

**ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY
BHUBANESWAR**

BID DOCUMENT

E-TENDER CALL NOTICE No. 1344 /OREDA

DTD- 08.03.2019

for

SUPPLY OF OFFICE FURNITURE

| | |
|--|--|
| Date of release of bid | 8.3.19 |
| Pre-bid conference | 16.3.19 at 11.30 AM |
| Revised & final online bid document hoisting | 18.3.19 |
| Date and time of last online submission | 28.3.19 at 5.00 PM |
| Date and time of submission of hard copy of documents. | 30.3. 19 at 1-00 PM |
| Opening of Techno-commercial bid (Part-I) | 30.3.19 at 3-30 PM |
| Date of opening of the price bid(part-II) | To be informed to the qualified bidders. |



S-3/59, MANCHESWAR INDUSTRIAL ESTATE, BHUBANESWAR-751010

Phone: (0674) 2588260,2586398,2580554, Fax:2586368

Website: www.oredaorissa.com

Email: ceoreda@oredaorissa.com

ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY
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DETAIL OF NOTICE INVITING TENDER

ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY invites sealed e-tenders in two part bidding system from registered firms/ authorized dealers/ business partners for supply of Godrej or equivalent office furniture to the new office building of OREDA with warranty period of one year. The important schedules are as follows.

| Particulars | Earnest Money Deposit (Rs. In Lakhs) | Tender processing fee Non refundable (inRs.) | Non-refundable Cost of Bid document | Last date/time for submission of bids | Date and time of opening of bid |
|---|--------------------------------------|--|-------------------------------------|--|---------------------------------|
| 1. Various types of table including Presidential& Conference table: 56no 2. Various types Chairs: 254no 3. Various types of sofa: 7no 4. Storage & cabinets: 116no (This is an indicative figure subject to change as per actual requirement) | Rs. 50,000/- | 2300 and other fees | Rs. 10500/- | Online 28.3.19, 5-00 PM hard 30.3.19, 5-00 PM | 30.3.19, at 3-30 PM |

Interested prospective bidders may visit OREDA's website www.oredaorissa.com and www.tenderwizard.com/OREDA for details relating bidding process and all other terms and conditions. The bidders can view the tender documents from www.oredaorissa.com website free of cost. The authority reserves the right to accept / reject any part thereof or all the bids without assigning any reason.

Sd/-
Chief Executive, OREDA

Disclaimer

Kindly Note:

1. This document is not transferable
2. Though adequate care has been taken for preparation of this document, the bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any bidder on the pre bid meeting or within ten days from the date of issue of the bid document, it shall be considered that bid document is complete in all respects and has been received by the bidder.
3. Odisha Renewable Energy Development Agency (OREDA) reserves the right to modify, amend or supplement this bid document keeping in view the necessity in implementation of the scheme.
4. While the bid has been prepared in good faith, neither OREDA nor their employees or advisors make any representation, warranty, express or implied or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability and completeness of this bid document, even if any loss or damage is caused by any act or omission on their part.

Check list of documents to be submitted along with the bid

| Sl no | Particulars | Complied | Page-no / Flag |
|-------|---|------------|----------------|
| 1 | Bank draft for Rs.10,500/- or original money receipt issued by OREDA as proof of purchase of tender paper or exempt as admissible with proof | Bank No Dt | Envelop |
| 2 | Bank draft for Rs 50,000 towards Earnest Money Deposit or BG of the equal amount with minimum validity period of one year from the date of submission of bid. | Bank No Dt | Envelop |
| 3 | Forwarding letter duly signed and stamped by the bidder | | |
| 4 | Copy of GST Registration certificate. | | |
| 5 | Copy of the PAN card of the bidder's firm | | |
| 6 | Copy of the TIN card of the bidder's firm | | |
| 7 | Copies of Tax returns | | |
| 8 | Document stating annual turnover as per Annexure-III | | |
| a) | Annual audited balance sheets for 2015-16 | | |
| b) | Annual audited balance sheet for 2016-17 | | |
| c) | Annual audited balance sheet for 2017-18 | | |
| 9 | Proof of supply of furniture during last three years. Copies of supply certificate given by the users to be enclosed | | |
| 10 | Filled in bid document duly signed and stamped at the bottom of each page except the price bid format. | | |
| 11 | Signed Technical bid in sealed envelop | | |
| 12 | Performance report as per Anneuxre-II | | |
| 13 | Proof of authorised dealer/ distributor/business partner of the company | | |
| 14 | Certificate of ISO: 9001:2015, ISO: 14001:2015,ISO:18001:2007, ISO: 50001:2011, ISO: 22000:2005, BIFMA, AIOTA | | |
| 15 | Authorization letter from Original Equipment Manufacturer (OEM) | | |
| 16 | Registration details for Dealer/Authorized partner | | |

List of Abbreviations

| | |
|-------|---|
| Admn | Administration |
| Asst | Assistant |
| BG | Bank Guarantee |
| DD | Demand Draft |
| EMD | Earnest Money Deposit |
| OREDA | Orissa Renewable Energy Development Agency. |
| STCC | Sales Tax Clearance Certificate |
| TIN | Taxpayer Identification Number |
| GST | Goods and Service Tax |
| FDR | Fixed Deposit Receipt |

**Forwarding Letter
(to be submitted in the letter head of the bidder)**

To,

The Chief Executive
Odisha Renewable Energy Development Agency (OREDA)
S.59. MIE, Bhubaneswar -751010 Odisha

Subject: Tender for supply of furniture vide tender call notice no- _____ /OREDA
dated_____.

Sir,

Having studied the Tender document carefully I / we, the undersigned, offer to submit our tender for the work of Supply and Installation of furniture in conformity with the aforementioned tender document.

I/We have also read the various provisions of the Tender and confirm that the same are acceptable to us. We further declare that any additional conditions, variations, deviations, if any, found in our Tender offer shall not be given effect to. We further understand that any deficiency / illegibility in documents shall make our tender liable for rejection.

I/we submit our tender understanding fully well that

- (a) The bid and other documents submitted along with the same will be subject to verification by appropriate authorities.
- (b) OREDA reserves the right to accept or reject any application or the bid process itself without assigning any reasons thereof and shall not be held liable for any such action.
- (c) Any genuine changes made by OREDA in the interest of the work with respect to the technical requirement during the course of project execution will be acceptable to us.

We hereby declare that all the information and statements made in this proposal are complete, _____ true and correct and also accept that any misinterpretation contained in it may lead to our disqualification.

We hereby declare that our Tender is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

Signature of bidder

Undertaking By The Bidder

I/we here by undertake that

1. We have thoroughly read and examined the notice inviting tender and the tender document along with all its schedules, annexure etc.
2. The rates quoted by us are firm and final and are meant for execution of the allotted work within the time frame stipulated in the tender/work order.
3. All terms and conditions of the tender including the rates quoted by us shall remain valid for a period of one year.
4. In case our tender is incomplete in any respect or we violate any of the prescriptions given in the tender for submission of the same OREDA shall , without prejudice to any other right or remedy , be at liberty to forfeit the earnest money deposited by us.
5. In case of award of work in our favour OREDA shall have the right to convert the EMD deposited by us in to full or part (as the case may be) of the security deposit to be deposited by us against award of the work.
6. In case we fail to commence or complete the work as per the time schedules or fail to fulfil any of the terms and conditions given in the tender OREDA shall , without prejudice to any other right or remedy , be at liberty to forfeit the security deposit made by us against the award of the work.
7. I/We hereby declare that I/We shall treat the tender documents, specifications and other records connected with the work as secret/confidential and shall not communicate information derived there-from to any person other than a person to whom I/We have authorized to communicate the same or use the information in any manner prejudiced to the safety of OREDA/the State Govt.
8. I/We shall abide by all the laws prevailing at the time of the execution of the work and shall be responsible for making payments of all the taxes, duties, levies and other Govt. dues etc. to the appropriate Govt. departments.
9. Our GST registration no. is _____ The PAN No. under the Income Tax Act is ____
10. I/We shall be responsible for the payment of the respective taxes to the appropriate authorities and should I/we fail to do so, I/we hereby authorize OREDA to recover the taxes due from us and deposit the same with the appropriate authorities on their demand.

Signature of bidder with stamp

Dated:

DECLARATION

(to be submitted on the letter head of the company)

To,

Chief Executive
Odisha Renewable Energy Development Agency
S-59, MIE, Bhubaneswar 751 010.
Odisha

Sub: Submission of Tender for Supply and Installation of furniture

Ref: Tender call notice no-_____ -/OREDA dated-_____.

Sir,

I/we hereby declare the following in the context of the aforementioned tender that:

- a) The entire tender document with all its content have been understood
- b) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender
- c) We are not blacklisted / defaulted in any manner by any Central / State Government / Public Sector Undertaking in India.
- d) In case any false documents submitted and found any time in future the firms shall be liable to be proceeded against as per prevailing laws.

Yours faithfully,

Authorised Signatory

Letter of Authorization

(to be submitted in the letter head of the bidder)

To,
Chief Executive
Odisha Renewable Energy Development Agency S-59, MIE,
Bhubaneswar-751010
Odisha

Sub: Submission of Tender for Supply & Installation of furniture

Ref: Tender call notice no-_____ /OREDA dated-_____.

Sir,

I/we hereby authorize Ms. /Mr. _____, Designation
.....of our company to sign all relevant documents on behalf of the
company/firm in dealing with the above tender. She / He is also authorized to attend all
meetings and submit technical and commercial information as may be required by OREDA in
the course of processing of the tender.

We _____ further _____ authorize Ms./Mr.
_____ designation.....
... of our company to make technical presentation on behalf of the company.

Signature of the authorized persons

- 1.
2.

Signature attested

Name and designation of the
attesting officer with stamp

Yours faithfully

Head of the organization

**Format for submission of past performance during last 3 years
i.e. 2015-16, 2016-17 & 2017-18**

| Sl. No. | Name of the Organization | Year | Order No. with Date | Order Value (₹.) |
|---------|--------------------------|------|---------------------|------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

Date:

Seal and Signature of the Bidder

Place:

Name and Address of the Bidder

TURNOVER CERTIFICATE

I hereby certify that M/s. _____ (Name & address _____) is having the following annual turnover and the statement is true and correct -

| Sl. No. | Financial Year | Turnover |
|---------|----------------|---------------------------------|
| 1. | 2015-16 | ₹. _____ (Rupees _____) only |
| 2. | 2016-17 | ₹. _____ (Rupees _____) only |
| 3. | 2017-18 | ₹. _____ (Rupees _____) only |

Seal and Signature of the Bidder:

Date:

Signature of Auditor/ Chartered Accountant

Membership No.:

Seal:

MANUFACTURER'S AUTHORIZATION FORM

(to be submitted by the authorized Distributor/ Dealer in case the bidder is the authorized Distributor/ Dealer of OEM)

No.

Date:

To

Chief Executive

Odisha Renewable Energy Development Agency

S-59, MIE, Bhubaneswar 751 010.

Odisha

Sub: Submission of Tender for Supply and Installation of furniture

Name of the Item:

1. We (name of the OEM) are the original manufacturers of the above item having registered office at (full address with telephone number/ fax number, email ID and website), having factories at _____ and _____, do hereby authorize M/s. _____ (Name and address of bidder) to submit bids and subsequently negotiate and sign the contract with you against the above bid no.

2. No company or firm or individual other than M/s. _____ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific bid.

3. We also hereby undertake to provide full guarantee/ warranty as agreed by the bidder in the event the bidder is changed as the dealer or the bidder fails to provide satisfactory after sales and service during such period of warranty.

4. We also hereby declare that we have the capacity to manufacture, supply, install and commission the quantity of the items bided within the stipulated time.

Date: _____ (Name)
Place: _____ for and on behalf of M/s. _____
(Name of manufacturers)

Seal

1. Eligibility Criteria

In order to be eligible to participate in this tender a bidder must have the following eligibility criteria

- a) The vendor should be registered firms/authorized dealers/distributor/business partners of Godrej.
- b) Should have registered office anywhere in India & should have a show room / authorised dealer / authorized partner in Bhubaneswar. The firm should have presence in Odisha for the last 3 years with service center at Bhubaneswar.
- c) The firm should have minimum annual turnover of Rs3crores over last three years. Copy of audited reports certified by CA is to be furnished.
- d) Should have GSTN registration certificate as well as valid tax returns / certificate.
- e) Should have supplied similar type of furniture to any Govt Dept during last three years and total value of the supplied should not be less than 30lakhs
- f) The firm should have valid ISO: 9001:2015, ISO: 14001:2015, ISO: 18001:2007, ISO: 50001:2011, ISO: 22000:2005 and Green Guard certificate.
- g) The firm should have BIFMA certificate.
- h) The firm should have AIOTA certificate

2. Scope of the work

Scope of work includes: -

- a) Supply of office furniture as per the model specified in Annexure- I along with necessary fitting and complete installation at site for use for all items.
- b) Warrantee for a period of one year from the date of supply.
- c) The bidder should visit the site and quote online accordingly.

3. Instruction to Bidders

- Interested bidders are advised to view the detailed tender documents on www.oredaorissa.com or www.tenderwizard.com/OREDA.
- Bidders desirous of participating in the tender shall have to pay the tender costs mentioned in TENDER SCHEDULE. The tender cost is required to be paid in shape of Demand draft only, drawn in **favour of Chief Executive, OREDA payable at Bhubaneswar**. The tender cost is inclusive of GST and is not refundable.
- All participating bidders shall have to pay the non-refundable tender processing fee as mentioned in TENDER SCHEDULE to K.S.E.D.C. Ltd. Bangalore through Tender Wizard Portal on e-payment modes only such as credit/debit cards, Net banking etc.
- Earnest money as specified in bid should be deposited in shape of Demand Draft drawn in favour of the Chief Executive, OREDA payable at Bhubaneswar from any nationalized bank.

- The bidders shall submit copies of documents defining their respective constitutional or legal status, place of registration and principle place of business of company or firm or partnership.
- Bidding firms are required to submit documents related to assignment of Power of attorney to sign the agreement on behalf of bidders.
- Bidding Partnership firms are required to submit complete partnership deeds along with the bid documents.
- The bidder shall submit reports on their financial standing such as audited profit and loss statements, balance sheets, auditor's report for the past three years. All accounting statements must be duly audited and submitted along with auditor's note on accounts and accounting standards.
- Since timely execution of works is of paramount importance, requests for extension of time shall not be ordinarily entertained.
- Notice inviting tender, bid documents, prescribed Technical bid, price bid, terms & conditions will form the part of the tender.
- Bidders may in their own interest visit the sites before submitting bids.
- All Taxes applicable at the time of supply will be admissible.
- In case of supply of any defective material or substandard material, the materials will be rejected & it will be the responsibility of the supplier for taking back & replacing the rejected materials at their own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the office it will have the right to suitably dispose off the same and forfeit the amount.
- OREDA will not be responsible for any incidental or consequential losses of the firms while supplying and till expiry of the warranty period.
- The Electronic Form/Template of the Techno –Commercial bid, as available on the portal, shall be duly filled in and scanned copies of documents in support of meeting the minimum qualifying requirement of the tender shall be given as attachments
- Prices quoted must be firm and fixed. No price variation / escalation shall be allowed during process of completion of the project.
- Any condition in regards to financial aspects, payments, terms of rebate etc. beyond the prescribed financial terms of OREDA will make the bid invalid.
- Therefore it is in the interest of the bidders not to write anything extra in the Price Bid except price.
- Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
- All subsequent addendum/Corrigendum to the tender shall be hoisted in OREDA's official web site www.oredaorissa.com and www.tenderwizard.com/OREDA only.
- The bidder must ensure that the bids are received in the specified website as per the date and time indicated in the Tender notice.
- The bidders are advised to register their user ID, Password, company ID on website www.tenderwizard.com/OREDA by clicking on hyper link "**Register Me**".

PROCEDURE FOR SUBMISSION OF ONLINE BIDS

A. ACQUISITION OF DIGITAL SIGNATURE CERTIFICATE

For participating in the bid it is mandatory to procure the Digital Signatures of Class III only.

B. REGISTRATION IN TENDER WIZARD PORTAL

- Log in www.tenderwizard.com/OREDA Click “Register”, fill in the online registration Form.
- Un-registered bidders are required to pay registration fee of Rs 2300/- to M/s KSEDCL, Bangalore in tender wizard e-payment mode only.
- All bidders are required to pay the tender processing charge of Rs. 5900/- to M/s KSEDCL, Bangalore in tender wizard portal in e-payment mode only.
- As soon as the verification is done the e-tender user ID will be enabled/ provided.

C. ON-LINE REQUEST FOR e-TENDER DOCUMENTS

After viewing Tender Notification in www.tenderwizard.com/OREDA if bidder intends to participate in tender, it has to use its e-tendering User ID and Password which has been received after registration and acquisition of DSCs (Digital signature certificate) and to follow the step by step instructions given below.

- Insert the PKI (which consists of your Digital Signature Certificate) in your System.
(Note: Make sure that necessary software of PKI has been installed in your system)
- Click / Double Click to open the Microsoft Internet Explorer
(This icon will be located on the Desktop of the computer)
- Go to Start > Programs > Internet Explorer. Type www.tenderwizard.com/OREDA in the address bar, to access the Login Screen.
- Enter e-tender User Id and Password, click on “Go”.
- Click on “Click here to login” for selecting the Digital Signature Certificate. Select the Certificate and enter DSC Password. Re-enter the e- Procurement User Id Password.
- Click “Un Applied” to view / apply for new tenders.
- Click on Request icon for online request. After making the request, bidder has to pay the requisite tender processing fee (as indicated in tender notice) through **e-payment** facility only available in the portal. Bidders will receive the Tender Documents which can be checked and downloaded by following the below steps.
 - Click on the “Show form” icon.
 - Tender documents will appear on the screen.
 - Click “Click here to download” to download the documents.

D. SUBMISSION OF EMD AND TENDER COST:

The bidders shall have to scan the **Demand Draft** towards EMD and Tender Cost and upload the same in .pdf or .jpg format.

E. SUBMISSION OF TECHNO-COMMERCIAL BIDS:

- The techno-commercial bid sheets in .xls format are to be filled up and up-loaded without changing the file name. Submission of incomplete techno-commercial bid sheets will be liable for rejection of the bid.
- Scanned copies of all related documents as per the checklist shall be uploaded in .pdf or .jpg format prior to the last date and time of receipt of bids as specified in the tender Notice.

F. SUBMISSION OF PRICE BIDS

- The bidder should fill up the price schedule in the given bid sheets in .xls format and up-load the same without changing the file name. The bid will be rejected if the schedule of price is submitted in incomplete form.

After completing all the formalities, Bidders will have to submit the tender as specified in NIT and must take care of all instructions. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.

Note:

- **The bid sheets (.xls file) shall be uploaded in www.tenderwizard.com/OREDA portal, prior to online closing of the tender. By no other means (except online) price bid shall be accepted for evaluation of tender.**
- **Please note down or take a print of bid control number once it is displayed on the screen.**

G. SUBMISSION OF HARD COPIES

- Along with the e-tender, bidders shall also submit hard copies of all uploaded as well as other documents as asked for in the bid document in the form of a single hard bound book properly page numbered and indexed. No loose/ separate paper or spiral bound documents will be accepted.
- The bidders must sign at the bottom of all the pages of the hard bound book including each page of the bid document (which will also form an integral part of the hard bound book) as token of unconditional acceptance of the departmental terms and conditions, technical specifications etc.
- The hard bound copy must be submitted in OREDA office at S-57, Mancheswar Industrial Estate, Bhubaneswar 751010 on or before the stated date in the manner prescribed elsewhere in the document. Submission of extra/ unrelated documents may be avoided.

Note:

Filled in price bids/copies of the uploaded price bids must not be submitted in hard form. Submission of the same in hard form will be liable for rejection of the tender.

- The bidders must sign and stamp at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the departmental terms and conditions, technical specifications etc.
- Last IT returns Statement /Valid TIN / GST/ Sales tax clearance certificate duly attested must be submitted along with the bid.
- Bids received late due to postal delay or otherwise will not be considered.
- All pages of the bid documents must be signed & sealed by the authorized person on behalf of the bidders.
- Bids will be accepted & will be opened as per information mentioned in the notice- inviting tender. No receipt against submission of bid shall be issued by OREDA.
- Hard copy of the bid may only be dropped in the specified tender box kept at OREDA office building, Bhubaneswar during office hours on working days. Bids received after due date & time will not be considered. The bids of such firms shall only be considered who have purchased the bid documents from the Agency by depositing the prescribed fee of the bid document (Non refundable) / downloaded from the website and submitted along with cost of the tender paper. If due to any reason the due date is declared as a holiday the bid will be opened on next working day at the same time.
- The technical bid shall be opened at the OREDA office, Bhubaneswar on the scheduled date and time in presence of such bidders or their authorized representatives, who may like to be present at the time of opening.

Submission of bids

The first envelop should be super scribed as “Technical Bid” at the top the envelop and name and address of the bidder should be given at the left hand side bottom of the envelope. The first envelop should be addressed to CE, OREDA shall contain the following:

- DD of Rs 11,800/- forwarding cost of the tender if the document is downloaded.
- Demand draft for Rs.50,000 / BG towards EMD
- Filled in Technical Bid Format
- All other documents as proof of eligibility excepting the Price Bid.

Note: All papers that comprise the bid document of the concerned bidder must be numbered at the top right hand corner of each page, properly stitched and hard

bound. At the beginning an index of each page should also be provided.

4. Procedure for opening the bids

- a) The procedure of opening of the bid shall be as under
- b) First envelope in the 'TECHNICAL BID " shall be opened online at the time & date mentioned in the notice in the tender by OREDA in the presence of bidders, or their authorised representative.
- c) Second envelope "PRICE BID" Annexure-II shall be opened online after evaluation of technical suitability of the offers. The date for opening of Price bid shall be communicated subsequently to the qualified responsive bidders. The bidder who will be qualified after the documents verification will have to provide one sample, if necessary, for technical evaluation. The technical evaluation of those firms will be taken under consideration whose samples are found as per specification and approved by the committee. The bidder has to keep their sample ready to furnish within five days of information.
- d) The supplied materials should strictly comply with the specifications as mentioned in the bid; otherwise the material would be liable for rejection.
- e) Deviation of any commercial terms and condition and technical specification shall not be entertained under no circumstances.
- f) All the bidders shall essentially indicate the break-up of prices as shown in Pricebid.

5. Acceptance/ Rejection of the bid documents

Chief Executive, OREDA reserves the right to

- i. Reject or accept any or all bids without assigning any reason thereof.
- ii. To split the quantities against the bid on more than one firm for the same items/ work.

No reason will be assigned by OREDA for this and the same will be binding on the bidders.

6. Commercial Terms & Conditions

i. Rate:

The offer should indicate the unit cost of the system and taxes & duties. The unit cost must be inclusive of packing, forwarding, loading & unloading charges, taxes & duties, cost of insurance and transportation FOR any destination in the state of Odisha. Rates

shall be quoted for all items only. The purchaser reserves the right to increase or decrease the quantity of goods specified in the bid document substantially without any change of the in the unit price or other terms and conditions of the bid.

ii. Sales Tax & Duties etc.

All Taxes and duties as prescribed both under Central and State Government sales tax rules would be applicable.

iii. Earnest Money Deposit

- a) Earnest money deposit as specified is required to be deposited along with the bid without which the bid will not be accepted. No interest will be payable for the EMD amount under any circumstances.
- b) Earnest money should be deposited in shape of a Demand Draft in favour of Chief Executive, OREDA from any Nationalised Bank Payable at Bhubaneswar/ bank Guarantee of equal amount with minimum validity period of one year from the date of submission of bid and the proof of deposits/submission should be attached to the bid.
- c) EMD would be refunded to the unsuccessful Bidders after finalization of the bid without any interest.
- d) EMD would be refunded to successful bidder(s) after submission of security deposit.

EMD would be forfeited if:

- Any bidder withdraws his bid from his offer during the validity period.
- The successful bidder fails to furnish his acceptance of the order within 15 days of placement of supply order/LOI/LOA.
- The bidder fails to successfully complete the work within the stipulated time. Delay in completion due to extreme and unavoidable situation shall have to get approved by the Chief Executive, OREDA. This approval shall have a cut-off date by which the entire shall have to be completed.

In case of claim for exemption from deposition of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.

iv. Security Deposit-cum-Security deposits

The successful bidder must deposit the Security amount @ 10 % of the ordered value with the Chief Executive, OREDA, Bhubaneswar-10 at the time of acceptance of the supply order in shape of Demand draft / Bank Guarantee/ FDR pledged to Chief Executive, OREDA. The Security Deposit will be refunded after the liability period of

one year from the date of supply after fulfillment of the performance.

v. Delivery

The furniture should be supplied within 15-30 days from the date of issue of purchase order.

vi. Quantity

The quantities of the item as mentioned may vary as per the requirement at the time of purchase.

vii. Validity of offer

The offer must be kept valid for a period of one year from the date of opening of the technical bid. No escalation clause except the admissible tax component under the period of consideration would be accepted. The validity can be further extended with mutual consent.

viii. Warranty

- a) The furniture should be warranted against any manufacturing defect or bad workmanship for a period of 1 (one) year from the date of supply of the furniture.
- b) Warranty certificate to the above effect must be furnished along with the supply of furniture..
- c) Any defect noticed during warranty period should be rectified/replaced by the supplier free of cost upon due intimation to the user / OREDA . The warranty period shall be extended by the period during which the systems remain non-operative due to reasons within the control of the executants. Care should be necessarily taken to make the system operational within a week of reporting of defect.

ix. Penalty and termination of contract

The systems shall be supplied and installed within the scheduled time. If the supplier fails to adhere to the schedule, OREDA shall without prejudice to its other remedies under the contract deduct from the contract price as liquidated damages a sum equivalent to 1% of the delivery price of the delayed goods for each week of delay until actual delivery or maximum deduction up to 10% of the order value for delayed goods. Once the maximum is reached (i.e 10 weeks of delay) OREDA may consider termination of the contract and forfeit the security deposit without prejudice to the other remedies of the contract along with recovery of mobilization advance by forfeiture of bank guarantee.

However, Chief Executive, OREDA may at his own discretion allow reasonable time extension upon written application of the supplying firm. If the delay is considered intentional or due to negligence of the vendor extension can be allowed with imposition of penalty. If the delay is considered to be genuine time extension can be allowed without imposition of penalty.

x. Force Majeure

The supplier of the system shall not be charged with liquidated damages nor shall his security for performance be forfeited when failure of the supplier in making delivery is due to any event beyond the control of the supplier and could not have been foreseen, prevented or avoided by a prudent person. These include, but are not restricted to acts of God, acts of public enemy, acts of Government, fires, floods, epidemics, strikes, freights, embargoes and unusually severe weather.

xi. Payment

100 % Payment will be released after supply of furniture in good condition and as per specification. Bills and challan in respect of supply made is to be submitted for payment .

xii. Limitation of Liability

OREDA, will, in no case be responsible for any accident fatal or non-fatal, caused to any worker or outsider in course of transport or execution of work. All the expenditure including treatment or compensation will be entirely borne by the Executants. The Executants shall also be responsible for any claims of the workers including PF, Gratuity, ESI & other legal obligations.

xiii. Dispute

For adjudication of any dispute between OREDA and the bidders arising in this case, reference can be made to any Law courts under the jurisdiction of Orissa High court only. The Chief Executive, OREDA reserves the right to accept or reject any or all bids without assigning any reason thereof.

**Sd/-
Chief Executive, OREDA**

Annexure- I
PRICE BID FOR OFFICE FURNITURE (To be filled only on e-tender portal)

| SL NO | Model description or equivalence | Basic unit price (Rs) | GST@18% | Total price (Rs) |
|-------|--|-----------------------|---------|------------------|
| 1 | Table - Maestro Set [Main Desk (1800*900*750) + Joining Table (1200*1050*750) + Mobile Pedestal (400*560*560) + Return Desk (1200*600*730) + Bookcase (790*400*2200) + Back Unit (1400*470*760)] | | | |
| 2 | Chair - Sedna High Back | | | |
| 3 | Chair - Sedna Visitor | | | |
| 4 | Sofa - Pisa 3 Seater | | | |
| 5 | Sofa - Pisa 2 Seater | | | |
| 6 | Center Table – Pisa | | | |
| 7 | Table - Impress Comprises of Main Desk , ERU and Pedestal (1800 x 900 x 750) | | | |
| 8 | Chair - Marvel High Back | | | |
| 9 | Chair - Marvel Visitor | | | |
| 10 | Storewel Plain 1981H X 916W X 486D | | | |
| 11 | Storage unit -Minor plain size in MM (1270Hx765Wx440D) | | | |
| 12 | Table - Enterprise 1650 with CPU hanger (1650 x 900 x 728) | | | |
| 13 | Chair - Kareena Conference Mid Back (PCH 9P02T) | | | |
| 14 | Workstation - Simple 2 Seater + KBPT + CPU Trolley (Work Top- Twin trapezoidal type with width of 2399 mm and 724 mm on each end and 574 mm at the center, height 4 feet) | | | |
| 15 | Chair - Motion Mid Back Adjustable Armrests | | | |
| 16 | Seanate with wire Manager 21 Seater (760W*600D*750H per Seater) | | | |
| 17 | Seanate with wire Manager 10 Seater | | | |
| 18 | Chair - Kareena High Back (PCH 9P01A) | | | |
| 19 | Chair - Kareena Conference Mid Back (PCH 9P02T) | | | |
| 20 | Perch 3 Seater With 2 Arms & W/o Cushion | | | |
| 21 | Reception Table 3 Arc Rubberwood Top (3665W*1060D*725H- Worksurface, 1035- Counter) | | | |

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