

# OFFICE OF THE DIVISIONAL LABOUR COMMISSIONER: MAYURBHANJ

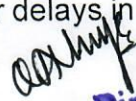
Tender Notice No. 2 dt. 18 .12.2019

1. Sealed tenders are invited from the Original Equipment Manufacturers (OEM) or their Authorized Agent for purchase and provision of Inverter Set, CCTV Surveillance, Biometric Attendance system in the office of the Divisional Labour Commissioner, mayurbhanj during the current financial year, 2019-20.
2. Name of items along with detail technical Specifications, probable requirements, maximum piece rate per item to be reimbursed by the office against each item are separately mentioned as Annexure- A.
3. The Tender Document may be obtained
  - ( a ) On payment of Rs.200/- (Rupees two Hundred) only between 10 AM to 5 PM on each working day from the office of the undersigned at the address given below.
  - (C) By downloading from [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in).
4. The Tender documents shall be submitted in the office of the undersigned duly signed by the authorized signatory in each page and duly authenticated with seal. However in case of downloaded tender documents, a non A./C payee Demand Draft of Rs.200/- (Rupees Five hundred ) only payable at SBI, Baripada drawn in favour of the Odisha Building and Other Construction Workers Welfare Board towards cost of Tender Document shall be enclosed. Bids submitted otherwise than in the manner prescribed in the Tender Document shall be rejected.
5. Tender calling authority has the right to accept or reject the Tender(s) without assigning any reason thereof.
6. This tender shall remain valid for 1year from the date of finalization of approved bidder for any of the listed items by the purchase committee or till the next tender floated by the indenter for same item whichever is earlier.
7. a) **Period of issue of tender documents** : 18.12.2019 to 28.12.2019  
 b) **Date and time for submission of Tender Documents** : 28.12.2019 by 5 PM  
 a) **Date and time for opening of sealed Tenders /** :30.12.2019 at 3.30 PM  
**at O/o the Divisional Labour Commissioner, Mayurbhanj**
8. The concerned bidders are required to depute their representatives to remain present during opening of the received Tenders / Technical Bids on the above office on scheduled date.
9. The Tenders received after the stipulated date will not be taken into consideration and liable for rejection.
10. All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent Court at Baripada only.

*Om Prakash*  
18.12.19  
District Labour Officer  
Mayurbhanj, Baripada

## GENERAL CONDITIONS OF THE CONTRACT

1. The bidder/Supplier shall essentially be
  - a) An Original Equipment Manufacturer
  - or
  - b) An Authorised Agent of the OEM having running business in the tendered item with good business track record. The bidder in proof of he being an OEM / Authorised Agent shall submit authenticated documentary evidence in this regard. The proof submitted earlier in some other context shall not be treated as valid and sufficient.
2. The tenders (also called bids), not submitted in prescribed format or in the prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
3. All the information as called for in the tender document should be submitted truly clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
4. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
5. There shall be no over-writing in the tender document and other papers submitted. All the additions, alterations, deletions and cuttings should be initialled with rubber stamp (or seal) by the same person, who signs the tender document failing so, the tender may be rejected.
6. All the rates and amounts shall be quoted in Indian Rupees (IR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document. However, an OEM located outside the country may quote its price in the Currency of the country to which he belongs but the same shall be converted to INR at the exchange rate prevailing on the date of opening of Tender and the same will be binding on both parties.
7. Each page of this tender document should be signed by the bidder with.
8. "Legal Status" of a bidder shall mean either proprietorship or partnership or private/ public limited company or otherwise (to be specified), as the case may be.
9. Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. All Such bids except one received first will be cancelled at the discretion of the authority calling the bids. A bidder may however, offer in his bid more than one product of the same Original Equipment Manufacturer (OEM), if in his opinion all such products meet the prescribed technical specifications. In that case, he should submit "technical bids" of all such products separately but in the same prescribed format, in the same sealed single cover. Separate "financial bids" should also be submitted similarly in the same sealed single cover (see below for the meaning of sealed cover).
10. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder.
11. No firm/Company without valid **GST Registration number** and **PAN** shall be eligible for submitting bids. Firms blacklisted shall also not be eligible for participating in the bid.
12. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes. Both sealed envelopes should be kept in a third sealed envelope. All the sealed cover shall have boldly written with the name of supplier/bidder, the tender call notice number and the last date for submission.
13. No document as required and mentioned in the General conditions of contract shall be enclosed to the technical bid/ Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be enclosed to the General bid proforma duly authenticated and serially numbered and page marked.
14. The tenders or the bids can be sent by Regd. With AD post or courier as well. However, the authorities shall not be responsible for the postal and other delays in receipt of bids..

  
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**District Labour Officer**  
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- 1 5 . A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any may be provided by them.
- 1 6 . The "Technical" bids shall be opened and scrutinized by the Committee. Only branded products shall be accepted.
- 1 7 . All the products, failing to fulfil the prescribed technical specifications, shall be rejected. Decision of the Committee in this respect shall be final and binding.
- 1 8 . "Financial bids" shall be opened only in those cases, where one or more of the offered products have fulfilled the prescribed technical specifications.
- 1 9 . All the prices quoted shall be F.O.R., destination i.e. Baripada which means that prices shall include the cost of delivery at destination.
- 2 0 . The bidder (s) should certify that the rates quoted by it for any item (s) listed above shall remain valid subject to variation in any Govt. Tax Structure on the same (i.e. the base price of the item quoted shall remain valid irrespective of variation in the tax structure) for a period of one year from date of finalisation of rate by the Purchase Committee.
- 2 1 . Financial negotiations with firms other than the lowest bidder shall not be held without obtaining the prior approval of the Chairman of the Committee.
- 2 2 . The authorities are not bound to accept the lowest financial bid.
- 2 3 . Short/ Part deliveries may not be accepted. All the items ordered must be supplied in full, for claiming even the part payment and all the transit risk shall be the responsibility of the supplier.
- 2 4 . The supplier shall repair or replace at his cost any component of the supplies that may go out of order during the warranty period. The repair and replacement shall as far as possible be carried out within the premises, where the equipment has been installed within 48 hours.
- 2 5 . User manuals of the product shall be supplied in English. All the supplies made shall be subject to a minimum period of warrantee up to a period of 2 (two) years.
- 2 6 . Any objection / suggestion / complaint by any bidder with regard to tender shall be intimated in writing to the tender calling authority. The Chairman / Members of Technical / Purchase Committee would not entertain any correspondence / discussion in the above matter.
- 2 7 . The tendering bidders are requested to enclose photocopies of the following documents (duly attested by group "A" Gazetted Officer of the State Government/Central Government) along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:
- a) Proof of being an OEM / Authorised Agent
  - b) Registration of the Applicant Organisation within Odisha, preferably in Baripada
  - c) Copy of the GST Registration Certificates, PAN Card
  - d) Copy of the IT return and GST return filed for the last two financial years :
  - e) Certified extracts of the Bank Account containing transactions of last 01 year
  - f) Audited Balance sheet of last one year
  - g) Experience Certificates for similar work


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**District Labour Officer**  
**Mayurbhanj, Baripada**

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**Check List of documents to be enclosed to  
Technical bid Form**

Sl. No.	Nature and Type of document	Whether enclosed (with page reference)	
		Yes / No	Page No
<b>1</b>	<b>3</b>		
1	Proof of OEM (i.e. Certificate issued by Industries department, GST authorities, Registrar of companies)		
2	Authorised Agent of OEM (i.e. Certificate issued by the OEM) items tendered		
3	Registration of the Applicant Organisation within Odisha, preferably in Baripada		
4	Valid Registration certificate issued under <b>GST Act</b> and Income Tax Acts by competent Authorities.		
5	copy of PAN Card		
6	copy of IT Returns & GST returns filed for last 2 FY		
7	Balance Sheet and abstract of bank statement of last 1 FY		
8	Technical bid & Financial bid ( i.e. Tender Documents ) should be separately sealed in two covers and over them it hould be clearly mentioned as Technical / Financial Bid with name of the firm and Signature of the Bidder.		
9	Proof of past performance regarding supply of tendered item to Government organisation/PSUs i.e. copies of supply order/sale invoice		

  
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**District Labour Officer**  
**Mayurbhanj, Baripada**

TECHNICAL BID FORM

**Tender Call Notice No.2**

1. Name  
Full Address.  
Mobile No.  
E-mail of the firm.
2. Legal status of the firm.
3. Items for which you have submitted the bid.
4. For which of the items above you are the  
Original Equipment Manufacturer (OEM)
7. Kindly confirm by writing 'Yes ' or ' No ' only  
that you have been authorized by the respective OEMs  
either as dealer or as sale, supply and Servicing agent in  
respect of the items you are not the OEM.
8. Have you enclosed all the documents and  
Papers called for in this tender document?  
(Enclose checklist)
9. Technical Specification of items with brand name  
as per Annexure A ( Column 1,2,3, 4 shall be repeated  
and Cl 5 would be brand name,)

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18.12.19

**District Labour Officer  
Mayurbhanj, Baripada**


Financial BID FORM

Sl. No.	Particulars of the Item	Price quoted
1	Inverter Set	
2	CCTV Surveillance	
3	Biometrics Attendance System	

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District Labour Officer  
Mayurbhanj, Baripada

SL No	Particulars of the item	Technical Specification	Quantity	Maximum amount to be reimbursed
1	2	3	4	5
1	INVERTER SET	Double storied Battery	1 no.	70000/-
2	<b>CCTV SURVEILLANCE</b>			
a	DVR	08 CHANNEL	1 no.	30,000/-
b	BULLET CAMERA	2 MP, 20 MTRS, NIGHT VISION, DUST PROOF, WATER PROOF	2 no.	
c	DOOM CAMERA	2 MP, 30 MTRS, NIGHT VISION, DUST PROOF, WATER PROOF	3 no.	
d	HARD DISK DRIVE	2 TB	1 no.	
e	LED MONITOR	20"	1 no.	
f	RACK FOR DVR	WALL MOUNTING	1 no.	
j	PLASTIC PIPE FOR WIRING		AS PER REQUIREMENT	
h	AUDIO RECIEVER		1 no.	
k	SMPS	AS PER TECHNICAL REQUIREMENT FOR THE INSTALLED APPARTAUS	1 no.	
l	ROUTER	THOSE WHO HAVE NOT WIFI CONNECTION	1 no.	
m	WIFI DONGLE	150 MBPS	1 no.	
n	CABLE	COPPER, 3 + 1	AS PER REQUIREMENT	
3	<b>Biometric Finger Print Attendance System</b>			
a	BIOMETRIC FINGER PRINT ATTEDANCE DEVICE	Minimum 500 users capacity	01 no. only	10,000/-
b	VERIFICATION	FINGERPRINT, ID CARD, PASSWORD		
c	FINGER PRINT SENSOR	OPTICAL SENSOR		
d	SCREEN	2.4 INCHES (COLOUR DISPLAY)		
e	COMMUNICATION	WI-FI, USB DRIVE/LINK, TCP/IP		
f	POWER SUPPLY	12V DC, 2AMP		
J	SOUND INDICATOR	BUZZER, VOICE		
I	BATTERY BACKUP	BUILT-IN (MINIMUM 3 HOURS)		

  
 16.12.19  
 District Labour Officer  
 Mayurbhanj, Baripada