



Utkalika

ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD.

D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010 (Odisha)

Email Id- oschcutkalika@gmail.com / Website- www.utkalikaodisha.in

INVITATION FOR BIDS

The Managing director (Utkalika), Odisha, Bhubaneswar invites EOI for Selection of Agency for Annual Maintenance Services (Electrical, PH & Lift etc.) of Utkalika Showroom at Baba Khadak Singh Marg, Connaught Place, New Delhi. The EOI Documents (Technical Bid and Financial Bid) etc. can be seen / downloaded from the website: www.utkalikaodisha.in during the period dt. 23.02.2023 to 05.00 PM hours upto dt. 10.03.2023. Any addendum / corrigendum / cancellation of EOI can also be seen in the said website.

Sd/-Managing Director

Expression of Interest

For

**Selection of agency for Annual Maintenance Services
(Electrical, PH & Lift etc.) of Utkalika Showroom**

At

Baba Khadak Singh Marg, Connaught Place, New Delhi.



Utkalika

ODISHA STATE CO-OPERATIVE HANDICRAFT CORPORATION LTD.

**ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD.
(UTKALIKA)**

D-2/ 3 & 4, Industrial Estate, Rasugarh, Bhubaneswar-751010, Tel: 0674-2975390

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INVITATION FOR BIDS

Notice no:- 282

DT. 22.02.2023

The MANAGING DIRECTOR (UTKALIKA), Odisha, Bhubaneswar invites EOI for Selection of Agency for **Annual Maintenance Services (Electrical, PH & Lift etc.) of Utkalika Showroom at Baba Khadak Singh Marg, Connaught Place, New Delhi**. The EOI documents (Technical Bid and Financial Quote) etc. can be seen/downloaded from the website : www.utkalikaodisha.in during the period from dt.23.02.2023 to 17.00 hours up to dt.10.03.2023 Any addendum / corrigendum / cancellation of EOI can also be seen in the said website.


MANAGING DIRECTOR

DATA SHEET

1	Name of the Client	ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD. (UTKALIKA)
2	Deadline for receipt of EOI Proposal	dt.10.03.2023 Time-05.00PM
3	Date of opening of Bid Proposal	14 .03.2023 (14.03.2023)
4	Bid processing Fee (Non Refundable)	Rs 500 (Rupees Five Hundred) only favouring Managing Director,OSCHC Ltd.,(UTKALIKA) Bhubaneswar, drawn in any scheduled commercial bank payable at Bhubaneswar.
5	Earnest Money Deposit (EMD)	Rs. 10000/- (Rupees Ten Thousand only) favouring Managing Director,OSCHC Ltd.,(UTKALIKA) Bhubaneswar, drawn in any scheduled commercial bank payable at Bhubaneswar.
6	Performance Security to be deposited by Successful Agency	10% of the Agreement Value minus EMD to be deposited in shape of DD Favouring Managing Director,OSCHC Ltd.,(UTKALIKA) Bhubaneswar, drawn in any scheduled commercial bank payable at Bhubaneswar.
7	Contact Person	Mr. Ramesh Chandra Sahoo Branch Manager-in-charge, Utkalika, New Delhi Phone No: 8099377058 Mr.Kirti Ranjan Mohnaty, Office Assistant, Utkalika,Bhubaneswar, Mob No-6392906197
8	Place of opening of proposal	Utkalika D-2/ 3 & 4, Industrial Estate,Rasugarh,Bhubaneswar-751010, Tel: 0674-2975390
9	Websites to visit for download of bid document.	www.utkalikaodisha.in
10	Place receive of EOI proposal	Utkalika D-2/ 3 & 4, Industrial Estate,Rasugarh,Bhubaneswar-751010, Tel: 0674-2975390

Signature of Tenderer

Sd/-

MANAGING DIRECTOR

UTKALIKA

GENERAL TERMS AND CONDITIONS

1. The bid "EOI for Selection of Agency to Annual Maintenance Services (Electrical, PH & Lift etc.) for Utkalika Showroom at Baba Khadak Singh Marg, Connaught Place, New Delhi " (containing sealed technical bid and financial bid in single sealed covers) should reach Odisha State Co-operative Handicrafts Corporation Ltd., UTKALIKA, Bhubaneswar up to 5.00 PM on dt. 10.03.2023
2. The Agency shall have to deposit earnest money as prescribed in the EOI Call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement and non-submission of required documents in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.

3. Submission of Proposal

The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl.No 10 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified in **DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.

4. SCOPE OF SERVICES:

The selected Agency would be required to provide annual maintenance service for the following items of works regularly for the period of contract. The maintenance services should be attended within 3 to 4 days of reporting without fail for the smooth running of the unit. The maintenance services would include the all required labour for timely servicing of equipments.

S.No	Name of the Maintenance Work	Duration
1	Providing maintenance services of main electrical LT panel of building satisfaction and as per direction of Engineer-in charge.	12 Months
2	Providing maintenance services of DG Set (120 AMP) with auto panel of building satisfaction and as per direction of Engineer-in charge.	12 Months
3	Providing maintenance services of DB (63 AMP) with switch board in all floor of building satisfaction and as per direction of Engineer-in charge.	12 Months
4	Providing maintenance services of CC Camera with DC panel (32 AMP) & monitor of building satisfaction and as per direction of Engineer-in charge.	12 Months
5	Providing maintenance services of Lift panel AC (12 KVA) of building satisfaction and as per direction of Engineer-in charge.	12 Months
6	Providing maintenance services of Solar Power saver panel of building satisfaction and as per direction of Engineer-in charge.	12 Months
7	Providing maintenance services of water pump (7.5 HP) with required water flow of building satisfaction and as per direction of Engineer-in charge.	12 Months
8	Providing maintenance services of fire fighting mortar (10 HP) with required water flow and panel service of building satisfaction and as per direction of Engineer-in charge.	12 Months

9	Providing maintenance services of drinking water cooler at 1st floor & guest room of building satisfaction and as per direction of Engineer-in charge.	12 Months
10	Providing maintenance services of all geyser & exhaust fan of building satisfaction and as per direction of Engineer-in charge.	12 Months
11	Providing maintenance services of all AC drain water flow storage tank in basement floor with pump & panel satisfaction and as per direction of Engineer-in charge.	12 Months
12	Providing maintenance services of air conditioner weather proof panel (440 volt) and all outdoor & indoor AC machine (weekly cleaning & where necessary gas filling) satisfaction and as per direction of Engineer-in charge.	12 Months
13	Providing maintenance services of Signage front & back side (weekly cleaning & repairing where damage) satisfaction and as per direction of Engineer-in charge.	12 Months
14	Providing maintenance services of all electrical cable line of building satisfaction and as per direction of Engineer-in charge.	12 Months
15	Providing maintenance services of music system (amplifier 550 watt, speaker, microphone etc.) of showroom satisfaction and as per direction of Engineer-in charge.	12 Months
16	Providing maintenance services of earthing where chemical & water filling etc (lift, lighting arrester, panel, DG, Solar etc) of building satisfaction and as per direction of Engineer-in charge.	12 Months
17	Providing maintenance services of all type of PH work of building satisfaction and as per direction of Engineer-in charge.	12 Months
18	Providing maintenance services of all lights (ceiling light, track light, COB light, strip light etc.) of building satisfaction and as per direction of Engineer-in charge.	12 Months
19	Providing maintenance services of all ceiling fan, wall fan & all electronic items of building satisfaction and as per direction of Engineer-in charge.	12 Months
20	Providing maintenance services of monitor, CPU, UPS, printer & re filling of ink cartridge of building satisfaction and as per direction of Engineer-in charge.	12 Months

5. The Agency must obtain for himself on his own responsibility and at his own expense all the information on the item of works for which Annual Maintenance Service are required to be taken up after visiting the site "Utkalika" showroom at New Delhi and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.

All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.

B. Documents Required

- i) EMD of Rs 10,000/- in shape of DD in favour of Managing Director, Odisha state co-operative handicrafts corporation Ltd.(Utkalika), Bhubaneswar.
- ii) DD of Rs. 500/- in shape of DD in favour of Managing Director, Odisha state co-operative handicrafts corporation Ltd.(Utkalika), Bhubaneswar towards cost of document.
- iii) Copy of the GST Registration Certificate.
- iv) Copy of PAN Card

- v) Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I)
- vi) Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
- vii) Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)

6. **Technical Bid**

The Agency has to submit the Technical Bid in the prescribed format i.e covering letter and other information.

7. **Financial Bid:**

The financial quote towards maintenance service should include the all required taxes including GST.

8. **Contract Negotiation:**

Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.

9. **Mode of Payment**

- i. On submission of bill for providing satisfactory maintenance services duly verified by the Unit In-Charge.

10. **Governing Law and Penalty Clause**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

- 11. **The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.**

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

**Authorised Signature
(in full and initials)**

**Name and Designation of the Signatory
Name of the Bidder and Address:**

UNDERTAKING

(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature

(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate/ profile Copy		
5	Copy of PAN		
6	Copy of GSTIN		
7	Financial details of the bidder along with all the supportive documents.		
8	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
9	List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders/ completion Certificates for the respective assignments from the authorities.		
10	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
11	Undertaking for not having any police case pending against the bidder.		
12	Undertaking regarding trueness of information submitted.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that:

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
(Office Address and Location]

Sub:- Tender for Selection of Agency to provide Annual Maintenance Services (Electrical,PH & Lift etc.) for Utkalika Showroom at Baba Kharak Singh Marg,Connaught Place, New Delhi. (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*insert Name of the Service*) in accordance with your EOI Notice No. 1251 Dated 06.09.2022. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory

with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8	PAN No. (Attach staff attested copy)	
9	GSTIN (Attach self-attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

14. Financial Turnover of the bidder for the last 3 financial years.

Financial Year	Turn over Amount(in INR)	Average Turnover (in INR)
FY1		
FY2		
FY3		

15. Details of the similar type service provided by the bidder in last 5 years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

16. Declaration

I, Shri Son/Daughter/Wife of
Shri Proprietor/Director/Authorised signatory of
..... (Name of the Service Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place: _____

Date _____

Enclosures:

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
(Office Address and Location]

Sub:- Tender for Selection of Agency to provide Annual Maintenance Services (Eletrical,PH & Lift etc) for Utkalika showroom at Baba Kharak Singh Marg,Connaught Place, New Delhi. [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for (*insert title of the Service*) in accordance with your EOI No. 1251 Dated. 06.09.2022. Our attached financial price is *{insert amount(s) in words and figures} for the proposed service}*. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 60 days I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

FORMAT FOR FINANCIAL PROPOSAL

Sl. No	Description of Items	Quantity	Unit	Financial Quote Rate in Figure & Word (Inclusive of GST as applicable)
1	Annual Maintenance Services (Electrical, PH & Lift etc) for Utkalika Showroom at Baba Kharak Singh Marg, Connaught Place, New Delhi	1	Year	

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____