

TENDER

SELECTION OF AGENCY FOR "AUCTION SALE OF BRASS & BELL METAL PRODUCTS" of Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), Bhubaneswar.

Notice No-

Date-

TENDER SCHEDULE

Last date & time for submission of tender Documents	20.01.2024 11.00 AM
Place of submission of completed tender Documents	Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D- 2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010
Mode of submission	In Sealed cover mentioning the service to provide on the outside cover through Register Post/ Speed Post/by Hand
Place, date & time for opening of Technical Bids	Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D- 2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010 Date- 20.01.2024 Time- 12.00 PM
Place, date & time for opening of Financial Bids of eligible Bidders	Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D- 2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010 Date- 20.01.2024 Time- 12.00 PM
Tender Fee	Rs.1000/-in shape of DD for each Agency in favour of Odisha State Co-operative Handicrafts Corporation Ltd. drawn on any nationalized bank payable at Bhubaneswar.
EMD	Rs.10,000/- in shape of DD for each Agency in favour of, Odisha State Co-operative Handicrafts Corporation Ltd. drawn on any nationalized bank payable at Bhubaneswar.
Validity of Contract	One time


Managing Director

Odisha State Co-operative Handicrafts Corporation Ltd.(Utkalika) under the Administrative control of Handlooms, Textiles & Handicrafts Dept., Govt. of Odisha invites applications from experienced registered primary Co-operative Society /Empanelled Artisans / SHG for purchase of Brass and Bell Metal old product / scarf. Tender can be downloaded from our website www.utkalikaodisha.in.

ELIGIBILITY CRITERIA

- A. The agency must have experience in purchase of Brass and Bell Metal Scarfs. (The purchase amount shall not be less than rupees 5 .00 lakhs per annum for last 3 financial years).
- B. EMD in shape of DD drawn in any National/scheduled Bank in favour of **Odisha State Co-operative Handicrafts Corporation Ltd.** Bhubaneswar of Rs.10,000 /-(Rupees Ten Thousand)only.
- C. Non-refundable tender processing fees of Rs.1000/-(Rupees One Thousand) only in shape of DD drawn in any Nationalized/ scheduled Bank in favour of **Odisha State Co-operative Handicrafts Corporation Ltd.**, Bhubaneswar.

INSTRUCTION TO BIDDERS

- ❖ Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the MD, OSCHC Ltd. as non-responsive.

1. Clarifications:

- ❖ Bidders requiring any clarification on the TENDER may notify the Authority in writing by post or e-mail to the address in accordance with relevant Clause. They should send in their queries before the date mentioned in the schedule of Bidding Process specified in relevant Clause, the Authority shall endeavour to respond to the queries within the period specified therein. The responses will be sent by post/ by hand. The Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.
 - ❖ The Authority shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
 - ❖ The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. Verbal clarifications and information given by bidders or its employees or representatives shall not in any way or manner be binding on the Authority.

- ❖ Any Cancellation/ Addendum/ Corrigendum thus issued relating to TENDER will be published in the Utkalika Website "www.utkalikaodisha.in."
- ❖ At any time prior to the deadline for submission of Proposals, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the TENDER by the issuance of Addenda.
- ❖ In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Proposal Due Date, if necessary.
- ❖ At any time prior to the last date of receipt of the bids, MD, OSCHC Ltd. may, for any reason, whether at its own initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a Corrigendum.
- ❖ Any such corrigendum shall become part of this TENDER.
- ❖ In order to provide prospective bidder reasonable time for taking the corrigendum into account, MD, OSCHC Ltd may, at its discretion, extend the last date for the submission of the Bid.
- ❖ **MD, OSCHC Ltd. reserves the right to cancel the TENDER or reject all the bid applications without assigning any reasons at any stage of bidding process.**

2. Sealing, Marking and Submission of Bids:

- ❖ The Bidder shall provide all the information sought under this TENDER. The Authority will evaluate only those Proposals that are received in the required formats and are complete in all respect.
- ❖ The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also put his initial in each page, in blue ink. All the alternations, omissions, additions or any other amendments made to the Proposal shall be initialized by the person(s) signing the Bid.
- ❖ The Bidder shall submit the Proposal in the format specified in relevant Clause, and seal it in envelopes.
- ❖ The documents accompanying the Proposal shall be placed in 02 (Two) separate envelopes and marked on the cover as indicated below. The Proposal submission shall include:

Technical Bid Submission

- Particulars of the Bidder (Format 11.2)
- Self- declaration by Bidder for not Being Blacklisted (Format 11.3)
- Declaration & Letter of Authorization (Format 11.4)
- Financial proposal(Financial Bid) (Format 11.5)

Financial Bid Submission

- Proposal consisting of the Bidders' financial offer for the Project in the format set out in (Format 11.5) of this document.
- The Authority reserves the right to reject any Financial Proposal which is conditional and non- responsive.

Envelopes shall be addressed to:

To

**The Managing Director,
Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika),
D- 2/3 & 4, Industrial Estate, Rasulgarh,
Bhubaneswar-751010**

1. Rights to Accept/Reject any or all Bids:

MD, OSCHC Ltd reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for MD, OSCHC Ltd action.

2. Language of Bid:

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc., being in a language other than English, a certified translation should accompany the documents as a part of the TENDER. All proposals and accompanying documentation will become the property of MD, OSCHC Ltd

3. Modification and Withdrawal of Bids:

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids, the bidder may do so, but the EMD of the Bidder shall be forfeited.

- A Bidder wishing to withdraw its bid shall notify to MD, OSCHC Ltd by e- mail prior to the deadline prescribed for bid submission. A withdrawal notice may also be sent by electronic means such as e-mail, but it must be followed by a signed confirmation copy, postmarked no later than the deadline for

submission of bids.

- No bid should be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified in the Bid Data Sheet. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

4. Bidder Qualification:

- The Bidder may nominate a duly Authorized Representative and shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative.

The authorization shall be indicated by written Power of Attorney (as per Agency's format / Resolution of Society/ SHG/ Artisans) accompanying the Qualification Bid.

Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded contract.

5. Competent Authority:

The Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika) shall be the competent authority for this project. The powers of the Competent Authority will be as under:

- May amend TENDER documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
- Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
- At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
- The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
- Any dispute in this regard shall be subject to Bhubaneswar jurisdiction only.

QUALIFICATION AND EVALUATION METHODOLOGY

Pre Qualification Criteria

SL. no.	Basic Requirement	Specific Requirement	Document Required
1	Bid Cost	The Society/ SHG/ Artisans must furnish a Bid Cost of Rs. 1,000 (Rupees One Thousand Only) in the form of Demand Draft in favor of Managing Director Odisha State Co-operative Handicrafts Corporation Ltd. drawn on any nationalized bank payable at Bhubaneswar	Original Demand Draft
2	Earnest Money Deposit (EMD)	The Society/ SHG/ Artisans must submit an EMD of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in favor of Managing Director Odisha State Co-operative Handicrafts Corporation Ltd. Bhubaneswar, drawn on any nationalized bank payable at Bhubaneswar.	Original Demand Draft

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

Financial Bid Format Instructions

General Instruction

- Financial Bid needs to be submitted offline (separate envelope) as per the instructions given in the TENDER in the format prescribed in this section.
- Bidder should provide all prices as per the prescribed format under this Section.
- All the prices are to be entered in Indian Rupees (INR) only
- Prices indicated in the schedules shall be inclusive of all taxes, Levies, duties, Transportation including GST prices. The prices should also specify Five-year support cost as per provided formats.
- It is mandatory to provide breakup of all Taxes, Duties and Levies wherever asked for.
- MD, OSCHC Ltd. reserves the right to ask the Agency to submit proof of payment against any of the taxes, duties, levies indicated.
- No claim shall be entertained or become payable for price variation of additional quantities

Format for Financial Bid

The Bidder must submit the Financial Bid as per Format below in separate envelope.

Bidding Format Check-list

SI. No	Documents required	Submitted (Y / N)	(Page No.)
1	11.2 Format for Particulars of the Bidder		
2	11.4 Self Declaration of Non-Blacklisted		
3	11.4 Declaration & authorization letter		
4	11.5 Financial Bid		

11.2 Format for Particulars of the Bidder

Details of the Bidder (Company)		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation	
D	Registration Number & Registration Authority	
E	Legal Status (Public/Private)	
F	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP	
G	Telephone No. (with STD Code)	
H	E-Mail of the Contact person:	
I	Website	
J	GSTIN Number	
K	PAN	
L	EMD Details	

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

11.3 Format for Self-declaration by Bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

**MD, OSCHC Ltd.,
Bhubaneswar**

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted by Government or PSU as on 31.03.2023.

Sir/ Madam,

In response to the above-mentioned reference I, _____, as _____
<Designation> _____ of M/s _____, hereby declare that the Primary Co-operative
Society/ SHG. _____ has not been declared blacklisted or ineligible to participate for bidding by any
State in last _____ years from the date of submission of bid.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

11.4

Declaration & Authorization Letter
(ON BIDDER'S LETTER HEAD)

(REF No: _____ / Dated: _____)

1. I, _____ (Name of the authorized person) hereby declare that all the information provided in this bid form / proposal are true to the best of my knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I also hereby declare that all matters related to MD,OSCHC LTD.(Utkalika) Bhubaneswar , shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent authority.
3. Mr/Ms./Smt. _____, whose signatures are appearing below, is /are the authorized representative of the firm.
4. I/We also undertake the responsibility to communicate changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I/we have read and understood all the Terms and Conditions of MD,OSCHC LTD.(Utkalika) Bhubaneswar as mentioned in this document and consciously agree to abide by them.

Signature of Authorized Person: _____

Place: _____

Signature of Authorized Representative: _____

Date (with Firm's Seal): _____

11.5 FORMAT FOR FINANCIAL BID

Selection of an agency for Auction Sale of Brass and Bell Metal Scarfs

Specification work for Auction items					
SI No.	Particulars	Weight in Kg.	Base Rate (in Rs.)	Quoted Rate (exclusive GST) (in Rs.)	Remarks
1	Brass Hard	1129.800	508410		
2	Brass Soft	166.400	81536		
3	Bell Metal	56.300	59115		
4	Brass Sheet	35.400	17346		
5	Tin	28.600	51480		
6	Zinc	96.000	21120		
	Total	1512.500	739007		

**Signature of the Bidder/
Authorized Representative Name:
Seal: Date**

Specification work for Auction Sale

(price in Rs.)

Particulars	Total weight in Kg	India mart price (per Kg)	Local Market price (per Kg)	Total Amount India mart (website market)	Total Amount of Local market
Brass hard	1129.800	470	450	531006	508410
Brass Soft	166.400	470	490	78208	81536
Bell Metal	56.300	1500	1050	84450	59115
Brass Sheet	35.400	470	490	16638	17346
Tin	28.600	2500	1800	71500	51480
Zinc	96.000	230	220	22080	21120
Total	1512.500			803882	739007

N. Mohanty
S-A

~~21.12.24~~
A. M. Pr. (He)

~~21.12.24~~
HPO

Approved By.
Director
Managing Director