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**REQUEST FOR PROPOSAL**

**“SELECTION OF SUPPLIER FOR  
PROVIDING VARIOUS CONSUMABLE TO  
GOLDEN BEACH(BLUE FLAG) PURI ”**

**LAST DATE OF SUBMISSION : 27/5/21 at 3.30 PM**

**DIVISIONAL FOREST OFFICER  
PURI WILDLIFE DIVISION  
CHAKRATIRTHA ROAD  
PURI - 752002, ODISHA**

## A.TENDER SCHEDULE

Availability of Tender document.	Download from <a href="https://puri.nic.in">https://puri.nic.in</a> from 06.05.2021.onwards
Last date for submission of written/online queries for Clarification in <a href="mailto:dfopuri@yahoo.com">dfopuri@yahoo.com</a>	10.05.2021
Date, Time and venue for Pre-Bid Meeting	Date: 11.05.2021 at 11.00 A.M. Location:at the Office chamber of the <b>Divisional Forest Officer, Puri Wildlife Division, Puri,.</b>
Last date of uploading of response to Pre-bid Query/Issue of Addendum and Corrigendum (ifany)	12.05.2021
Last date for Submission of Tender (through speed / Registered post/Courier)	27.05.2021 at 3.30 PM
Date and Time for opening of Tender	27.05.2021 at 4.30 PM
Date and Time for opening of Financial Bid	27.05.2021 at 5.30 PM

### IMPORTANT NOTE:

The quotation/Tender must reach the office of the Executive Officer, **Divisional Forest Officer, Puri Wildlife Division, Puri,** by the registered post/speed post/Courier (by hand deliver will not be accepted) on or before dt 27.05.2021 at 3.30 P.M and will be opened on dt 27.05.2021 at 4.30 P.M in presence of the Tender Committee of the **Beach Management Committee, Puri** & quotationers/bidders or their authorized agents

## *Scope of work*

- A. To supply the various consumable material for Golden Beach(Blue Flag) as enclosed in Annexure:-I

### **TERMS AND CONDITIONS**

#### **1. General Conditions**

- ❖ The tender document can be downloaded from [www.puri.nic.in](http://www.puri.nic.in) website.
- ❖ The tender should be accompanied as per the *Annexure -I*.
- ❖ The quotationers/bidders shall also be required to attach copies of term deposit receipt or copies of up to date pass book of any bank account he holds in his favour to enable the accepting authority to assess his financial status.
- ❖ The quotationers/bidders is required to attach the residential proof with Tender Form.
- ❖ The bid shall be valid for a period of 3 months from the date of opening of tenders.
- ❖ The quotationers/bidders should indicate his permanent account no. and attach a photocopy of the PAN along with the bid.
- ❖ The taxes as applicable at the time of supply or during the contract in force shall be payable by successful bidder.
- ❖ That it is responsibility of the quotationers/bidders to ensure that all the supplied material from reputed companies should be within the expire date at least of 1 year to expire
- ❖ That the successful quotationers/bidders shall supply all the various consumable material with in the stipulated date & time provided by the authority. If he fails to supply all the various consumable material with in the stipulated date & time, the Authority, **Beach Management Committee, Puri** has a right to charge an amount fixed by the tender committee per day till such time the supply of various consumable material.
- ❖ That in case of any disputes the decision of the **Beach Management Committee, Puri**.
- ❖ That all the correspondence will be addressed to **Divisional Forest Officer, Puri Wildlife Division, Puri,..**

- ❖ That the successful bidder shall keep **Beach Management Committee, Puri** totally indemnified and harmless against all claims, damages, dues, payments, fines, penalties, demands compensations, liabilities and other losses etc. which may incur on account of non compliance or violation of any statutory provisions
- ❖ In case single tender is received, the Tender Committee, **Beach Management Committee, Puri** reserves the right to accept/ reject the single tender so received.
- ❖ For the purpose of this tender **Beach Management Committee, Puri** or any other officer, authorized by him/her, shall be the competent authority and his / her decision shall be final and binding on the parties to the contract.

## **2 Jurisdiction of Courts**

All the matters arising out of the contract shall be within the jurisdiction Puri.

## **3. Force Majeure:**

That Security Deposit may not be invoked in case of force majeure situations.

## **4. Rejection of the Proposal:-**

The proposal of the Applicant will not be considered, if he fails to fulfil therequirements/conditions mentioned below:□

- a. The Applicant who has earlier been debarred or black listed or any entity of GoO or black listed by any State Government or Central Government/Departments/Agency in India from participating in bidding process shall not be eligible to submit a proposal.
- b. The Applicant should not be a defaulter with Committee /and/ or Odisha Government or Central Government.
- c. Ifthe Applicant has been issued any final show cause notice pertaining to any dispute with Committee or the Government and its status at the time of submitting tender/RFP/RFQ.
- d. If the applicant fails to disclose projects earlier taken Government as well as execution, if not fulfil in time and for which he has no explanation.
- e. No proceedings should be pending before any Forum /tribunal/ courts/ commission. If so, nature and details of such dispute be stated specifically.
- f. Have failed to comply with request and demands made by the corporation in spite of final show cause notice issued to them.

- g. Those agencies or its constituents whose assignments had been terminated by in the past for default or breach of contract or violation of terms and conditions agreed.
- h. Non disclosure of the information and or with holding of such information shall amount to disqualification in participation in the bid or tender

## 5. Tendering

- i. The tender shall be granted for supply of various consumable material.
- ii. The accepting authority of tender i.e **Beach Management Committee, Purimay** withdraw the tender without assigning any reason from the quotationers/bidders at any stage.
- iii. The person whose tender is accepted by the Competent Authority shall not be permitted to withdraw his tender. If withdraws, **Beach Management Committee, Puri** will forfeit the EMD amount.
- iv. The competent authority shall be entitled to reject any tender without assigning any reason whatsoever and the decision of the competent authority in this regard shall be final and binding and shall not be called into question in any proceedings. If the tender is not accepted by the competent authority the earnest money deposited at the time of tender shall be refunded to the quotationers/bidders without any interest.
- v. While finalizing the tenders, the accepting authority i.e. the **Beach Management Committee, Purimay** also at its discretion, form a panel (waiting list) from among the quotationers/bidders in accordance with the amount tendered by them.
- vi. A) **Consumable materials** :The allotment cum demand letter will be issued to the quotationers/bidders after acceptance of the tender by the competent authority..(**Ref, Annexure-1**)
- vii. In case the lowest quotationers/bidders fails to Supply the consumable material within 15 days from date of issue of allotment cum demand letter, the offer shall stand cancelled and the Earnest Money shall stand forfeited. The accepting authority then may allot the order to the next quotationers/bidders on the panel.

viii. The quotationers/bidder can participate in all the components(**consumable material**)

#### **6. Tender Document Fee**

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favor of “the **Beach Management Society, Puri.**” payable in Puri for **INR 3,000/- (Rupees Three Thousand Only)** is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST of 18%.

#### **7. Earnest Money Deposit (EMD)/ Bid Security Declaration**

The bidder has to deposit the Bid Security Declaration form written in the letter pad.( Annexure VII)

#### **8. Submission of Proposal - Packing, Sealing and Marking**

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant’s name and address in the left hand corner of the envelope and super scribed in the following steps.

- ❖ **Step-1-** Technical Proposal as per the Format attached in the Annexure-I,II,III, Self-declaration of non-blacklisting , & DD OF Tender Paper Cost
- The packet must be packed in a separate sealed outer cover and clearly super scribed with the following

#### **Technical proposal for**

**“Selection Of Supplier For Supply Of Various consumable material to Golden Beach(Blue Flag),PURI”**

- ❖ **Step-2-** Properly sealed Financial Proposal in the specified format as per Annexure IV&V of this RFP
- The packet must be packed in a separate sealed outer cover and clearly super scribed with the following

#### **Financial Proposal for**

**“Selection Of Supplier For Supply Of Various consumable material to Golden Beach(Blue Flag),PURI**

- **Step-3** Both the packet i.e. Technical proposal & Financial Proposal must be sealed into one packet separate sealed outer cover and clearly super scribed with the following

**Proposal for**

**“Selection of Supplier for Supply of Various consumable material to Golden Beach (Blue Flag), Puri**

The **Bidder's** Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Authority at the following address:

**To**

The Divisional Forest Officer,  
Puri Wildlife Division  
CT-Road, Puri, Odisha.-752001  
Email: dfopuri@yahoo.com

Ph: 06752 22213

**Note:**

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then the Authority will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by the Authority to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

**9. Bid Submission Due Date**

Duly sealed proposal from the bidder filled in all respect must reach Authority at the address, time and date specified in the RFP through Speed / Regd. Post/Courier . If the specified date for the submission of proposal is declared as a holiday for the Authority, the proposal will be received up to the appointed time on the next working day.

Address :- **To**

**The Divisional Forest Officer,  
Puri Wildlife Division, Puri,.**

❖ **Late Submission**

Proposal received after the deadline for submission prescribed by the Authority will not be entertained and be rejected.

❖ **Modifications and Withdrawal of Proposals**

No modifications to the Proposals shall be allowed once it is received by the Authority.

❖ **Bid Opening Date**

The Authority will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location: **Office chamber of the Divisional Forest Officer, Puri Wildlife Division, Puri,.**

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for the Authority, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

**10. Award of Assignment**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by Authority to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Authority and the next eligible Agency may be considered for the project.

**11. Commencement of Assignment**

The selected Agency shall commence the assignment within 15 days from the date of LAO. If the bidder fails to commence the assignment as specified herein, the Authority may, unless it consents to extension of time thereof, cancel the contract with the Agency.

Annexure -I

Sr. No	Material Description	MAKE	UNIT	Required QTY Per Month
A	B	C	D	E
1	HOCKEY BRUSH (DUBAL USE)	SHUBHAM / Equivalent	Each	3
2	PLASTIC WIPER (BATHROOM)	SHUBHAM (with Rod) / Equivalent	Each	4
3	WIPER PLASTIC 22-INCH	SHUBHAM (with Rod) / Equivalent	Each	2
4	ROUND BRUSH TOILET	SHUBHAM / Equivalent	Each	3
5	HAND GLOVES COATED (SAFEWELL)	Reputed Brand BLUE LARGE	Pair	15
6	RUBBER HANDGLOVES MAKE-MADE IN MALASHIYA	Reputed Brand	Each	100
7	SOFT BROOM (NYLON)	LOCAL	Each	5
8	SPRAY GUN	LOCAL	Each	5
9	SPRAY PUMP (500 ML)	SHUBHAM / Equivalent	Each	5
10	URINAL SCREEN	IMPORTED / Equivalent	Each	10
11	ANTI POLLUTION MASK	LOCAL	Each	400
12	AIR FRESHENER TECH 50 GM	SHUBHAM / Equivalent	Each	10
13	BAMBOO STICK	LOCAL	Each	10
14	BLEACHING POWDER	LOCAL	KG	60
15	CHECK DUSTER CLOTH BLUE 18 X 18	LOCAL	Each	200
16	CHECK DUSTER CLOTH RED 18 X 18	LOCAL	Each	200
17	COLIN 500 ML	RECKITT BENCKISER/ Equivalent	Each	10
18	COTTAN HAND GLOVES	PANTRY, LOCAL SMALL	Each	300
19	DETTOL ANTESEPTIC LIQUID 5 LTR	DETTOL/ Equivalent	LTR	5
20	DETTOL HANDWASH 225 ML	RECKITT BENCKISER/ Equivalent	Each	15
21	DETTOL HANDWASH 900 ML	RECKITT BENCKISER/ Equivalent	Each	5
22	FAWADA WITH HANDLE	LOCAL	Each	10
23	GARBAGE BAG 30 X 50	BIODEGRADABLE	Pack	50

	GREEN BIODEGRADABLE	SHUBHAM/ Equivalent		
24	GODREJ AIR POCKET	GODREJ/ Equivalent	Each	20
25	GREASE	BP/HP/ Equivalent	KG	10
26	HARPIC 500ML	RECKITT BENCKISER/ Equivalent	Each	10
27	KHURPI	LOCAL	Each	10
28	NEO POWDER	NEO	KG	2
29	ODONIL 50 GM	DABUR/ Equivalent	Each	30
30	PAPER NAPKIN (CLEAN)	CLEAN	Each	15
31	PENCIL CELL	EVEREADY/ Equivalent	Each	20
32	ROUGH DUSTER 24X24	LOCAL	Each	20
33	SCOTCH BRITE 10CM X 15CM	3M	Each	200
34	VIM BAR	145 GRM VIM/ DABUR/ Equivalent	Each	2
35	HARD BROOM 500 GRM	500 GRM, 42 " HEIGHT, HARD STICK WITH JALIDAR PACKING	Each	40
36	WHITE PHENYL	SHREE GANESH/ Equivalent	LTR	15
37	HAND WASH POUCH	500ML, GREENLIME	Each	5
38	HARD ROLL PAPER TOWEL	GREENLIME H. R. T.165 MTR 40GSM	Each	5
39	COTTON CLOTH	KETKALE /Equivalent	MTR	50
40	Paper cups(300ml)		Each	40000
41	SANITIZER		LTR	20
42	GUARDISAN FRESH CODE-323	CHELA/ Equivalent	LTR	30
43	EUROWASH ISR THICK- 226	CHELA/ Equivalent	LTR	40
44	AIRFRESH CODE-657	CHELA/ Equivalent	LTR	20
45	ERAZE GEL CODE-580	CHELA/ Equivalent	LTR	2
46	LOOSOL CODE-202	CHELA/ Equivalent	LTR	2
47	Sodium Hydrochloride		LTR	100

I have read and understood the above conditions and the same are accepted by me/us.

**Signature of the applicant  
His/her behalf of her**

**husband/wife/intending  
Tender licensee above Name**

Annexure-II

**DECLARATION**

I / we the undersigned being the quotationers/bidders as mentioned above, hereby apply to the *DFO,PURI* for supply of the of the **various consumable material** described above in accordance with the terms and conditions of the allotment by tender. I/We have read and understood terms and conditions of the tender and hereby unequivocally accept the same. I/We shall furnish the required documents in the form prescribed in accordance with terms and conditions of tender.

I/We shall peacefully supply the of the **various consumable material** within the date as and when called upon by **Beach Management Committee, Purito** do so without demur.

**Signature of Quotationers/bidders**

**Or on behalf of the applicant/ quotationers/bidders**

Dated:

Place:

**Basic Details of Applicant**

(On the Letter Head of the Applicant)

- 1) Name of the Agency:
- 2) Name of the contact Person :
- 3) Designation:
- 4) Address
  - i. Present address:-
  - ii. Permanent address:-
- 5) Mobile Number & Telephone Number :
- 6) E-mail Address :
- 7) Fax Number :
- 8) Aadhar Card No
- 9) Pan Card No:
- 10) Valid GST Registration number:
- 11) Various consumable material supplied before(Yes/No)

If Yes, Please provide the details along with the work order:-

**Signature, name and designation of the  
Authorised Signatory with name and seal of Bidder**

*All the information is mandatory*

**Bid Security Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_ To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing) Corporate Seal (where appropriate)

**Signature, name and designation**

of the Authorised Signatory  
with name and seal of Bidde

Annexure-V

**FINANCIAL PROPOSAL**

To,

The Divisional Forest Officer,  
Puri Wildlife Division  
CT-Road,Puri, Odisha.-752001  
Email: [dfopuri@yahoo.com](mailto:dfopuri@yahoo.com)  
Ph: 06752 22213

**Ref: Selection Of Supplier For Supply Of Various consumable material to Golden Beach(Blue Flag),Puri**

Sir,

We, the undersigned, offer to provide the agency services for the "Selection Of Supplier For Supply Of Various consumable material to Golden Beach(Blue Flag),Puri in accordance with your Request for Proposal dated [07.05.2021] and our Financial Proposal (For Calendar Year 2021-22) as per details mentioned below:

Sl.no	Name of the Materials	Unit	Rate per equipment	Total Cost including GST	Figures in INR (In words)
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Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 30 days from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

**Signature, name and designation of the Authorised  
Signatory with name and seal of Bidder**

**Check List of Submissions: In Cover letter**

<b>S.N.</b>	<b>Particulars</b>	<b>Submission by Bidder Yes/ No/ NA</b>
1	Tender Document fee of Rs3,000/-	
2	Self-declaration of non-blacklisting	
3	Annexure –II Covering Letter	
4	Annexure –III Details of Applicant	
5	Annexure –IV:- <b><u>Bid Security Declaration Form</u></b>	
6	Annexure –(V)FinancialProposal	

- The bidder shall ensure all the documents should be furnished with selfattested with official stamp and all the pages should be numbered
- The bidder shall ensure all the documents should be furnished chronologically as per the check list with indicating the page number.
- This check list should be accompanied with the tender document.

**Signature, name and designation of the  
Authorized Signatory with name and seal of Bidder**

  
**Divisional Forest Officer  
Puri Wildlife Division, Puri**