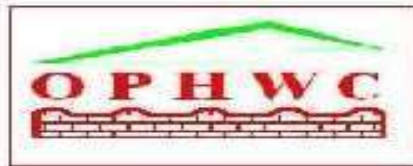


**TENDER CALL NOTICE NO.**

**18/JM/ ELECT /OSPHWC/2020-21**

**BID DOCUMENT FOR**

**[I] EXECUTION OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR  
EPABX SYSTEM INSTALLED AT STATE GUEST HOUSE, BHUBANESWAR.**



**JOINT MANAGER  
[ELECTRICAL DIVISION]**

**The Odisha State Police Housing & Welfare Corporation Ltd., Janpath,  
Bhoi Nagar, Bhubaneswar - 22.**

**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.  
JANAPATH, BHOINAGAR, BHUBANESWAR – 22.**



[Electrical Division]

Ph: 0674-2541545, 2542921, Fax: 0674-2541543

E-mail: [jmelectricalophwc@gmail.com](mailto:jmelectricalophwc@gmail.com), Website: [www.ophwc.nic.in](http://www.ophwc.nic.in)

**TENDER CALL NOTICE**

**BID REFERENCE NO: -18/JM / ELECT / OPHWC/ 2020-21**

**INVITATION FOR BIDS (IFB)**

1.	The <b>Joint Manager, Electrical Division (OSPH&amp;WC)</b> , Odisha, Bhubaneswar invites bids in <b>single cover system</b> for the work as detailed below:-	
2.	Name of work	: [I] EXECUTION OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR EPABX SYSTEM INSTALLED AT STATE GUEST HOUSE, BBSR.
3.	No. of Work	: 01 No.
4.	EMD & Bid Cost	: (As per column 3 & 4of the IFB)
5.	Eligibility Criteria	: Authorised Dealers or their Authorised Service Providers having minimum 03 (Three) years experience in Service / Maintenance of the mentioned items in any Govt. Depts. / Central Govt. Depts. / Govt. Undertakings.
6.	Availability of Bid Documents in the Website <a href="http://www.ophwc.nic.in">www.ophwc.nic.in</a>	: Dt.05.10.2020 to Dt.19.10.2020 up to 5:00 P.M.
7.	Last date /time of Receipt of Bid	: Dt.20.10.2020 up to 12:30 P.M
8.	Date of Opening Bid	: Dt.20.10.2020 at 03:30 P.M.
9.	Further details can be seen from the website: <a href="http://www.ophwc.nic.in">www.ophwc.nic.in</a> Any addendum/corrigendum/cancellation of tender can also be seen in the said website.	
<p>Sd/- Joint Manager (Electrical) OSPH&amp;WC, Bhubaneswar.</p>		

## BID DOCUMENTS

**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.  
JANAPATH, BHOINAGAR, BHUBANESWAR – 22.**



[Electrical Division]

Ph: 0674-2541545, 2542921, Fax: 0674-2541543

E-mail: [jmelectricalophwc@gmail.com](mailto:jmelectricalophwc@gmail.com), Website: [www.ophwc.nic.in](http://www.ophwc.nic.in)

### TENDER CALL NOTICE

BID REFERENCE NO: -18/JM / ELECT / OPHWC/ 2020-21

### INVITATION FOR BIDS (IFB)

1.The Joint Manager, Electrical Division, The Odisha State Police Housing & Welfare Corporation Ltd., Bhubaneswar invites bids in single cover system for -:

[I] EXECUTION OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR EPABX SYSTEM INSTALLED AT STATE GUEST HOUSE, BBSR as detailed in the table from the Authorised dealers or their authorised service providers as per the eligibility criteria mentioned in column - 6 (six). Every bidder must inspect the system thoroughly before quoting their rate in-as is where is condition without stipulating any conditions.

2.The bidders may submit bid for the following work.

Sl. No	Name of the work	EMD  (Rs.)	Cost of Bid Document Inclusive of 18% towards GST  (Rs.)	Period of Contract	Eligibility Criteria
1	2	3	4	5	6
Single Cover (Notice No :-18/ JM/ ELECT / OPHWC/ 2020-21)					
1	EXECUTION OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR EPABX SYSTEM INSTALLED AT STATE GUEST HOUSE, BBSR.	5000.00	2360.00	12 Months	Authorised Dealers or their Authorised Service Providers having Minimum 03 (Three) years' experience in Service / Maintenance of the mentioned items in any Govt. Depts. / Central Govt. Depts. / Govt. Undertakings.

**N.B.- Since provision of VAT, Entry Tax and other taxes have been replaced by GST w.e.f 01/07/2017, the quoted rate should be inclusive all but exclusive of GST. The percentage of GST must be indicated in the Price bid.**

#### **Requirements under Goods & Service Tax Act.**

The supplier of goods or service or both shall submit the tax invoice for release of payment and the tax invoice should include all the particulars and contents as required under section-31 of the CGST/SGST/IGST/UTST Act, 2017 read with rules made there under, including the followings:

- a. Correct Name, Address & GST No. of both the Supplier and recipient.
- b. "Tax Invoice" should be clearly mentioned on the invoice copy.
- c. GST should be clearly mentioned separately.
- d. Correct classification of supply of goods, services or both should be made.

- e. Nature of supply whether it is interstate or intra state should be mentioned.
  - f. Place of supply should be mentioned.
  - g. Prevailing rate of tax should be clearly mentioned.
  - h. Levy of Tax whether as forward charge or reverse charge should be mentioned.
  - i. The supplier shall submit a original copy of Tax Invoice to the Corporation (OSPH&WC).
- A. The supplier shall declare that the tax so collected from the Corporation will be duly discharged either by using input tax credit or paid as per provisions under GST Act.
  - B. The supplier shall declare that the supply date as mentioned in the invoice will be disclosed correctly in the relevant monthly return (such as GSTR-1, GSTR-2, GSTR-3, GSTR-3B and other relevant forms).
  - C. The supplier shall also agree that he will compensate for input tax credit if not allowed to Corporation due to non-disclosure or improper disclosure in the aforesaid returns as required under GST Act.
  - D. If the supplier is unregistered under GST Act., in that case the supplier should submit an undertaking that his turnover is within the threshold limit.
  - E. Anti-profiteering clause. : The supplier should declare that the benefit on account of change of rate of GST and input tax credit will be passed on to Corporation by way of reducing the contact prices and there shall not be any double taxation.
  - F. As and when GST Law requires deduction of withholding tax i.e., TDS under section 51 of GST Law, Corporation shall deduct such tax as per prevailed provisions.
  - G. Supplier of goods shall issue way bill as and when required as per provisions of GST law for supply of goods.

3. Bid documents consisting of specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents can be seen in the website:

**[www.ophwc.nic.in](http://www.ophwc.nic.in)**

4. The authority will not be held responsible for any technical snag or network failure during Uploading the tender documents.

5. The tender document may be obtained on payment of the tender paper cost as mentioned in the **Column - 4** of the above table [Non refundable] for each project between **10.00 A.M. to 05.00 P.M** on each working day from the office of the undersigned at the Address given above of O.S.P.H.&WC at Bhubaneswar on or before Dt.19/10/2020. Tender document can also be obtained through speed post by sending a self-addressed envelope of size 35 cm x 25 cm along with a Demand Draft / Pay Order of the tender paper cost as mentioned in the **Column - 4** of the above table and **Rs. 200.00** (Rupees two hundred only ) extra for postal charges [Non refundable] for each project on any Scheduled Bank, payable at Bhubaneswar, drawn in favour of the **“The Odisha State Police Housing & Welfare Corporation Ltd.”**. However, such request

must be received by the undersigned on or before the last date for issue of tender document. The O.S.P.H.&W.C. authorities shall not be responsible for postal or other delays. The tender document will also be available from the web site [www.ophwc.nic.in](http://www.ophwc.nic.in) and the same can be downloaded to be used for tender offer. However in case of downloaded tender documents an amount of the tender paper cost as mentioned in the **Column – 4** of the above table [Non refundable] for each project in shape of Demand Draft / Pay Order drawn on any Scheduled Bank, is payable at Bhubaneswar in, favour of the “**The Odisha State Police Housing & Welfare Corporation Ltd.**” should submit along with the tender, failing which tender shall be liable for rejection. The tenders/bids can be sent by post or courier or dropped in the **tender Box at the office of the undersigned as well**. However, authorities shall not be responsible for postal delays in receipt of bids.

6. The bidders are requested to submit the copy of the purchase receipt of showing cost of tender paper/D.D in case of down loaded tender document with the copies of proof of Dealership / Authorised service provider, Income tax return copy, PAN, GST Registration certificate, ESI Registration certificate, EPF Registration certificate, audited balance sheet, assessment return of income tax of last three years and an Affidavit that he is not blacklisted / defaulter contractor or Firm etc. along with bid documents otherwise the bid shall be liable for rejection. The latest authenticated documentary proof shall be submitted. The proof submitted earlier in some other contest shall not be treated as valid and sufficient.

7. **EMD** - The tender document shall be accompanied with EMD as mentioned in the Column- 3 of the above table in shape of D.D. / Pay order drawn on any Scheduled Bank in favor of the “**The Odisha State Police Housing & Welfare corporation Ltd.**” payable at Bhubaneswar failing which the tender shall be rejected. The **EMD** of the successful tenderer will be refunded after successful completion of the **contract** period i:e **12 months** and will not carry any interest. The **EMD** of the unsuccessful tenderer will be refunded after completion of the tender process.

8. The bidding document should be superscribed : - “Execution of Comprehensive Annual Maintenance Contract for EPABX System installed at State Guest House, BBSR”, Work Sl.No, Tender No. and Name of the work which is applicable.

9. The authority reserves the right to reject any or all the bids without assigning any reason thereof.

10. The bid must accompany proof of executing same nature of work in Govt. Depts. / Central Govt. Depts. / Govt. Undertakings. The copy of work order and completion certificates in support of credential should be enclosed with the tender otherwise the bid shall be rejected.

11. The tenders (also called bids) not submitted in prescribed format or in prescribed manner, shall be rejected at the risk and responsibility of bidder.

**12.**All the information as called for in the tender document should be submitted truly, clearly, legible, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English only.

**13.**All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.

**14.**There shall be no over writing in the tender document and other papers submitted. All additions, alternations, deletions and cutting should be initialed with rubber-stamp (or seal) by the same person,

who signs the tender document, failing which so, the tender may be rejected.

**15.** The original documents of the successful lowest bidder will be verified at the office of the undersigned after opening of the bid failing which his tender is liable for rejection.

**16.**All the rates and amounts shall be quoted in Indian Rupee and shall be presumed to be in Indian Rupee only unless specifically permitted to be quoted otherwise in this tender document.

**17.**Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.

**18.**Use separate piece of paper where the space provided in the formats in this tender document for submission of information is not sufficient.

**19.**All information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of knowledge of bidder.

**20.**Conditional Tenders would not be accepted and are liable to be rejected.

**21.**The AMC will be awarded for a period of one year from the date of awarding the contract. The period of AMC can be extended for another one year based on mutual agreement/contract provided the services rendered by the firm are satisfactory.

**22.**The firms not having GST Registration certificate shall not be eligible for submitting the bids. The blacklisted firms shall also not be eligible for participating in the bid.

**23.**If the last date for receipt of the tender/bid turns out to be a holiday, it will automatically be extended to next working day.

**24.**A bid submitted can not 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. clarification sought, if any may be provided by them.

**25.**All or any of the tenders /bids submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damages suffered by bidders on account of such rejections.

**26.**Any damage resulting to the system on account of the negligence or mal operation shall be made good by the AMC holder. Nothing extra will be paid for such work.

**27.**The AMC holder shall arrange to render efficient services as outlined in this specification. However, in case the AMC holder fails to maintain the service to the satisfaction of the Engineer in

- charge of the department / User Authority and any expenditure incurred therein for alternative arrangements by the Engineer in - charge of the department / User Authority shall be recovered from the AMC holder.

**28.**The AMC holder or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in - Charge. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance. Care shall also be taken not to damage installation by improper handling.

**29.**The material requires replacement shall be of same quality/company and specifications. The dismantled material shall be the property of AMC holder.

**30.**All break-down calls shall be attended immediately within no time on the same day. The AMC holder should inspect / maintain the entire system/installations at least twice a month with record.

**31.**Prices quoted for comprehensive AMC shall be all inclusive i:e- Required materials with labour to make & good of the system, loading, unloading, transportation, insurance, man power, watch & ward, Cess etc. and but exclusive of GST. The percentage of GST must be indicated in the price bid.

**32.** If the bidder has a relative employed as an Officer in the rank of Deputy Manager & above in OSPHWC, Bhubaneswar, he shall inform the same in the bid mentioning the exact details in a covering letter along with the tender, failing which his bid will not be considered. Also if the fact of relationship subsequently comes to light, his contract will be rescinded. The bid security or the performance security will be forfeited and he shall be liable to make good any loss or damage resulting from such cancellation. In case the bidder has no relationship with any of the officers mentioned above he shall have to furnish with his bid a certificate.

**33.** Payment for AMC charges shall be released on half yearly basis i.e.50 % of the contract value after satisfactory completion of six (06) months and balance 50 % of the contract value after satisfactory completion of twelve (12) months.

**34.** Deduction towards Labour Cess @ 1% shall be made from the gross amount of the contractor's claim/bill.

**35.** No claim can be made due to some unforeseen delay for release of payment.

**36.** After completion of the contract, the AMC holder has to hand over the entire system in perfect running condition (complete in all respect as per inventory) to the Engineer in - charge of the department / User Authority before release of final payment.

**37.** The successful tenderer shall be required to deposit 10 % of the contract value as security money after adjusting the EMD deposited and same will be released after successful completion of the 12 months of AMC period.

**38.**All the transit risk shall be responsibility of the contractor.

39. Failure to complete the AMC satisfactorily may lead to forfeiture of EMD and blacklisting of the contractor/firm.

40. The authorities are not bound to accept the lowest quoted rate.

41. Terms and conditions of this tender document cannot be negotiated for variations.

42. The authority reserves the right to reject any or all tender in whole or part without assigning any reason and can impose any other condition(s) as deemed proper before or in course of finalisation of the tender.

43. The approved tender may be cancelled by the authority any time during validity without assigning any reason thereof and no claim can lie against OSPHW&C for such cancellation.

44. The material requires for replacement shall be of same quality, company and specifications and before take up the work the A.P.M (Electrical) concerned shall verify/ certify the quality, company and specifications of materials.

45. All the disputes shall be subject to Jurisdiction of Civil Courts situated at Bhubaneswar in exception to High Court Orissa, Cuttack.

**Critical Dates**

46. The tender document is available from: **Dt.05.10.2020**

47. Last date for issue of tender document is up to: **05.00 PM of Dt.19.10.2020**

48. Last date for receipt of tender document is up to: **12.30 PM of Dt.20.10.2020**

49. Date of opening of bid at: **03.30 PM of Dt.20.10.2020**

**Sd/-  
Joint Manager**



**GENERAL BID FORM****SCHEDULE-A****BID REFERENCE NO:-18/JM / ELECT / OPHWC / 2020-21****1.(A) Name Firm :****(B) Full Address :****(C) Fax No :****(D) Telephone No :****(E) E-mail address of the firm:****2. Legal Status of the firm :****3. Give the location and address of your local office/ Branch office in Bhubaneswar :-****4. Kindly confirm by writing” Yes” or “No” only.****[A] Have you enclosed the EMD? If yes, mention the amount and its identifying details.****[B] Have you enclosed the bid document cost? If yes, mention the amount and its identifying details.****[C] Have you enclosed the copy of proof of Dealership / Authorised service provider :-****[D] Have you enclosed the copy of GST registration certificate :-****[E] Have you enclosed the copy of PAN card :-****[F] Have you enclosed the copy of EPF Registration certificate :-****[G] Have you enclosed the copy of ESI Registration certificate :-****[H] Have you enclosed the copy of audited balance sheet :-****[I] Copies of assessment return of income tax of last three years :-****[J] Have you enclosed the documents regarding proof of executing same nature of works in Govt. Depts. / Central Govt. Depts. / Govt. Undertakings with copy of work order and Completion certificates :-****[K] Have you enclosed the affidavit regarding not blacklisted / defaulter contractor or Firm :-****[L] Have you enclosed all the documents and papers called for in this tender document :-**

Kindly enclose a list. (Use a separate sheet of paper)

[M] If the answer to [L] above is 'No', which of the Documents / papers called for in the tender document have not enclosed.

(Kindly enclose a list of such document/papers – Use separate Sheet of paper, if necessary)

**Sd/-  
Joint Manager**

**CERTIFICATE OF NO RELATIONSHIP**  
**SCHEDULE-B**

**BID REFERENCE NO:-18/ JM/ ELECT /OPHWC/2020-21**

I/We hereby certify that I/We am/are **related/not related** to any officer of OSPH&WC of the rank of Deputy Manager & above . I/We am/are aware that, if the facts subsequently proved to be false, my/our contract will be rescinded with forfeiture of E.M.D and security deposit and I/We shall be liable to make good the loss or damage resulting from such cancellation.

I/We also note that, non-submission of this certificate will render my / our tender liable for rejection.

**N:B :-** Strike out which is not applicable.

**Bidder**

**Signature with seal of the**

**Date:-**

**RELATIONSHIP DECLARATION**  
**SCHEDULE-C**

**BID REFERENCE NO:-18/JM / ELECT /OPHWC/2020-21**

**To,**  
**The Tender Inviting Officer,**  
**Subject: (Name of the Work)**  
**Reference: (Bid Reference Number)**

**Sir,**

**Pursuant to clause No - 32 of the Condition of the Contract,** it is to inform that I have relative(s) employed as an officer of OSPH&WC of the rank of Deputy Manager & above .His /Her (Their) details are as follows.

Relationship:  
Name:  
Designation :  
Office :  
Address :

**Pursuant to clause No - 32 of the Condition of the Contract,** I am to submit herewith the names of persons who are working under my firm having near relative (s) employed as an officer of OSPH&WC of the rank of Deputy Manager & above.His/Her (Their) details are as follows.

<b>Sl No.</b>	<b>Name of my employee and his designation in the firm</b>	<b>Presently working at</b>	<b>Details of his relatives working in OSPH&amp;WC</b>
1.			Relationship Name: Designation Office Address

I am also duty bound to inform the relationship of any subsequent employee to any officer of OSPH&WC of the rank of Deputy Manager & above. I am aware that any breach of this condition would render my firm liable for penal action for suppression of facts.

Yours Sincerely

**Signature with seal of the Bidder**  
**Date:-**

**Total: - 12 (Twelve) pages only.**

**APPROVED**

**Signature with seal of the Bidder.**

**Sd/-**  
**Joint Manager(Electrical)**