its obligations under this contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure.
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.
3. The Competitive Authority at any point of time may terminate the contract by a notice of 7 days, if the agency fails to above stated clauses.

7.27 Payment Terms & Conditions:

- a) The payment shall be released to the Agency after successfully completion of the works assigned and submission of bills.
- b) In case of special event / necessities arises, the agency has to cover the event and the additional payment will be made after certification of technical Committee.
- c) TDS including TDS on GST as applicable will be deducted from the monthly invoice as per Income Tax Act. 1961.
- d) GST will be paid extra as applicable from time to time to as per prevalent law.

7.28 Data Security & Prevention of Fraud:

The agency will undertake that all process and standards are being followed to ensure that the data is secured and is immune to any fraudulent activity.

7.29 Legal matter, including copy rights of Content:

Agency will have the responsibility of ensuring that all content featured / published on the basis of this assignment is free of legal encumbrance including of copy rights issue. CDO-Cum-EO will not have any responsibility in this matter.

7.30 : Other Term and Condition.

- i. The selected agency will provide the machineries as per the specification mentioned in the tender. The list of the items attached in tender

document is tentative. The same may change at the time of agreement and subsequent issue of work order time to time.

7.31 Competent Authority:

The Chief Development Officer-Cum-Executive Officer, Sambalpur shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend tender documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Sambalpur jurisdiction only.

ANNEXURE- A

PRODUCT SPECIFICATION

A. RAW MATERIAL INFECTION CONVEYOR

Type of Belt Conveyor	Flat Belt Conveyor
Load Capacity	500 kg
Brand	Alratech
Usage/Application	Packaging
Material	SS 304
Motor	0.5 hp
Belt Material	PP 4 GRAD

B. PRECUTTING SITE TABLE

Material	SS 304
Size	8*3 FT

C. GREEN CHILLY WASHING MACHINE

Capacity	200 Kg/hr
Technology	Bubble Washing
Type	Continuous Type
Power	2200 Watt
Suitable for	Any Fruits
Level of Automation	Semi-Automatic

Voltage	400-440 V 50 Hz
Frame Material	Stainless Steel

D. SLICER MACHINE

Type of Machine	All Vegetable Slicer
Automation Grade	Automatic
Power	3 HP
Material	SS 304
Voltage	230/415 V
Size	300 x 500 mm.
Weight	150 kg

E. HEAT PUMP DEHYDRATION 320 TRAY

Material	SS
Shape	SQER
Machine Power	5 KW
Weight	250 KG
Frequency	50 HZ
Voltage	415 V
Capacity	200 KG
Power	15 KW

F. PULVALIZER 10HP MACHINE

Motor Power (HP)	10 HP
Grinding Capacity (kg/hr)	150-200 kg/hr
Machine Capacity(kg/hr)	200 kg/hr
Material	SS 304
Usage/ Application	Commercial
Pulverizer Type	Blower Pulverizer
Phase	Three Phase
Automation Grade	Semi Automatic
Product Type	Grinding
Motor Type	Foot Mountened
Power	10 HP
Body Material	SS

Chamber Type	Single Chamber
Suitable For	Herbs, Spices, Cattle Feed
Voltage	440

G. CHILLI CRUSHER

Type of Machine	Hammer Mill
Operation Mode	Automatic
Electricity Connection	Three Phase
Usage/ Application	Commercial
Capacity	100 Kg/hr
Material of Construction	SS
Power Consumption	5 Kwh
Warranty	7-12 months
Motor Power	20 HP
Dimension	2*3*3 FT
Voltage	440 V
Weight	200 kg
Operating Speed	2880 RPM

H. VIBRO SHIFFTER

Application	Food Processing
Capacity	100 kg/hr
Shape	Circular
Operation Mode	Semi Automatic
Number Of Decks	Triple
Material	SS 304
Screen Diameter	36 inch
Usage/ Application	Industrial
Automation Grade	Automatic
Voltage	230V
Material Grade	Stainless steel 304
Size	36 Inch

I. Packaging machine small sachet

Pouch Type	Center Seal
Packing Speed	20-40 pouches/min
Product Form	Powder

Automation Grade	Automatic
Filling Range	50-100 ml
Machine Type	Vertical Form Fill Seal
Usage/ Application	Packaging Industries
Filing Type	Auger
Material	Stainless Steel
Packing Material	Laminated Film
Phase	Single Phase
Body Material	SS 316
Sealing Type	Heat Seal

Tech Form-1

SECTION: 6
TECHNICAL BID SUBMISSION FORMS
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**CDO-Cum-EO
Zilla Parishad
Sambalpur**

Sub: Supply of equipment's/ machineries for Chilli Processing Activities at RMC, Kusumi of Kuchinda Block under State Sector Scheme-Implementation Support to ORMAS [TECHNICAL BID]

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, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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 Bid 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: _____

Tech Form-2

Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel :Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Sambalpur If Yes, please furnish contact details	
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	

8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

Tech Form-3

Bidder Organisation (Financial Details)

Detail	2023-24	2024-25	2025-26
Business Turnover (in lakhs)			
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement/ Profit & Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></p>			

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

Authorized Signatory [*In full initials with Date and Seal*]:

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

Tech Form-4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 5 completed assignments only of similar nature during last 5 years)

Sl. no	Period	Name of the Assignment with details there of	Name of the Client with complete addresses	*Contract Value (in INR) and Duration in Month	Date of Award/ Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

[*Contract Value = 25 lakhs]

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the

Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder:

Tech Form-5

(BIDDER'S PAST EXPERIENCE DETAILS WITH STATE GOVERNMENT/CENTRAL GOVT/PSU)

Table -1 (List of 5 completed assignments only of similar nature during last 5 years)

Sl. no	Period	Name of the Assignment with details there of	Name of the Client with complete addresses	*Contract Value (in INR) and Duration in Month	Date of Award/ Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

[*Contract Value = 20 lakhs]

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder:

Tech Form-6

**FORMAT FOR AFFIDAVIT CERTIFYING THAT
BIDDER IS NOT BLACKLISTED**

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for event management videthis tender call notice No. _____Dt. _____for event management would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of, 2026

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Signature:

SECTION: 7
FINANCIAL BID SUBMISSION FORMS
FIN-1 COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To,

CDO-Cum-EO
ZillaParishad
Sambalpur

Sub: Submission of Financial Bid for equipment's/ machineries for Chilli Processing Activities atRMC, Kusumi in Kuchinda Block under State Sector Scheme- Implementation Support to ORMAS (FIANCIAL BID)

Sir,

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial Bid is for the sum of [*Insert amount(s) in words and figures**]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

**Amount must match with the one indicated in Fin Form-1*

FIN FORM-1

Financial Bid supply of Equipment's for Red Chilli Processing activities atRMC, Kusumi in KuchindaBlock under State Sector Scheme- Implementation Support to ORMAS

Sl No	Name of Item	Specification	Quantity	Price per Unit	Total Price (Inclusive of all Taxes and Transportation)
A	Green Chilli Processing Machine				
a	Raw Material Infection conveyor	As per Annexure-A			
b	Green Chilli Washing Machine	As per Annexure-A			
c	Slicer Machine	As per Annexure-A			
d	Heat Pump Dehydration 320 tray	As per Annexure-A			
e	Pulvalizer 10 HP machine	As per Annexure-A			
B	Red Chilli Processing Machine				
a	Pulvalizer 10 HP Machine	As per Annexure-A			
b	Heat Pump dehydration Machine	As per Annexure-A			
C	Chilli Flex				
a	Chilli Crusher	As per Annexure-A			

b	Vibro shifter	As per Annexure-A			
c	Packaging Machine small sachet	As per Annexure-A			
Total Amount					

Rupees _____ only

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