

**Bid Identification No. Chief Executive, RPRC- BBSR-23 /2016-17**



**GOVERNMENT OF ODISHA**

**FOREST & ENVIRONMENT DEPARTMENT**

**DOCUMENTS FOR COVER - I**

**TECHNICAL BID DOCUMENTS FOR THE WORK**

**PROVIDING AND FIXING OF SIGN BOARD AT SELECTED SPOTS IN THE  
PREMISES OF REGIONAL PLANT RESOURCE CENTRE, BHUBANESWAR  
(PART-A)**

Sd/-  
CHIEF EXECUTIVE  
REGIONAL PLANT RESOURCE CENTRE  
BHUBANESWAR



REGIONAL PLANT RESOURCE CENTRE  
Forest and Environment Department, Government of Orissa  
Bhubaneswar - 751 015

## DETAILED TENDER CALL NOTICE

**Name of the work tendered for:-** Providing and fixing of Sign Board at selected spots inside premises of RPRC, Bhubaneswar. **(Part-A)**

**Last date of issue of tender :** Dt (6.03.17 up to 03.00 PM)

**Last date of receipt of tender:** Dt (6.03.17 up to 5.00P.M)

**Opening of tender (Technical Bid) :** Dt (7.03.2017 at 4 P.M)

**Issued to the Tenderer:**.....

**Vide Money Receipt No..... Date .....**

**Class**.....

Sd/-  
(Administrative Officer)



**REGIONAL PLANT RESOURCE CENTRE**  
**Nayapally, Bhubaneswar-751015, Orissa**  
**Forest & Environment Department**  
**Government of Orissa**

**TENDER CALL NOTICE FOR PROVIDING & FIXING OF SIGN BOARD**

**NO 306 /RPRC**

**Date 10.02.2017.**

Sealed tenders in two bid system ( **Technical bid and Financial bid** ) are invited from Registered firms/Companies/event management/signage supplier/signage provider/signage manufacturer having work experience in designing, manufacturing or related activity and fixing of sign boards for the following work in the premises of RPRC, Nayapalli, Bhubaneswar.

<b>SL No .</b>	<b>Name of work</b>	<b>Value of work (in Rs) (Approx.)</b>	<b>EMD</b>	<b>Cost of tender paper</b>	<b>Time period allowed for sailing of Tender paper</b>	<b>Last date of receipt of tender paper</b>	<b>Date of opening of tender paper (Technic al bid)</b>	<b>Period of completion in calendar month</b>
<b>1</b>	<b>2</b>		<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1.	Providing and fixing of Sign Board at selected spots inside premises of RPRC, Bhubaneswar <b>.(PART-A)</b>	Rs.478404/-	Rs4800/-	Rs2100/- (Rs2000/+ 5 % VAT)	13.02.17( 11A.M) to 6.03.17 (3P.M)	6.03.17 (up to 5.00 PM)	7.03.17 (at 4.00 P.M)	One calendar month
2.	Providing and fixing of Sign Board at selected spots inside premises of RPRC, Bhubaneswar <b>.(PART-B)</b>	Rs.492267/-	Rs5000/-	Rs2100/- (Rs2000/+ 5 % VAT)	13.02.17( 11A.M) to 6.03.17 (3P.M)	6.03.17 (up to 5.00 PM)	7.03.17 (at 4.00 P.M)	One calendar month
3.	Providing and fixing of Sign Board at selected spots inside premises of RPRC, Bhubaneswar. <b>(PART-C)</b>	Rs.488680/-	Rs4900/-	Rs2100/- (Rs2000/+ 5 % VAT)	13.02.17( 11A.M) to 6.03.17 (3P.M)	6.03.17 (up to 5.00 PM)	7.03.17 (at 4.00 P.M)	One calendar month
4.	Providing and fixing of Sign Board at selected spots inside premises of RPRC, Bhubaneswar <b>.(PART-D)</b>	Rs.385168/-	Rs3900/-	Rs2100/- (Rs2000/+ 5 % VAT)	13.02.17( 11A.M) to 6.03.17 (3P.M)	6.03.17 (up to 5.00 PM)	7.03.17 (at 4.00 P.M)	One calendar month

Tender documents and other details can be down loaded from RPRC website ([www.rprcbbsr.com](http://www.rprcbbsr.com)) or from RPRC Notice Board

**Sd/-**

**(Administrative Officer)**

Memo No 307./RPRC, Bhubaneswar, Dt 10.02.2017

Copy to Office Notice board/ M's Rama Kaul, Librarian to upload the same in the RPRC website for wide publicity .

**Sd/-**

**(Administrative Officer)**



**GOVERNMENT OF ODISHA  
DEPARTMENT OF FOREST AND ENVIRONMENT  
OFFICE OF THE CHIEF EXECUTIVE, REGIONAL PLANT RESOURCE  
CENTRE, BHUBANESWAR – 751015**

**TENDER CALL NOTICE FOR PROVIDING & FIXING OF SIGN BOARD**

**NO 306. /RPRC**

**Date 10.02.2017.**

Sealed tenders in two bid system ( **Technical bid and Financial bid** ) are invited from Registered firms/Companies/event management/signage supplier/signage provider/signage manufacturer having work experience in designing, manufacturing or related activity and fixing of sign boards at selected spots inside premises of RPRC, Nayapalli, Bhubaneswar.

1. Nature of work :- Providing and fixing of Sign Board at selected spots inside premises of RPRC, Bhubaneswar.
2. Estimated Cost :-Rs3.85 lakhs to Rs4.92 lakhs.
3. Time of completion :- 1(One) Calendar Months.
4. No of work :- 4(Four) No
5. Summary for key dates is provided below :-

<b>Procurement Officer</b>	<b>Bid identification No</b>	<b>Last date sale of tender paper</b>	<b>Last date receipt of tender paper</b>	<b>Date of opening of tender paper (Technical bid)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Chief Executive</b>	<b>23/2016-17</b>	<b>6.03.17 to 3.00 pm</b>	<b>6.03.17 (up to 5.00 PM)</b>	<b>7.03.17 (at 4.00 P.M)</b>

Further details can be seen from the from RPRC website ([www.rprcbbsr.com](http://www.rprcbbsr.com)) or from RPRC Notice Board. Any other changes/Corrigendum's may be seen only in from RPRC website ([www.rprcbbsr.com](http://www.rprcbbsr.com)) or from RPRC Notice Board

**Sd/-**

**(Administrative Officer)**



**REGIONAL PLANT RESOURCE CENTRE**  
**Nayapally, Bhubaneswar-751015, Orissa**  
**Forest & Environment Department**  
**Government of Orissa**

**TENDER CALL NOTICE FOR PROVIDING & FIXING OF SIGN BOARD**

**NO 306 /RPRC**

**Date 10.02.2017**

Sealed tenders in two bid system ( **Technical bid and Financial bid** ) are invited from Registered firms/Companies/event management/signage supplier/signage provider/signage manufacturer having work experience in designing, manufacturing or related activity and fixing of sign boards for the following work in the premises of RPRC, Nayapalli, Bhubaneswar in the selected spots inside Botanic Garden of RPRC as specified below.

**A TERMS & CONDITIONS OF CONTRACT :-**

- 1) The tenderers are requested to go through the conditions of tender .
- 2) The tender will be **received up to 5p.m. on 6.03.17** .and opened (Technical Bid) on dated **7.03.17 at 4.00P.M** in the office Chamber of Chairman of Tender committee, RPRC, Bhubaneswar in presence of the contractors or their authorized representatives, who may like to be present .The sealed tenders will be received by **Speed post/Registered post** and can also be put into “**Tender Box**” available in the office of the **C.E, RPRC**. Telegraphic tenders or tender received through fax/ e-mail / courier will not be entertained. Incomplete documents and documents received after due date& time shall not be considered.
- 3) The sealed tender shall be submitted in two separate closed/sealed envelops, one marked as “**Technical bid**” and the other as “**Financial bid**” incorporating **ANNEXURE A**. Both these envelops shall be kept in a bigger envelope marked **“Tender Documents for Providing and fixing of Sign Board at selected spots inside premises of RPRC, Bhubaneswar.(PART-A” and be addressed to the Chief Executive, Regional Plant Resource center,Nayapalli,Bhubaneswar-15”**
- 4) The offers received shall **remain valid for 90 days** from the date of tender

opening.

- 5) RPRC shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 6) The detailed specification and tentative quantity of Sign Boards to be prepared and installed are given in **Annexure "A"**. RPRC reserves the right to increase or decrease the quantity of work at the same rates and terms & conditions of contract.
- 7) Write up and photographs etc which are to be put on boards shall be obtained from RPRC and the dummy of the board should be approved after designing by the RPRC before final production.
- 8) Each page of the tender documents must be duly signed and stamped by the tenderer as a token of acceptance of all the terms & conditions of the tender.
- 9) Prices must be quoted strictly as per financial bid format given at **Annexure "A"** in this tender document and prices shall be firm and no escalation on account of labour or material or any other reason what so ever, will be paid to contractor for execution of the above work.
- 10) Tenderers are requested to go through the scope of work, visit the site etc and get fully acquainted with the nature and quality of work and get clarification about the job before submitting the offer. .
- 11) The tenderer will be responsible for the quality of the material supplied and workmanship and it will be **guaranteed for a period of one year from the date of completion of job.**
- 12) Work order will be placed on successful tenderer for the complete job as mentioned in the **Annexure "A"**.
- 13) Penalty can be levied by authority of RPRC on account of delay, violation of contract conditions and non-performance of the contractor. Decision of Chief Executive, RPRC shall be final in this regard.
- 14) No advance payment will be made by RPRC. Full or Part payment will be released by RPRC only after finishing the item of work in all respect.

- 15) Company profile indicating list of clients of similar or related nature shall be submitted by the tenderer.
- 16) The tenderer has to abide by the labour rules & regulations as per Govt. of Odisha/ Govt .of. India
- 17) The details of drawing, design and required sizes of Sign Board are enclosed with tender document.
- 18) If the selected firm does not complete the assigned job within **30 days** from issue of work order, the EMD money will be forfeited and the order shall automatically stand cancelled. However, RPRC reserves the right to extend the time limit on valid grounds and decision of RPRC authorities shall be final in this regard.
- 19) Payment will be made on verification/testing of quality, quantity and measurements of materials supplied and after successful installation and commissioning.
- 20) **5% of total bill value(EMD@1%+ISD@1%+ SD@3%)** will be kept as security deposit, which will be refunded after expiry of **warranty period of One year** based on the performance. In case, any defect is noticed and not rectified timely and satisfactorily, then deductions from the performance security or forfeiture of total amount shall be effected as the case may be. Decision of authorities of RPRC shall be final in this regard.
- 21) All the mandatory testing charges will be borne by the tenderer.
- 22) All the transit risk shall be responsibility of the tenderer.
- 23) Failure to complete the work in full within the stipulated period may lead to forfeiture of EMD & blacklisting of the tenderer.
- 24) If the rate quoted by the tenderer is less than 15% of the tendered amount then such tender shall be rejected and the tender shall be finalized basing on merits of rest tender. But if more than one tender is quoted at 14.99% (Decimals up to two numbers will be taken for all practical purposes) less than the estimated cost, the tender accepting authority will finalize the tender through a transparent lottery system, where all tenderers/their authorized representatives, the concern tender



accepting authority will remain present.( As per Works department Office Memorandum No 12366 dated 8.11.2013)

25) The decision of RPRC authority on short-listing and selection of firm is final and no claim/ liability etc. would be entertained

**B) EMD:-**

- a) The **EMD amount as indicated in column in (3) of tender call notice** to be deposited in shape of Bank Draft drawn any Nationalize bank in favor of Chief Executive, RPRC or post office short term deposit receipt/NSC/KVP pledged in favour of Chief Executive, RPRC .Tenders without required amount of EMD is liable to be rejected out rightly and transfer or adjustment of EMD for this work will not be considered.
- b) The EMD of the unsuccessful tenderers will be refunded after completion of the tender process.
- c) The EMD of successful tenderers will be refunded after final settlement of bills

**C) PROCEDURE FOR OPENING OF SEALED TENDER :-**

**TECHNICAL BID :-**

The technical bid (**Cover-I**) will be opened on **7.03.17 at 4P.M** (in the chamber of Chairman, Tender Committee ) in the presence of the bidders or their authorized representative, who are present at that time . The authorized representatives having written authorization for the purpose shall be allowed to be present during the time of opening of tender.

**(i)** The technical bid so opened will be evaluated by the tender committee and list of qualified tenderer will be displayed in the Office notice board .. The original documents are required to be produced for verification before the tender committee before the deadline for opening of price bids.

**(ii)** The price bids of unsuccessful bidder( Who have failed to satisfy the requisite pre- qualification ) will be returned without opening the same.

**PRICE BID :-**

The price bid of the technically qualified tenderer will be communicated & the same opened in the chamber of Chairman Tender Committee in the presence of the bidders or their authorized representative, who are present at that time . The authorized representatives having written authorization for the purpose shall be allowed to be present during time of opening.

D)

**COVER- I (TECHNICAL BID )**

**This cover will contain**

- i) Copy of Registration Certificate of firm/Company/DIC Registration Certificate
- ii) The agency should have minimum Average Annual Turnover of Rs.25 Lakhs in each year during last 3 years (2013-14,2014-15 & 2015-16) and enclose the same duly certified by Chartered Accountant of similar or related nature of work
- iii) Copy of PAN card
- iv) Up to date VAT clearance certificate on VAT-612.
- v) Copy of Valid Service Tax registration certificate .
- vi) Cost of tender paper if downloaded from the website, the tender papers cost) (**non refundable** ) as detailed mentioned in the tender call notice in column No(4) in shape of Demand Draft/Bankers cheque drawn in any Nationalised Bank in favour of Chief Executive, RPRC, payable at Bhubaneswar. In case of direct purchase from cash section of RPRC, the money receipt towards purchase of tender paper **may be submitted in original.**
- vii) Sufficient proof of in form of work order with Completion certificate & photo of Sign board / similar nature of work with cost & present position of the projects implemented during last 3 years indicating the location along with their contact telephone number & detail postal address of the employer must be submitted along with tender document.
- viii). The firm should have sufficient knowledge for designing relevant garden Sign boards and should submit a catalog of 3D layout of design of boards of similar nature for evaluation of tender
- ix) Tenderer who have executed one project for at least Rs5 lakhs ( single work order ) during the last three financial year only are eligible to apply.

- x) **E.M.D as detailed above.**
- 2) The RPRC authority reserves the right to reject the offer at any stage of the tender including selection process without assigning any reason thereof.

**COVER-I ( TECHNICA BID)**

This envelope will be super scribed as

**COVER I- TECHNICAL BID FOR PROVIDING AND FIXING OF SIGN BOARD AT SELECTED SPOTS IN THE PREMISES OF REGIONAL PLANT RESOURCE CENTRE, BHUBANESWAR(PART-A)**

**COVER-II ( PRICE BID )**

This will contain only price bid document duly filled in with **quoted rate/price and nothing else**

This envelope will be super scribed

**COVER II- PRICE BID FOR PROVIDING AND FIXING OF SIGN BOARD AT SELECTED SPOTS IN THE PREMISES OF REGIONAL PLANT RESOURCE CENTRE, BHUBANESWAR(PART-A) ALONG WITH ANNEXURE -A**

E)

**DECLARATION**

1)

I/We do hereby declare that I/We have not been suspended/delisted/blacklisted by any Govt.Ministry /Department/Public Sector Undertaking/Autonomous Body/Financial institution/etc and I/We shall abide by all acts ,rules etc of the government.

2)

Certified that the documents/papers furnished by me are true to the best of my knowledge and belief and in case of any wrong or false information, the RPRC has right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

**Place :-**

**Date:-**

**(Signature & Seal of the Tender)**



GOVERNMENT OF ODISHA  
FOREST & ENVIRONMENT DEPARTMENT

**DOCUMENTS FOR COVER - II**

PRICE BID DOCUMENTS FOR THE WORK

**PROVIDING AND FIXING OF SIGN BOARD AT SELECTED SPOTS IN THE  
PREMISES OF REGIONAL PLANT RESOURCE CENTRE, BHUBANESWAR  
(PART-A)**

Sd/-

**CHIEF EXECUTIVE  
REGIONAL PLANT RESOURCE CENTRE  
BHUBANESWAR**

**Bid Identification No. Chief Executive, RPRC- BBS-23 /2016-17**

**ANNEXURE-A**

<b>TENDER SCHEDULE FOR PROVIDING AND FIXING OF CUSTOMISED SIGN BOARDS AT SELECTED SPOTS INSIDE PREMISES OF RPRC,BHUBANESWAR (PART-A)</b>			
<b>SLNO</b>	<b>DESCRIPTION OF ITEM OF WORKS</b>	<b>APPROX. QTY REQUIRED</b>	<b>RATE QUOTATED PER UNIT IN Rs (Both in Figures &amp; Words)</b>
<b>1</b>	Providing and fixing <b>6'-0"x4'-0" size (single side)</b> ultra violet printing on 3M IJI 40C Vinyl sticker including putting 3M gloss lamination inforatory Sign board made out of 4mm (0.5+3.0+0.5) thick aluminum composite panel(ACP) of approved company brand like Eurobond/Alstrong/Aludecor fitted with the main frame of 304 grade 1½" dia(OD) size stainless steel round pipe (2mm wall thickness) , 20x20mm size stainless steel square pipe (2mm wall thickness) using as back support frame with necessary screw and revetments, fitted with 2nos 12'-0" long of 304 grade 3" dia stainless steel round pipe (2mm wall thickness) for post with sealing top cover including transportation to work site and fixed to the ground by means of properly designed foundation with cement concrete (1:2:4) in the approved size pit 1'-6"X1'6"X2'6" in different places of RPRC as per approved drawing & design including cost, conveyance, labour & taxes etc required to complete the work & as per direction of Engg-in-charge.	<b>10Nos</b>	
<b>2</b>	Providing and fixing <b>4'-0"x3'-0" size( single side)</b> ultra violet printing on 3M IJI 40C Vinyl sticker including putting 3M gloss lamination inforatory Sign board made out of 4mm (0.5+3.0+0.5) thick aluminum composite panel(ACP) of approved company brand like Eurobond/Alstrong/ Aludecor fitted with the main frame of 304 grade 1¼" dia(OD) size stainless steel round pipe (2mm wall thickness) , 20x20mm size stainless steel square pipe (2mm wall thickness) using as back support frame with necessary screw and revetments, fitted with 2nos 10'-0" long of 304 grade 2½" dia stainless steel round pipe (2mm wall thickness) for post with sealing top cover including transportation to work site and fixed to the ground by means of properly designed foundation with cement concrete (1:2:4) in the approved size pit 1'-6"X1'6"X2'6" in different places of RPRC as per approved drawing & design including cost, conveyance, labour & taxes etc required to complete the work & as per direction of Engg-in-charge.	<b>4Nos</b>	
<b>3</b>	Providing and fixing <b>4'-0"x3'-0" size( Double side)</b> ultra violet printing on 3M IJI 40C Vinyl sticker including putting 3M gloss lamination inforatory Sign board made out of 4mm (0.5+3.0+0.5) thick aluminium composite pannel(ACP) of approved company brand like Eurobond/Alstrong/Aludecor fitted with the main frame of 304 grade 1¼" dia(OD) size stainless steel round pipe (2mm wall thickness) , 20x20mm size stainless steel square pipe (2mm wall thickness) using as back support frame with necessary screw and revetments, fitted with 2nos 10'-0" long of 304 grade 2½" dia stainless steel round pipe (2mm wall thickness) for post with sealing top cover including transportation to work site and fixed	<b>2Nos</b>	

to the ground by means of properly designed foundation with cement concrete (1:2:4) in the approved size pit 1'-6"X1'6"X2'6" in different places of RPRC as per approved drawing & design including cost, conveyance, labour & taxes etc required to complete the work & as per direction of Engg-in-charge.		
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Total No of Correction.....( In item No \_\_\_\_\_ )

Total No of Over writing.....( In item No \_\_\_\_\_ )

Total No of Interpolation.....( In item No \_\_\_\_\_ )

**Place:-**

**Date:-**

**(Signature & Seal of the Tender)**