

**CSO-CUM-DISTRICT MANAGER,
ORISSA STATE CIVIL SUPPLIES CORPORATION LIMITED, Gajapati
PARALAKHEMUNDI, GAJAPATI.
<http://gajapati.nic.in>**

TENDER CALL NOTICE

No.....

dt.....

CSO-cum-District Manager, OSCSC Ltd., Gajapati invites sealed tenders from reputed firms / companies / persons for appointment as Handling & Transport Contractor (H & T Contractor) for Handling & Transportation of Food grains from Rice Receiving Centre-cum-Departmental Storage Centre At **R. Udayagiri / Nuagada & Paralakhemundi Mplty. (RRC-cum-DSC)** to retail centers of block / ULB tagged.

The H & T Contractor shall perform all operations for handling and loading of Food Grains at RRC-cum-DSC, transportation from RRC-cum-DSC to retail centers & unloading and delivering the Food Grains at retail centers of Block / ULB Tagged.

Interested firms / companies / persons may obtain tender document from the office of the CSO-cum-District Manager, Gajapati from 31/10/2011 to 14/11/2011 up to 1.00 P. M. The interested firms/ companies / persons may also download the tender document from the district website <http://gajapati.nic.in>

Interested firms / companies / persons will have to submit their tender documents at the office of the C.S.O-cum-District Manager, OSCSC Ltd., Gajapati in the Tender Box as per the procedure prescribed in the tender document.

Period of sale of tender document	31/10/2011 A.M TO 14/11/2011 UP TO 01.00 P.M
Last date for receipt of tender document	14/11/2011 UP TO 02.00 P.M
Date of opening of Technical Bid	15/11/2011 AT 12.30 P.M At : - C.S Section Collectorate, Gajapati.
Date of opening of Price Bid	15/11/2011 AT 03.00 P. M At : - C.S Section Collectorate, Gajapati.


**C.S.O-cum-District Manager,
OSCSC Ltd., Gajapati.**

Districtwise Operation of Departmental Storage Agency					
Sl. No	District	Block/ULB where Deptt. Agency functioning		Status of godown	Ownership of godown
1	Gajapati	1	R. Udaygiri Block	Rented	TDCC
		2	Nuagada Block	rented	TDCC
		3	Paralakhemundi Block	rented	RMC
2	Jagatsinghpur	4	Jagatsinghpur Municipality	Rented	RMC
3	Kalahandi	5	T. Rampur	Own	Block godown
4	Kandhamal	6	Phulabani Municipality	Rented	Private
		7	Khajuripada	OWN	OSCSC Ltd
		8	G. Udayagiri NAC	rented	LAMPS
		9	Raikia Block	Rented	RMCS
5	Keonjhar	10	Barabil Municipality	OWN	OSCSC Ltd
		11	Ghasipura Block	OWN	OSCSC Ltd
		12	Anandapur Block (Part)	Private	
		13	Anandapur Municipality	Private	
		14	Keonjhar(M)	Rented	Municipality Building
6	Koraput	15	Pottangi Block	Rented	G.P godown
		16	Nandapur Block	Rented	G.P godown
7	Malkanagiri	17	Malkanagiri NAC	Rented	RMC
		18	Balimela NAC	rented	Private godown
		19	Mithali Block	Own	
		20	Khairaput Block	Own	
		21	Kurkonda (Part)	Rented	RMC
8	Mayurbhanj	22	Tiringi Block	Own	OSCSC Ltd
9	Nuapada	23	Kharir NAC	Own	OSCSC Ltd
10	Rayagada	24	Gudari Block & NAC	own	
		25	Rayagada Municipality	Rented	RCMS
		26	Gunapur (B & NAC)	Rented	RMC gunapur
		27	Kashipur Block	Own	
		28	Chandrapur Block	Own	
		29	Ramanguda Block	Rented	RMC
11	Sundargarh	30	Rourkela Municipality	Own	
		31	Biramitrapur Municipality	Rented	Private
		32	Rajgangapur(M)	Own	
		33	Kutra Block	G.P godown	
		34	Koira Block (Part)	Own	OSCSC Ltd
		35	Sundargarh Municipality	Own	TDCC
		36	Bisra Blcok	Block godown	
12	Deogarh	37	Deogarh Municipality	rented	Private building

GUIDELINE / INSTRUCTIONS FOR FINALIZATION OF TENDER (UP TO PRICE BID).

These Guideline / instructions should be followed meticulously by the CSO-cum-District Manager, OSCSC Ltd. from the time of receiving of tender to finalization of the tender

A. PUBLICATION OF TENDER CALL NOTICE:

Tender Call Notice shall be published in district edition of 02 Odiya dailies widely circulated in the district. In case there is no district edition of Odiya dailies, the notice shall be published in the edition of nearby district. There shall not be publication in more than 02 dailies and more than one edition.

Following information shall be mentioned in the Tender Call Notice before its publication.

- (a) The last date and time in submitting the Tender Papers.
- (b) The date, time and place of opening of Tender Paper.
- (c) The district website shall be mentioned in the Tender Call Notice.
- (d) The district name.
- (e) Name of the RRC-cum-DSC.
- (f) The Tender Call Notice shall also be displayed in the Notice Board of the CSO-cum-District Manager and the Notice Board of the Collectorate.

B. HOW TO RECEIVE THE TENDER DOCUMENT :

As mentioned in the tender document, the Documents will *be submitted in the **Tender Box** at the office of the District Manager, by the tenderer within the date & time specified in the Tender Paper.*

The staff in charge of Diary Despatch section or the staff nominated by the District Manager shall be kept in charge of the **Tender Box**. Two steel boxes and two locks shall be purchased before receipt of the tender documents. The Tender Box shall be sealed with a hole for dropping of the Tender Paper and kept inside the Office room of the CSO-cum-District Manager. One key of the locks shall be kept with the person in charge of the **Tender Box** and the other one shall be kept with the District Manager.

- a) The staff in charge of Diary Despatch section or the staff nominated by the District Manager shall see that the steel box is kept safely inside the room of the District Manager till the last date of receipt of Tender Paper. This shall be the sole responsibility of the staff dealing with it and the District Manager that the tender box should be safe.

- b) After closure of the time for the last date for receiving the tender document the box containing the tender document shall be SEALED and the District Manager shall put his signature on it.

C. **DATE OF OPENING OF TENDER**

These instructions should be followed while opening of tender documents :

1. All the tender papers shall be opened in the presence of tender committee.
2. One attendance sheet shall be made and signed by all the Members of the committee. Sample copy attached as **Annexure-A**.
3. One separate attendance sheet shall be prepared for the Tenderers / or their authorized representative present for the meeting. (The authorization letter of the authorized representative of the Tenderer shall be checked and collected from the representative, failing which they shall not be allowed to enter the meeting hall). Sample copy attached as **Annexure-B**.
4. The box containing the tender document shall be opened in front of all the Committee Members and the Tenderers or their authorized representatives.
5. The Committee members and Chairman to put their signature on the body of the main envelope before opening of the tender.
6. The main envelope will be opened. Out of this, the envelope containing **Technical Bid** and **Price Bid** will come out.
7. **The envelope superscripting “Price Bid for appointment of Handling & Transport Contractor ” shall not be opened and kept inside the main envelope and sealed in presence of the committee members and the Tenderer or their authorized representative and shall be kept in the custody of the District Manager concerned.**
8. **Only the envelope superscripting “Technical Bid for appointment of Handling & Transport Contractor” will be opened and all the documents including the envelope to be signed by all the members and the Chairman of the committee.**
9. All the documents attached with the technical bid shall be checked according to the checklist in Annexure-II attached to the document. The committee shall verify the attested copies attached to the tender document along with the original document to be produced by the Tenderer / his authorized representative. The committee shall record the result of their verification in a separate sheet and put

their signature on the said sheet for further action. An indicative sheet is attached at **Annexure-C**.

10. The tender document of the Tenderer shall be rejected if following documents are not submitted along with the tender document.

Name of the Document
Earnest Money Deposit (EMD)
Attested copy of Registration of the agency;
Certified copy of the statement of bank account of agency for the last six months;
Attested copy of PAN;
Attested copies of the latest IT return filed by agency
; List of movable property
List of immovable property
List of Transport Vehicle alongwith Registration No. & Fitness Certificate Number
Attested copy of Labour Registration Certificate
Affidavit from declaring firm is not blacklisted.

11. At the time of verification, if any discrepancies noticed in the documents attached to the Tender Paper, the Tenderer / authorized representative shall be informed verbally in the committee meeting.
12. The Documents attached with the technical bid shall be verified by the Tender Committee according to the checklist attached with the tender document. The committee shall satisfy themselves with the authenticity of the documents. The Tenderers who have furnished all the documents asked for and the documents have been verified to the satisfaction of the committee shall be considered as qualified in technical bid. The sample copy of the checklist is enclosed at **Annexure-D**. The Committee shall finalize qualified Tenderer of technical bid and prepare a proceeding to that effect. The proceeding of the committee shall be approved by the Chairman of the Committee. The Price Bid of the Tenderer qualified in the scrutiny of technical bid shall only be opened.
13. The Tenderers qualified in the technical bid shall be informed preferably through e-mail / fax / telephone to remain present in person or through their authorized representative on the date of opening of Price Bid.
14. All the documents shall be kept in other box and will be in the safe custody of the District Manager concerned.

D. OPENING OF PRICE BID

The opening of Price Bid shall be done on the date stipulated for the same. Only the successful Tenderers qualified in scrutiny of technical bid shall be allowed to participate in the opening of Price Bid.

1. One attendance sheet shall be made and signed by all the Members of the committee
2. One separate attendance sheet shall be prepared for the Tenderers / or their authorized representative present in the meeting. (The authorization letter of the authorized representative of the Tenderer shall be checked and collected from the representative, failing which they shall not be allowed to enter the meeting hall)
3. The box shall be opened again in front of the committee members and the Tenderers or their authorized representative present.
4. The main envelope shall be opened and the envelope superscripting “**Price Bid for appointment of Handling & Transport Contractor**” shall be drawn out and opened, all the Members of the tender committee and the Chairman shall put their signature on all the documents of the Price Bid.
5. **No overwriting or cutting is permitted in the Price Bid Form, hence, in such cases the tender shall be summarily rejected by the committee.**
6. The District Manager with the permission of Chairman shall prepare a comparative statement (sample copy attached at ***Annexure-E***). All the committee members including the Chairman shall put their signature on the comparative statement and prepare a proceeding to that effect. **Any Tenderer not quoting single rate in the Price Bid shall be rejected by the Committee.**
7. In the tendering process the following scenarios may arise. The District Tender Committee are to act upon as per instructions given below :
 - a. For one RRC-cum-DSC no Tenderer submit tender or all the Tenderers are disqualified in the technical bid - the District Tender Committee can engage the H & T Contractors of nearby RRC-cum-DSC on negotiation.
 - b. For one RRC-cum-DSC single tender is received or the tenders submitted except one are disqualified in technical bid - the District Tender Committee will negotiate with the Tenderer to reach on a workable rate or have cross negotiation with all the qualified Tenderers of the district to engage the H & T Contractors of that RRC-cum-DSC.
 - c. Two or more Tenderers have quoted same rate for one RRC-cum-DSC – the District Tender Committee shall negotiate with the Tenderers quoting the same rate to engage the H & T Contractors of that RRC-cum-DSC.
8. All the tender documents shall be kept in safe custody of the District Manager.
9. Approved copy of the final selection of H & T Contractor shall be sent to the Head office of OSCSC Ltd. for information.

Important Datelines	
Issue of advertisement at district level	08-08-2011
Sale of tender papers	09-08-2011, 11 A.M. to 22.08.2011 up to 2 P.M.
Receipt of tender papers	22-08-2011 up to 3 P.M.
Opening of Technical Bid	22-08-2011 at 4 P.M.
Opening of Price Bid	24-08-2011 at 11 A.M.
Execution of Agreement	By 27-08-2011

Annexure-A

Attendance Sheet of members present in the District Level Tender Committee meeting held in the office chamber of Collectorate, Gajapati on 24.08.2011 at 11.00 AM to finalize Price Bid. for selection of Handling and Transport Contractor.

<i>Sl No.</i>	<i>Name and Designation of the Officer</i>	<i>Signature of the Officer</i>
1	Collector, Gajapati, Chairman	
2	Project Director, D.R.D.A, Gajapati, Member	
3	D.S.W.O, Gajapati, Member.	
4	R.T.O, Gajapati, Member	
5	District Labour Officer, Gajapati, Member	
6	Treasury Officer, Gajapati, Member	
7	C.S.O-cum-District Manager, OSCSC Ltd., Convener	

Attendance Sheet for the Tenderers or their authorized representatives present in the District level Tender Committee meeting held in the office chamber Of Collector, Gajapati on 24.08.2011 at 11.00 AM to finalise Price Bid for selection of Handling and Transport Contractor.

<i>Sl No.</i>	<i>Name and Designation of the Tenderer / Representative</i>	<i>Signature of the Tenderer / Representative</i>
<i>1</i>	<i>Sri Jagabalia Transports Prop: - Sri Dandasi Sahu</i>	
<i>2</i>	<i>M/s Singhal Transports Prop:- Sri Suresh Ku. Mattania</i>	

Annexure-C

Statement on document filed in the tender papers for appointment of Handling & Transport Contractor in

RRC-cum-DSC, R.Udayagiri,Nuagada & Parlakhemundi Municipality, District-Gajapati

Sl No	Name of the Tenderer		EMD Amount	Attested copies of documents / certificates furnished							Affidavit on "not black listed"	Remarks
	Name of the Firm	Proprietor/ Partner/ Director		Registration of Agency	Statement of bank accounts	PAN No.	IT Return	List of movable property	List of immovable property	List of two owned vehicle & copy of R.C. Book & Fitness Certificate		
1	2	3	4	5	6	7	8	9	10	11	12	13

Member Convener

Member

Member

Member

Member

*Collector & Chairman,
Gajapati*

Annexure- D

CHECKLIST

DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID

SI No.	Name of the Document	Put “ ✓ ” mark
1	Tender paper & Tender document	
2	Technical Bid	
3	Certified copy of Partnership deed/Articles of Association /Memorandum of Association/Bye-laws etc. as applicable.	
4	Copy of Certificate of Registration, in case of Company.	
5	Authorization letter in submitting the Tender Paper on behalf of the Partnership firm / Company / Hindu Undivided family.	
6	List of movable and immovable property basing on which Solvency Certificate issued.	
7	Copy of the latest Income tax return and copy of PAN No.	
8	Affidavits mentioning that he/she/firm/company/HUF is not blacklisted by any Govt. organization / undertaking or that no criminal or vigilance case is pending against the Tenderer.	
9	List of two owned transport vehicle with attested Xerox copies of R.C. Books & Fitness Certificate.	

**ORISSA STATE CIVIL SUPPLIES CORPORATION, GAJAPATI District COMPARATIVE
STATEMENT of PRICE BID ON 24.08.2011**

**Name of the Rice Receiving Centre-cum-Departmental Storage Centre (RRC-cum-DSC)
R.Udayagiri , Nuagada & Parlakhemundi Municipality**

SI No.	Name of the Tenderer	Rate of H & T operation per Quintal		Remarks
		In figure	In words	
01	M/s Sri Jagabalia Transports Prop: - Sri Dandasi Sahu			
02	M/s Singhal Transports Prop: - Sri Suresh Ku. Mattnia			

*Member**Member**Member**Member**Member**Collector & Chairman*

