



**Government of Odisha**

**Housing & Urban Development Department**

**OFFICE OF THE BARIPADA MUNICIPALITY**

**REQUEST FOR PROPOSAL FOR SUPPLY AND INSTALLATION OF  
PREFAB RCC GARDEN BENCHES AT DIFERENT PUBLIC PLACES  
IN**

**BARIPADA MUNICIPALITY**

**OFFICE OF THE BARIPADA MUNICIPALITY  
MAYURBHANJ**



## OFFICE OF THE BARIPADA MUNICIPALITY

BARIPADA, MAYURBHANJ- 757001

Tel: 06792-252703

Website: [www.baripadamunicipality.in](http://www.baripadamunicipality.in) e-mail: [baripadam.hud@od.gov.in](mailto:baripadam.hud@od.gov.in)

No. 111 /PW/Date: 13-01-2026

### **Notice Inviting Request for Proposal (RFP)**

1. The Executive Officer, Baripada Municipality invites quotations in sealed covers from the intending registered proprietorship firm(s)/ registered partnership firms/registered company /Register Society/ registered trust (s)/Original Manufacturer/Authorized Business Partner/registered civil contractors of Baripada Municipality/authorized suppliers etc. having experience, expertise and financial standing, in similar nature of works for "**Supply and installation of 4-seater outdoor prefab RCC Bench with back and armrest at different public places of Baripada Municipality**" as per the schedule and technical specification".
2. The RFP documents consisting of specification, scope of work, and the set of terms and conditions of contracts and other necessary documents can be seen in the office of the undersigned during office hours on all working days. The RFP documents will also be available for downloading on the website <http://www.mayurbhanj.nic.in&www.baripadamunicipality.in> from **10.00 AM of dt.16.1.26 to 5.00 PM of dt.27.1.26**.
3. The RFP documents can be purchased from the Municipal office against a non-refundable fee of **Rs.6,000.00** in shape of demand draft issued from any Nationalized / scheduled Bank payable at Baripada in favour of the Executive Officer, Baripada Municipality. The EOI documents downloaded from the web site should accompany the aforesaid bid document cost.
4. The RFP must accompany a sum of **Rs20,000.00** (Rupees Twenty Thousand only) as EMD in shape of FD/TDR issued by any Nationalized/ scheduled bank duly pledged in Favor of "**The Executive Officer, Baripada Municipality payable at Baripada**(which is refundable to the unsuccessful Bidders on demand).
5. The RFP must accompany attested copies of valid PAN, GST registration certificate, Experience Certificate, registration certificate of the bidders from competent authority and other documents as per the notice inviting this RFP failing which the bids will be out rightly rejected.
6. The sale of RFP documents shall start from **10.00 AM of Dt.16.1.26** and close on **Dt.27.1.26 at 5.00 PM**. The RFP document will also be available on the website of Baripada Municipality <http://www.mayurbhanj.nic.in&www.baripadamunicipality.in> for downloading from **10.00 AM of dt.16.1.26 to 5.00 PM of dt.27.1.26**. In case of down loaded documents the bidder shall have to deposit the bid document cost as mentioned at Para.3 above. Bids shall be received only through speed / registered post or can be delivered in a designated box during office hours up to **12.00 Noon on Dated.30.1.26**.
7. The RFP will be opened on **dt.30.1.26 at 12.30 PM** in the office of the undersigned in presence of the bidders or their authorized representatives who wish to attend. If the office happens to be closed on the last date of receipt or opening of the bids as specified, then the bids will be received / opened on the next working day at the same time and venue unless otherwise notified.
8. Any other details can be seen in the bidding documents or can be had from the office of the undersigned during working hours on all working days.
9. The undersigned reserves the right to accept /reject any part there of or all the bids at any stage of the bidding process without assigning any reason thereof.
10. This notice inviting RFP is not an offer and is issued with no commitment. Baripada Municipality reserves the right to amend or withdraw any of the terms and conditions contained in this RFP document at any stage. Baripada Municipality also reserves the right to reject any or all the offers should it be so necessary at any stage, without giving any notice or assigning any reason. The decision of Baripada Municipality in this regard shall be final and binding on all.

Executive Officer  
Baripada Municipality

Page | 2



Memo No. 112 Date: 13-01-2026

Copy along with copy of the RFP document forwarded to the MIS /office notice board, Baripada Municipality for information and necessary action with a direction to upload the advertisement in the website <http://www.mayurbhanj.odisha.gov.in> & [www.baripadamunicipality.in](http://www.baripadamunicipality.in) for display.

Executive Officer  
Baripada Municipality

Memo No. 113 Date: 13-01-2026

Copy submitted to the Information & Public Relation Department, Odisha, Bhubaneswar for kind information with a request to publish the said notice in One daily Odia newspaper and one English daily for one day publication in minimum size and space on or before dt.16.1.26 and submit the Bill in duplicate for payment.

Executive Officer  
Baripada Municipality

Memo No. 114 Date: 13-01-2026

Copy to the Members of the Tender committee of Baripada Municipality, Chairperson Baripada Municipality/Tahsildar, Baripada/M.E./J.E./ Accountant Baripada Municipality information & necessary action.

Executive Officer  
Baripada Municipality

Memo No. 115 Date: 13-01-2026

Copy Submitted to the PD, DUDA Baripada/PA ITDA, Baripada/Superintending Engineer WATCO Division Baripada/ Superintending Engineer R.W.D, Baripada/ Superintending Engineer R & B, Division, Baripada for information and necessary action with a request to display the RFP Notice in their respective Notice boards for wide publication

Executive Officer  
Baripada Municipality

Memo No. 116 Date: 13-01-2026

Copy submitted to the DIO, NIC, Baripada for information and requested to upload the Notice in the district NIC website for information of the public from 10.00 AM of Dt.16.1.26 to 5.00 PM of Dt.27.1.26.

Executive Officer  
Baripada Municipality

Memo No. 117 Date: 13-01-2026

Copy Submitted to the Collector & District Magistrate, Mayurbhanj for favour of kind information & necessary action.

Executive Officer  
Baripada Municipality

## 1. INTRODUCTION

Baripada Municipality, in its endeavor to improve the city's public amenities and to enrich the city's aesthetics, invites bids for "Supply & Installation of **4-seater prefab RCC Garden Benches with back and armrest at different public places in the Municipal area**".

The technical specification of the bench along with the prototype image is enclosed as **Appendix-A**.

After opening of all bids and declaration of L1 bidder and subsequent receipt of Letter Of Acceptance from the office, the L1 bidder shall execute agreement by depositing required EMD, ISD and APSD within seven days, failing which his Tender will be cancelled and his name will be recommended to Govt. for Blacklisting him apart from, blocking his DSC and debarring him for participating in future Tenders of this Municipality for a period of three years. In the event of backing out of the L1 bidder, the L2 bidder will be asked to execute the work at the rate of the L1 bidder.

The comprehensive price to be quoted by the bidder shall remain valid for 1 (one) year from the date of signing of contract. However, depending upon its requirement within a period of 1(one) year from issuance of work order, the Municipality may procure additional quantity at the same price and terms and condition of the original contract.

### 1.1. Scope of Work

The Original Manufacturer / Authorized Distributor/ Authorized Supplier /Contractor will be responsible for Supply & Installation of the benches at different public places (to be identified by the Municipality) in the Municipal area.

### 1.2. Tentative Requirement

The tentative numbers of prefab benches required are **300 No's**. The quantity mentioned is indicative in nature; **the actual quantity may increase or decrease based on the requirement of the Municipality**.

## 2. GENERAL TERMS OF BIDDING

### 2.1 Minimum Eligibility Criteria

2.1.1 The Bidder shall be an independent legal entity such as a proprietorship firm(s)/ registered partnership firms/registered company/Register Society/ registered trust (s)/Original Manufacturer/Authorized Business Partner/registered civil contractors of Baripada Municipality/authorized suppliers etc.

- 2.1.2 The bidder shall ensure supply, installation, and commissioning of the prefabricated RCC benches at the defined locations.
- 2.1.3 Consortium/Joint venture firms shall not be allowed to apply.
- 2.1.4 The Bidder should have never been Blacklisted or Terminated by any other Government Agency in India. A declaration from the Bidder in this regard on a stamp paper duly notarized required to be submitted along with the bid document as **Annexure-A3**.
- 2.1.5 The bidder should have a valid PAN and GST registration Number; the same should be provided along with the bid.
- 2.1.6 The bidder shall submit documents certifying its legal status/ Certificate of incorporation /registration of companies etc along with the bid.

## **2.2 Fees & Security to be Paid by Bidder**

### **2.2.1 Bid Security/EMD:**

- 2.2.1.1 The RFP must accompany a sum of **Rs.20,000** /- (Rupees Twenty Thousand only) as EMD in shape of FD/TDR issued by any Nationalized/ scheduled bank duly pledged in Favor of **“The Executive Officer, Baripada Municipality payable at Baripada.**
- 2.2.1.2 Any bid not accompanied by EMD/Bid security, shall be rejected as non-responsive.
- 2.2.1.3 **Local MSME/ Start-ups registered with Govt. of Odisha are exempted from depositing EMD. However, the DIC registration certificates along with other documents to be submitted.**
- 2.2.1.4 The EMD for unsuccessful bidder shall be returned as promptly.
- 2.2.1.5 No interest would be payable for any period on EMD or any other amount lying with the purchaser.
- 2.2.1.6 The Security (EMD/ISD) shall be forfeited in the following cases:
- If the bidder withdraws/modifies its Bid/Proposal after due date & during the Proposal Validity Period.
  - Bidder engages in corrupt, fraudulent, coercive, or undesirable practice or restrictive practice as specified in the tender document.
  - Bidder failed to Sign the Contract within reasonable time.

### **2.2.2 Liquidated Damages:**

If Supplier fails to deliver and install the benches within the specified period mentioned in the Tender, Employer may prejudice to deduct from contract price as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed benches for each week or part thereof delay until actual delivery up to a maximum deduction of 10% of the contract value. Once the maximum limit is reached, employer may terminate the contract.

### **2.2.3 Cost of bid document**

- 2.2.3.1 The RFP documents can be purchased from the Municipal office against a non-refundable fee of **Rs.6,000.00** in shape of demand draft issued from any Nationalized / scheduled Bank payable at Baripada in favour of the Executive Officer, Baripada Municipality. The RFP documents downloaded from the web site should accompany the aforesaid bid document cost.
- 2.2.3.2 The acknowledgement receipt of Bid Document Fees shall be submitted as Part of Technical Bid.

### **2.3 Terms and Conditions for Supply of Prefab Benches**

- 2.3.1 The successful bidder shall strictly adhere to the standard technical specification provided at Appendix-A for supply of the Benches.
- 2.3.2 The successful bidder shall ensure supply and installation of Benches within a period of 60 days from the date of issue of LOA/Purchase Order.
- 2.3.3 The successful bidder at its own cost shall deliver the benches (including transportation, painting, loading and unloading) at respective site.
- 2.3.4 The successful bidder at its own cost shall install the Benches at designated location as per instruction of the Municipality.
- 2.3.5 All Benches provided shall be of good quality.
- 2.3.6 The quantity mentioned in the RFP is estimated only. Final quantity shall be intimated by the Municipality, while ordering. Quantity may increase/ decrease as per requirement of the Municipality and bidder shall supply the same as per agreed rate for 1 year in same terms & conditions.

### **2.4 Inspection and Testing:**

- a. The Supplier shall submit manufacturer's warranty certificate for benches during the delivery of Goods.
- b. After delivery & before installation, inspection shall be carried out to check whether the materials delivered are in conformity with the technical specifications attached to the purchase order.
- c. In the event of the materials failing to pass the acceptance test, the purchaser shall get the materials replaced by the supplier at no extra cost to client.

### **2.5. Settlement of Disputes:**

- a. The Purchaser and Supplier shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the contract.
- b. That for the purpose of jurisdiction in the event of disputes if any of the contracts would be deemed to have been entered in to within the State of Orissa and it is agreed that neither party to the contract will be competent to bring a suit in regard to the matter by this contract at any place outside Baripada.

## 2.6- TENDERING PROCEDURE & SCHEDULE

### 2.6.1 Schedule of Events:

S. No	Description	Critical Dates
1.	Period of availability of bid document for sale in the office or downloaded from the web site <a href="http://www.mayurbhanj.nic.in&amp;www.baripadamunicipality.in">http://www.mayurbhanj.nic.in&amp;www.baripadamunicipality.in</a>	From 10.00 AM of Dt. 16.1.26 to 5.00 PM of Dt. 27.1.26
2.	Last date and Time of receipt of the bid documents through Speed Post/Registered post or in the designated Tender Box kept for the purpose in the Municipal Office.	Up to 12.00 Noon of dt.30.1.26
3	Date & Time of opening of the Bid	12.30 PM & onwards of Dt. 30.1.26
4.	Mode of deposit towards cost of bid document & EMD	Off-line as per Para -2.2.3.1 and 2.2.1.1

### 2.7 Amendment of tender document

At any time prior to the Proposal/Bid Due Date, Baripada Municipality for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the RFP document through the issuance of an Agenda. This will be uploaded on the Website of <http://www.mayurbhanj.nic.in&www.baripadamunicipality.in> and shall be binding upon all the prospective bidders.

### 2.8 Preparation and Submission of Proposal

- 2.8.1 The RFP complete in all respect shall be received only through speed / registered post or can be delivered in a designated box during office hours up to **12.00 Noon on Dated.30.1.26**.
- 2.8.2 **Language and Currency:** The Proposal and all related correspondence and documents shall be written in English language.
- 2.8.3 The currency for the purpose of the Proposal/Bid shall be Indian National Rupees (INR).

### 2.9 Bidder's Responsibility

- 2.9.1 It would be deemed that prior to the submission of the Proposal, the Bidder has made a complete and careful examination of:
- The requirements and other information set forth in this tender document.
- The standard specification of prefab RCC benches enclosed at Appendix-A.
  - Baripada Municipality shall not be liable for any mistake or error or neglect by the bidder in respect of the above. Proposals that are not substantively responsive to the requirements of this tender document will be rejected.

### 2.10 Submission of Proposals

- 2.10.1 The Proposal shall be submitted off-line as explained above at 2.8.1:

**a) Technical Bid:**

**The following documents shall be submitted in the technical bid.**

- i. Appendix- A- Technical Specification Compliance Sheet
- ii. Letter of Application (as per Annexure- A1);
- iii. General Information on the Bidder and technical eligibility criteria (as per Annexure-A2);
- iv. Declaration for Blacklisting and Termination as affidavit (as per Annexure- A3)
- v. For local MSME/ Start-ups local DIC registration certificate along with other documents as proof for installed capacity.

**b) Financial Proposal:**

- i. Financial Proposal (BOQ )

**2.11 Opening of Proposals**

2.11.1 The Proposals received shall be opened by the Baripada Municipality. The date and time of opening of the Proposal is mentioned in this bid document.

2.11.2 Baripada Municipality reserves the right to reject any Proposal, if:

- (a) The information and documents have not been submitted as requested and in the formats specified in the bid document.
- (b) There are inconsistencies between the Proposal and the supporting documents.
- (c) There are conditions proposed with the Technical and/or Financial Proposals.

2.11.3 No request for modification or withdrawal shall be entertained by Baripada Municipality in respect of such Proposals.

**2.12 Evaluation of Proposals**

The evaluation of Proposals will be conducted in 2 (two) steps as explained below:

2.12.1 Step-I: Opening of Technical Proposal:

- (a) The EMD receipt and Bid Document Fee receipt shall be checked.
- (b) Proposals without the appropriate EMD and Bid Document Fee will be rejected.
- (c) Then the Minimum Eligibility Criteria of the Applicant shall be checked. The Technical Proposal of those Applicants who are meeting the Minimum Eligibility Criteria shall be evaluated. The Proposals not meeting the Minimum eligibility criteria, as per Clause 2.1, will be rejected outright.

2.12.2 Step-II-Opening of Financial Proposal

The financial proposal will be opened and the bidder quoted the **lowest rate** will be Selected as the successful bidder.

2.12.3 The Proposals (Financial Proposal and Technical Proposal) should be unconditional and any condition attached with the Proposal(s) shall result in the rejection of the proposal.

### **2.13 Right to Reject Proposals**

2.13.1 Baripada Municipality reserves the right to reject any/all Proposals including the lowest Proposal, or withdraw the invitation of the Proposal at any stage without citing any reason. Nothing contained herein shall confer any right upon a bidder, or create any obligation/liability upon the Baripada Municipality of any type whatsoever.

2.13.2 In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, Baripada Municipality will have the right to cancel the order/contract without assigning any reason thereof and nothing will be paid by the Municipality to the supplier and in that event the Security fee will also be forfeited.

2.13.3 The decision of the Tender committee of the Baripada Municipality on selection/rejection of bidders would be final basing on the proposal submitted by the bidders.

2.13.4 The purchase order/LoA shall be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The committee shall also not be bound to accept the lowest rate.

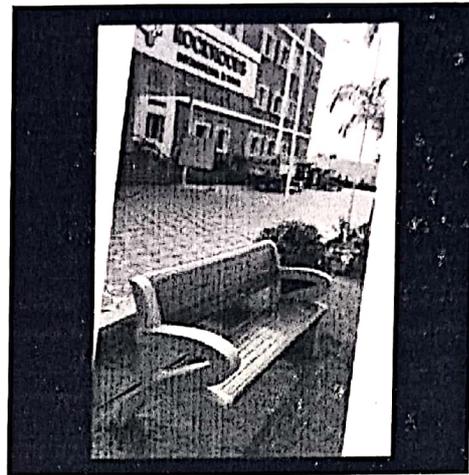
**Appendix-A**  
**Technical specification of Prefab RCC Benches and prototype image**

Prefab RCC Garden Benches - Standard Technical Specification			Specification offered by Bidder	Make to be Specified if any	Remarks / Deviation if any
	Parameters	Type/Unit/Capacity			
1	Appearance	Classic			
2	Arm Rest	With Arm Rest			
3	Bench Type	With Bench			
4	Material	RCC			
5	Seating Capacity	4-Seater			
6	Colour	Red,Blue,Grey etc			
7	Thickness	100 mm			
8	Back Height	1000 mm			
9	Front Height	450 mm			
10	Base Width	620 mm			
11	Concrete Plank size	1500 mm x 100 mm x 50 mm & 1500 mm x 200 mm x 50 mm			
12	Number of legs	4 No's			

Following additional Points are also taken into consideration:

- 1- The supplier has the responsibility to install the benches at the designated locations as per instruction of the Municipality.
- 2- All materials provided shall be of good quality from reputed manufacturers.

## PROTOTYPE IMAGE OF THE PREFAB RCC BENCHES



Annexure- A1  
Letter of Application

(To be submitted on Bidders letter head and signed by the bidder's Authorized Signatory)

To,

Executive Officer  
Baripada Municipality

Sub:- **Supply & Installation of 4-seater prefab RCC Garden Bench with back and armrest at different public places in Baripada Municipality**

Dear Sir,

1. Being duly authorized to represent and act for and on behalf of (herein the applicant), and having studied and fully understood all the information provided in the bid document, the undersigned hereby apply as a bidder for "**Supply & Installation of 4-seater prefab RCC Garden Bench with back and armrest at different public places in Baripada Municipality.**" according to the terms and conditions of the tender document issued by Baripada Municipality.
2. Our Technical and Financial Proposals are as per the requisite formats along with the supporting documents, duly filled are submitted.
3. The Bid Document Cost of **Rs. 6,000/- (Rupees six thousand)** only has been submitted as per the procedure mentioned in the RFP document.
4. The EMD fee of **Rs.20,000/- (Rupees Twenty Thousand)** only has been submitted as per the procedure mentioned in the RFP document.
5. Baripada Municipality and its authorized representatives are hereby authorized to conduct any inquiries/investigation to verify the statements, documents and information submitted in connection with the proposal. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to the supporting information, to provide such information deemed necessary as requested by yourselves to verify statements and information provided in the application or with regard to the resources, experience and competence of the applicant.
6. This proposal is made with full understanding that:
  - (a) The Executive Officer, Baripada Municipality reserves the right to reject or accept any Bid/Proposal, cancel the bidding process, and/or reject all Bids.
  - (b) Baripada Municipality shall not be liable for any of the above actions and shall be under no obligation to inform the applicant of the same.

7. We, the undersigned declare the statements made and the information provided in the duly completed application forms submitted, as complete, true and correct in every detail.
8. We hereby confirm that we have read, understood, and accepted all the detailed terms and conditions of this tender document and Project related Information as required for the Proposal.
9. We agree to keep our Proposal valid for 120 (One Hundred Twenty) days from the Proposal Due Date and not to make any modifications in its terms and conditions not acceptable to Baripada Municipality. Should this Proposal be accepted, we hereby agree to abide by and fulfill all the terms, conditions, and provisions of the aforesaid documents.
10. This application is made with the full understanding that the validity of Proposal submitted by us will be subject to verification of all information, terms and conditions submitted at the time of bidding and its final acceptance by Baripada Municipality. We agree that, without prejudice to any other right or remedy, Baripada Municipality shall be at liberty to forfeit the said Security.

Yours sincerely,

Authorized signatory

Date:

Name and seal of Bidder

Place:

**Annexure- A2**

**General Information of the Bidder and Technical Eligibility**

(To be submitted on Bidders letter head and signed by the bidder's Authorized Signatory)

Sl. no	Information Required	Bidders Response	Page
1.	Company/ Authorized Dealer Information: (a) Name: (b) Country of Incorporation: (c) Address of Corporate Headquarters and its branch office(s): (d) Address of Shop & Workshop		
2.	Details of Authorized Signatory: (a) Name: (b) Designation: (c) Company: (d) Address: (e) Telephone Number: (f) Fax Number: (g) E-Mail Address:		
3.	Authorized Dealer/Authorized Business Partner Certificate.	<u>Yes /No</u>	
4.	Location and Address of workshop	<u>Yes /No</u>	
5	Registration Number date of Firm and Type of Firm (Certificate to Be Enclosed) MSME/Start Up of Odisha to Furnish details	<u>Yes /No</u>	
6	Valid PAN and GST registration Number	<u>Yes /No</u>	
7	EMD Details.	<u>Yes /No</u>	
8	Technical Compliance Sheet as Per Format given in Appendix- A- Specification of Prefab Benches		

For and on behalf of (Name of the Bidder)

Designation:

Place: Date:

**Annexure-A3(Notarized Affidavit on Stamp Paper)**

**Format for Declaration by the Bidder on Blacklisting and Termination**

I/We hereby declare that I/we including our subsidiary or associate companies have never been Blacklisted or Terminated by any State/ Central Government Agency in India.

**Signature and Seal of the Bidder:**

### Annexure- A4 Format for Financial Proposal( BoQ)

Value in INR

Sl.No	Description of Work	No of Qty	Units	Unit Rate Without Tax	Total Amount without Tax
1	<i>Supply and installation of 4-seater outdoor prefab RCC Bench with back and armrest at different public places of Baripada Municipality as per the technical specification as in Appendix –A of the RFP documentwith cost, conveyance, royalties and all taxes on all materials (excluding GST) and cost of all labour with T&amp;P required for the work etc. complete as per the approved sample and direction of EIC.</i>	300	No's		
2	Total				

Note:

1. The comprehensive price to be quoted by the bidder.
2. Rate without Taxes Shall be considered for evaluation.
3. GST as applicable will be paid extra to the agency.
4. The price shall cover all costs including installationand commissioning at final destinations.