

2. Erection of Tent and other allied service.

A. Scope of Work

Scope of work includes erection of tent, Buffet Counter, Cloth wall, Stage, flower decoration, carpeting, Supply of Chair and other associated work for National Seminar Scheduled to be held at Odisha Judicial Academy on 29th & 30th September, 2018.

B. There will be two bid systems i.e. Technical Bid and Financial Bid.

- (i) **Technical Bid.** Technical bid is to ascertain the Technical Qualification, Experience and Ability of the Bidder to execute the tendered Job.
- (ii) **Financial Bid.** The financial bids of only those bidders who qualify Technical Bid will be opened. Financial Bid is to be submitted as per Annexure II. Bids in any other format or modified format shall not be acceptable.

C. Sale of tender document

The Tender Document can be downloaded from the website www.orissajudicialacademy.nic.in. The bidders are to deposit the required amount as indicated in the notification page in shape of Demand Draft from any Nationalized Bank in favour of the Director, Odisha Judicial Academy payable at Cuttack, towards Tender Document Cost and submit the same along with Tender document. The cost of Tender Document is non-refundable.

D. EMD/Bid Security

Tender must be accompanied by EMD / Bid Security of Rs 7000/-Rupees (Seven thousand) only in the shape of Demand Draft from any Nationalized bank in favour of the Director, Odisha Judicial Academy payable at Cuttack. Bids without EMD/ Bid Security will be summarily rejected. The EMD shall be forfeited in case of withdrawal from bids or in a situation where the successful bidder after getting the letter of award withdraws / expresses his inability/fails to execute the work.

E. Eligibility

- (i) The bidder should have the experience of erecting tents and allied services of similar nature in the last three consecutive years in any of the Departments / Autonomous Institutions / Universities /Public Sector Undertakings of the Government of India or Government of Odisha or /any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- (ii) The Bidding firm/agency/company should have all valid documents required for providing assigned services including Permanent Account Number (PAN) of the Income Tax Deptt; Valid GST Registration Number; Registration No. of the Agency/Firm etc.

- (iii) The Bidder should have valid License to erect tent and provide allied services under any Acts/Rules;
- (iv) The bidder should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure III).
- (v) The bidder should have the capacity to undertake the tendered job on short notice.
- (vi) Resolution of Board meeting authorizing the person/representative to sign tender document (if applicable).
- (vii) The Bidder should submit the Bid Document Signed by authorized signatory, sealed and Stamped on each page as mark of unconditional acceptance of terms and Conditions of the Tender.

F. Documents to be Submitted

- (i) Technical Bid in a Sealed Envelope Marked as “Technical Bid”.
 - (a) Self attested copy of PAN No. card under Income Tax Act;
 - (b) Self attested copy of GST Registration with latest GST deposit challan.
 - (c) Self attested copy of Valid Registration No. of the Agency/Firm;
 - (d) Self attested copy of valid License and Number to run tent house services under any Acts/Rules;
 - (e) Bid Security of Rs. 7,000/- (**Rupees Seven Thousand only**).
 - (f) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments / Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm/agency;
 - (g) Terms and conditions duly accepted/signed with the stamp of the prospective bidder on all pages of the tender document. ;
 - (h) Proof to the effect that bidder has experience of providing similar works for at least last three consecutive years.
- (ii) Financial Bid as per Annexure II in separate Sealed Envelope Marked as “Financial Bid”
Both the Technical Bid and Financial Bid must be placed inside a 3rd Sealed Envelope marked as “Tender for **Erection of Tent and other allied service** During National Seminar”

G. Schedule for inviting tender:-

Name of the Client: **Odisha Judicial Academy.**

The Tender should be submitted physically in a sealed cover, envelope super scribing thereon “Tender for **Erection of Tent and other allied service** During National Seminar” along with the requisite documents in the office of the Dy. Director, Odisha Judicial Academy, Sector-1, C.D.A, Abhinav Bidanishi, Cuttack-753014., on or before **15/09/18** up to **11:00 AM**

Technical Bids will be opened on 15/09/18 at 12:00 Noon followed by opening of Financial Bid.

H. PROCEDURE FOR SUBMISSION OF BIDS:-

- (i) Bank Guarantee of Rs.7,000/- (Seven Thousand only), on account of Earnest Money Deposit (EMD) in favour of The Director, Odisha Judicial Academy, EMD should be deposited physically in the Office of the Dy. Director, Odisha Judicial Academy, along with the Tender Documents.
- (ii) Financial Bids will be opened only of those firms which qualify technical bid.
- (iii) The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
- (iv) The Bid Security will be forfeited in the following conditions:-
 - (a) If at any stage, any of the information/declaration given by the bidder is found false.
 - (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - (c) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
 - (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

I. TERMS & CONDITIONS:-

- (i) The Bidder should take care that no column in the Technical as well as Financial Bid should be left blank which would be otherwise made the tender liable for rejection. In case, if any column has to be left blank, it should be filled as "NOT APPLICABLE".
- (ii) Any act on the part of the Bidder to influence anybody in the Odisha Judicial Academy is liable for rejection of the tender.
- (iii) The successful Bidder shall have to deposit a performance security by way of a Bank Guarantee amounting to the 10% of total bid value in the name of Director, Odisha Judicial Academy, within 7 Days of award of tender. The amount so deposited will carry no interest and refundable after successful completion of the tendered Job.
- (iv) The successful Bidder shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The Bidder shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- (v) Tenders not conforming to the requirements of the **Odisha Judicial Academy** will be rejected and no correspondence thereof shall be entertained, whatsoever.
- (vi) Any person who is in Govt. service or an employee of this **Academy** should not be made partner to the contract by the Bidder directly or indirectly in any manner whatsoever.
- (vii) The Bidder shall indemnify the **Odisha Judicial Academy** against all other damages/charges and expenses for which the **Odisha Judicial Academy** may be held liable or pay on account of the negligence of the Bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the

property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The **Odisha Judicial Academy** shall not be responsible financially or otherwise for any injury to the person deployed by the Bidder or to any other person during the course of performing duties.

- (viii) The successful bidder has to complete the construction and other associated decoration etc 24 hours before the commencement of the said seminar except flower decoration which is to be completed 12 hours prior to commencement of the said seminar.
- (ix) The successful bidder has to ensure proper fire safety measures as per the prescribed norms of the Government.
- (x) All the clothes, carpets to be used during the seminar has to be in pristine condition, free from any wear and tear. O.J.A reserves the right to ask for replacement of any material found unfit for the seminar and the successful bidder has to replace the same within one Hour.
- (xi) The personnel engaged for erection of tent etc are to be provided with safety harness, helmets, and other safety equipments. The bidder has to ensure that the persons engaged by it are adhering to the safety norms and taking necessary precautions to avoid any kind of injury or damage to any person or property including the staff of O.J.A and its property.
- (xii) Use of nails has to be limited. The successful bidder has to ensure that the nails and other sharp and pointed materials used by it are properly removed from the academy premises immediately after completion of seminar.
- (xiii) If the successful bidder fails to complete the entire tendered job within the stipulated time period, the defaulting firm shall be blacklisted & the Performance Security deposited by the defaulting firm shall be forfeited.
- (xiv) The successful bidder has to remove all its material from the premises of O.J.A within 3 days of completion of the Tendered Job.
- (xv) Odisha Judicial Academy will have no liability regarding transportation, loading and unloading of materials
- (xvi) The quantity as mentioned in the tender under annexure II may increase or decrease as per requirement.
- (xvii) The **Odisha Judicial Academy** reserves the right to cancel or reject all or any of the tender without assigning any reason.
- (xviii) Bidder may visit O.J.A on any working day between 11:00 AM to 5:00 PM to ascertain the requirement of O.J.A.

J. Penalty:

For faulty or delayed construction or use of substandard materials deductions shall be made on the bills raised by the bidder and the Performance Security of the Bidder will be forfeited along with blacklisting of the Agency.

K. Safety Measures

The Agency shall abide by the governing laws and safety measures for carrying out the tendered job and shall ensure that his own workmen and other people are not put to any risk due to its activities.

L. Payment terms

The payment shall be made on submission of the bills (In triplicate) after completion of the work assigned satisfactorily, at approved rates after deducting statutory dues and penalties if any. No advance payment will be made. Income Tax will be deducted at source under Section 194-C of Income Tax Act from the Bidder at the prevailing rates of such sum as TDS on the income comprised therein.

M. Bid evaluation criteria

- (i) In case it is found that the bidder as per the requirement of the bid has not quoted rate for any specified item, his bid on that particular item shall be evaluated on the basis of lowest quoted rates.
- (ii) Amongst eligible, the Bid Evaluation Committee shall select the bidders who are charging reasonable rates with due regard to quality of the Job.

TECHNICAL BID

(DETAILS OF THE AGENCY)

Name of the Firm/agency:	
Address	
Address and Tele. No. of the Bidder	
Registration No of the Firm:	
Name, Designation, Address & Tel No. of the Authorized person to deal with:	
Constitution of the Firm (Attach proof):	
Valid GST Registration No	
PAN card NO	
Any other Certificate:	
Experience details of similar work executed.	
Whether the Agency has been blacklisted by any of the Departments/Organizations of the Government of India/ Government of Odisha and any criminal case is pending against the said firm/agency:	
Whether Terms and conditions of Tender duly accepted	
Details of Bid Security	
Details of Tender Document Cost.	
Any other Document relevant to tender	
List of References:	

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:
Date: ___ / ___ /2018

Signature of the Bidder
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency

FINANCIAL BID

Name and address of the Bidder: _____

To,

Dy. Director

Odisha Judicial Academy

Sector-1, CDA, Abhinav Bidanisi,

Cuttack-753014

Sl. No.	Particulars	Approximate Requirement	Rates to be Quoted for	Rate in Rs.
1	Bamboo & Balha Structure & 18ft ht. new cloth ceiling	9000 Square Feet	per sqft	
2	Walling inside the dining hall	8200 Square Feet	per sqft	
3	Walling on Road Side	6800 Square Feet	per sqft	
4	Carpeting inside the dining hall	9000 Square Feet	per sqft	
5	Road Carpeting -	1380 Square Feet	per sqft	
6	Main Door to Auditorium Carpeting -	480 Square Feet	per sqft	
7	Carpeting in Amphitheatre	1500 Square Feet	per sqft	
8	Box gate, Iron Frame with flex Furnishing	2 Nos	per gate	
9	Amphitheatre Stage Decoration with Light Arrangement for Classical Dance Programme (PAR and Baby Light)	Decoration	Complete	
10	Gazal Stage with Sound Arrangements	252 Square Feet	per sqft	
11	Buffet Counter	10 nos	Per Counter	
12	Lighting Arrangement on flower tree	12 Nos	Per Tree	
13	Single Bed Size mattresses for Amphitheatre Gallery	66 Nos	per mattress	
14	Banquet Chair with white cover	300 Nos	per chair	
15	Round Table with White Cover, Blue Handkerchief and flower vase with two rose buds	50 Nos	per table	
16	Floral decoration (Decoration of Auditorium, Entrance Gate, Corridor and Amphitheater) Orchid, Gerbera flowers and decorative clothes	500 Square Feet	per sqft	
17	Fan with Extension Rod	50 Nos		
18	Wall Fan	5 Nos		
19	Metal Halogen Light	20 Nos		
20	Lighting Arrangement for Parking Area with Generator (5 Halogen Lights) & Public Address System	One Unit	Cost per Unit	
21	Palco Light	30 nos		

Applicable rate of Taxes in %.....

Place:

Date: ___ / ___ / ___

Signature of the Bidder.

Name of the Signatory _____

Name of the Firm/agency _____

Seal of the Firm/Agency _____

Annexure III

UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against my firm/agency as on _____.

Place
Date __/__/2018

Signature of the Bidder
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency