

TENDER NOTICE NO. 2120 /OBPI DATE 17.08.15

**TENDER CALL NOTICE FOR SUPPLY OF MISCELLANEOUS LABORATORY AND
STATIONARY ITEMS AND FEED OF EXPERIMENTAL ANIMALS LIKE BENGAL
GRAM, GREENS AND VEGETABLE (CARROT) FOR PRODUCTION OF VACCINE
FOR THE YEAR 2015-16.**

Sealed tenders for supply of miscellaneous laboratory and stationary items and feed of experimental animals like Bengal gram, greens and vegetable (carrot) for production of vaccine are invited from intending reliable suppliers having valid up-to-date VAT clearance certificate and PAN. The tender documents with required details terms and condition can be obtained from the office of the Joint Director of Animal husbandry & Veterinary Services, Odisha, Bhubaneswar on payment of Rs.500.00 (Rupees five hundred) only + VAT 5% in shape of cash (Non refundable). The same can be obtained by post on payment of Rs.600.00 (Rupees six hundred) only + VAT 5% in shape of Bank Draft to be issued in favour of Joint Director of Animal husbandry & Veterinary Services, Odisha Biological Products Institute, Bhubaneswar payable at SBI, Bapujinagar, Bhubaneswar at least one week prior to last date of submission of Tender which should be accompanied by a request letter in plane paper along with a self-addressed envelope of 9" X 12" size with postage stamp of Rs.50/- affixed on it. The same can also be downloaded from website www.orissaahvs.com and the cost of tender document of Rs.500.00 (Non refundable) + VAT 5% should be paid by attaching a Bank Draft prepared as mentioned above with it.

The cost of Tender Paper with documents is compulsory and non-refundable and the receipt so obtained against payment should be enclosed in original along with tender papers.

The complete Tender paper in all respect along with the original Money Receipt towards cost of Tender Paper and required EMD should be submitted in the office of the undersigned as per the following time schedule. The Tender Paper received after due date and time will not be opened or considered. The Department will not be responsible in any way for delay in receipt of Tender Papers sent by post.

Technical Bid and Price Bid will be opened in presence of the Tenderers or their representative as per scheduled date and time.

The authority reserves the right to reject / cancel any or all the tenders received without assigning any thereof.

Any legal dispute is subject to Bhubaneswar jurisdiction only.

Time schedule for the Tender

DATE & TIME FOR SALE OF TENDER DOCUMENTS	07-09-2015 to 14-09-2015 up to 4 P.M.
LAST DATE & TIME FOR RECEIPT OF TENDER	15-09-2015 2 PM.
DATE & TIME OF OPENING OF TENDER BID.	15-09-2015 AT 3-30 P.M.

**Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3**

(Continued to Page No.2)

Memo No 2121 /OBPI Date 17.08.15

Copy forwarded to the Asst. Director, P.R., Directorate of Animal Husbandry and Veterinary Services, Odisha, Cuttack for information and necessary action. He is requested to take necessary steps for publishing the Tender call notice and the tender terms and conditions in the Department website "www.orissaahvs.com" before 31-8-2015. The tender notice and tender terms and conditions are being submitted to Email-suport.it@aabsys.com for upload on departmental website.

Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3

Memo No 2122 /OBPI Date 17.08.15

Copy submitted to the Director of Information and Public Relation for kind information and necessary action with request to please take necessary step for publication of tender before 7-9-2015, if required as the total cost of tender is below five lakh. A soft copy of tender advertisement and tender terms and conditions are attached herewith for needful.

Encl:- One C.D.

Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3

Memo No 2123 /OBPI Date 17.08.15

Copy submitted to the Director of Animal Husbandry and Veterinary Services, Odisha, Cuttack for favour of kind information and necessary action.

Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3

Memo No 2124 /OBPI Date 17.08.15

Copy to I/c Steno of this Institute for information and necessary action with a request to send the tender advertisement and tender terms and condition to support.it@aabsys.com for upload to our departmental website for wide publicity.

Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3

Memo No 2125 (6) /OBPI Date 17.08.15

Copy forwarded to all members of the tender committee for information and necessary action. They are requested to attend the tender opening committee meeting on scheduled place and time positively.

Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3

Memo No 2126 /OBPI Date 17.08.15

Copy to office Notice Board.

Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3

**TERMS AND CONDITIONS FOR SUPPLY OF MISCELLANEOUS LABORATORY
AND STATIONARY ITEMS AND FEED OF EXPERIMENTAL ANIMALS LIKE
BENGAL GRAM, GREENS AND VEGETABLE (CARROT) FOR PRODUCTION OF
VACCINE FOR THE YEAR 2015-16.**

**UNDER
JOINT DIRECTOR
ANIMAL HUSBANDRY & VETERINARY SERVICES,
OBPI, BHUBANESWAR-3**

TENDER DOCUMENT

Date of commencement of sale of Tender documents	:	07-09-2015 to 14-09-2015 up to 4 P.M.
Last date & time for sale of Tender documents	:	14-09-2015 up to 4 P.M.
Last date & time for receipt of Tender (Technical bid and Price bid in separate sealed covers and together sealed in one big cover)	:	15-09-2015 2 PM.
Date and time of opening of Tender	:	15-09-2015 AT 3-30 P.M.
RECEIPT OF TENDER DOCUMENTS	:	Office of the Joint Director, Animal Husbandry and Veterinary Services, Odisha Biological Products Institute, Bhubaneswar-3
PLACE OF OPENING TENDER	:	Bhubaneswar-3
ADDRESS FOR COMMUNICATION	:	

The Joint Director, Animal Husbandry and Veterinary Services, Odisha Biological Products Institute, Bhubaneswar (herein after referred as "JOINT DIRECTOR" invites sealed Tenders in the prescribed forms from intending reliable suppliers having valid up-to-date VAT clearance certificate and PAN for supply of miscellaneous laboratory and stationary items and feed of experimental animals like Bengal gram, greens and vegetable (carrot) for production of vaccine as specified in Schedule-A of the Tender Notice of the Joint Director of Animal Husbandry and Veterinary Services, Odisha Biological Products Institute, Bhubaneswar for the year 2015-16

SALE OF TENDER FORMS

Terms and conditions and TENDER-FORM are obtainable from the office of the undersigned on payment of Rs.500.00 (Rupees five hundred) only + VAT @ 5%. The same can be obtained by post on payment of Rs.600.00 (Rupees six hundred) only + VAT 5% in shape of Bank Draft to be issued in favour of Joint

C.O. to P-2

Director of Animal husbandry & Veterinary Services, Odisha Biological Products Institute, Bhubaneswar payable at SBI, Bapujinagar, Bhubaneswar at least one week prior to last date of submission of Tender which should be accompanied by a request letter in plane paper along with a self-addressed envelope of 9" X 12" size with postage stamp of Rs.50/-affixed on it. The same can also be downloaded from website www.orissaahvs.com and the cost of tender document of Rs.500.00 (Non refundable) + VAT 5% should be paid by attaching a Bank Draft prepared as mentioned above with it.

The tender Paper / document may be obtained from 11.00 A.M. to 4.00 P.M. on all working days except on last date of receipt of Tender Papers/ Documents as per the time scheduled as mentioned. The Joint Director, Animal Husbandry and Veterinary Services, Odisha Biological Products Institute, Bhubaneswar shall in no way be responsible for loss of Tender Papers / documents dispatched by post and also for any delay in delivery to the address.

(The Tender Papers/ Documents will be sold on working days only. The Tender Papers/Documents will be opened on the Scheduled dates in presences of Tenders / their authorized representatives).

TERMS AND CONDITIONS OF TENDER

ELIGIBILITY

1. The tenderers should be reliable suppliers and to gustily their reliability they should made transaction at least Rs.100000-00 with this office from last financial year to issue of this tender.
2. The tenderer should be an eligible supplier / firm having valid TIN with VAT clearance and PAN Card.
3. The tenderer should be a financially sound firm who will supply the items continuously without awaiting payment.
4. The tenderer should have much experience to supply the items to Govt. organization.
5. The tenderer should be a local firm in Bhubaneswar.
6. The tenderer should have capacity and manpower to supply the item daily, weekly, monthly and as and when requirement.
7. The Tendering Firm must have not been blacklisted by any Govt. Officers / Govt. undertakings / Organizations. In case it is detected later on that the participant firm is a blacklisted one, the Tender submitted by such Tender will be rejected forthwith and Earnest Money and or Security Deposit will be forfeited to Government in addition to such legal action will be taken as may be deemed fit and proper. The Tender should submit a declaration in this regard.
8. The tenderer should have 3 years experience in supply of miscellaneous laboratory items and stationary items and feed of experimental animals.

C.O. to P-3

A. For submission of Tender

Sealed covers containing the tender in the prescribed form should be in two sealed covers Cover-A (Technical Bid) and Cover- B (Price Bid) as indicated below. Both the covers should be put into a third cover, which should be super scribed as “Tender for supply of miscellaneous laboratory and stationary items and feed of experimental animals like Bengal gram, greens and vegetable (carrot) for production of vaccine at OBPI, Bhubaneswar”

Technical Bid (Cover-A)

1. The Tenderer should submit the offer for Technical Bid in a sealed cover separately.
2. Refundable EMD of Rs.5,000/- in shape of D.D. drawn in any Nationalized Bank in favour of Joint Director, Animal Husbandry and Veterinary Services, Odisha Biological Products Institute, Bhubaneswar
3. Copy of VAT Clearance Certificate, PAN Card and M.R. towards purchase of tender papers are to be enclosed with the tender documents.
4. All the documents as required of this Tender shall be enclosed to the Technical Bid by the Tenderer.

Original Certificate of above mentioned documents must be presented during verification.

Price Bid (Cover-B)

The Tenderer should quote the price and specification of each items mentioned in Schedule –A in separate sealed cover in the prescribed format as enclosed vide Annexure-II to be inserted in the Tender Box.

If the Tenderer does not qualify himself in the Technical Bid, the Price Bid will not be entertained though he will have to offer lowest rate.

DEPOSIT OF EARNEST MONEY

The Tenderer is required to deposit an amount of Rs.5,000/- (Rupees five thousand) only as earnest money in shape of D.D. drawn in any SBI, Bapujinagar, Bhubaneswar in favour of Joint Director, Animal Husbandry and Veterinary Services, Odisha Biological Products Institute, Bhubaneswar on following terms and condition.

- I. The Tenderer shall not be entitled to any interest on the Earnest Money.
- II. The Earnest Money deposited by unsuccessful Tenderers will be refunded as early as possible after the Tenders are finalized.
- III. Earnest Money deposited by the successful Tenderer shall be retained & will be returned before next time of tender call without any interest.
- IV. The EMD will be forfeited if the Tenderer withdraws from the Tender or does not accept the approved list or does not complete the supply in time or within the stipulated time as per the terms & conditions of Tender or the product supplied is proved to be of substandard quality.

C.O. to P-4

P-4

RIGHT OF ACCEPTANCE / REJECTION OF TENDER

The following documents shall be submitted by the Tender as mandatory along with Tender papers.

1. EMD (Earnest Money deposit) except SSI units / MSMEs of Odisha State.

2. Original Money receipt in respect of purchase of Tender documents.
3. Attested photocopy of all document required in the tender
4. Detail Name, Address, telephone No., Fax, E-mail of the tenderer.
5. Declaration regarding not blacklisted by any Govt. Officers / Govt. undertakings / Organizations.
6. Annexure "I", "II", "IV" duly filled in along with Check list in Annexure "III".
7. All above supportive attached documents to the Tender Papers/ Documents should be signed by the Tenderer.

No tender shall be accepted if the same is not supported with the above documents as mentioned at SL. No. 1 to 7.

The right of acceptance of Tender and / or award of contract or relax any clause of the Tender Notice vests with the Joint Director, A.H. & V.S., Odisha Biological Products Institute, Bhubaneswar who does not bind himself to accept the lowest Tender and also reserves himself the right to reject any or all the Tender(s) received without assigning any reason whatsoever, any dispute arises in future will be finalized by him. The legal dispute is subject to Bhubaneswar jurisdiction only.

SECURITY DEPOSIT

1. The successful Tenderer will have to furnish a Security Deposit of Rs.10,000 (Rupees ten thousand) only within 15 (Fifteen) days from the date intimation for selection as authorized suppliers
2. The Security Deposit is to be furnished in shape of D.D. drawn in any Nationalized Bank at Bhubaneswar in favour of Joint Director, Animal Husbandry and Veterinary Services, Odisha Biological Products Institute, Bhubaneswar. In the event of failure of payment of Security Deposit, the order is to be treated as cancelled and indent is to be placed to the next approved party. In case there is no next party, it is to be purchased and performed locally after observing all financial formalities. The differential cost shall be realized from the defaulting party from his Earnest Money deposit.
3. The Security Deposit will be released & returned to the Tender as per Rule 278, 279 of OGFR volume – I without any interest.
4. The Security Deposit shall be forfeited in case the supplied items are found to be of sub-standard quality by the competent authority.

VALIDITY OF TENDERS

- i. The offer price of all the Tenders shall remain valid for acceptance for a period of 12 months from the date of completion of tender process i.e date of opening of Tender Bid, the approved list of which will remain valid for a period of 12 month or publication of next approved list of such items whichever is later. However, if next approved list is delayed for publication beyond the 24 months as per the date line, the terms, conditions along with the approved price of the items as found place in the approved list may be extended against a specific period as decided by the purchase committee of this establishment or next higher authority.
- ii. No extension of time shall be allowed for submission of Tender under any circumstances unless otherwise specifically extended by the JOINT DIRECTOR by an advertisement.

C.O. to P-5

P-5

SUPPLY AND PAYMENT CONDITIONS:

The purchase order for supply of miscellaneous laboratory and stationary items and Animal feed as specified in Schedule-A shall be placed as and when

required. But the animal feed like greens and vegetable (carrot) will be supplied by approved supplier on daily basis.

No advance payments towards cost of items will be made to the approved supplier.

Payment will be made after receipt of funds

In case payment will be delayed due to want of funds or some unavoidable circumstance, no interest shall be paid on delay.

TENDERERS UNDERSTANDING OF THE TENDER DOCUMENT

The Tenderer shall carefully go through the Tender Paper / Documents and fully acquaint himself to all the terms and conditions contained therein before submission of the Tender. If the Tenderer found discrepancies or omission or should be in doubt as to their meaning relating to Tender Papers / Documents, he should at once inform the Joint Director, Animal Husbandry and Veterinary Services, Odisha Biological Products Institute, Bhubaneswar and obtain clarification in writing prior to submission of this Tender. Verbal clarification or information given by the Joint Director or the employees working under him or his representatives shall not be binding on the Joint Director.

NO CLAIM OF COMPENSATION FOR SUBMISSION OF TENDER

No Tenderer shall be entitled to claim any cost, charges, expenses etc. incurred by him or incidental therein connection with submission of this Tender even though the Joint Director may elect to withdraw the invitation of Tender, without notice and without assigning any reason whatsoever.

**Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3**

ANNEXURE – I

1. Status of the Firm, (Proprietorship, :
Partnership, (P) Ltd., limited

company).

2. Name of the Tenderer. :
3. Whether a limited firm or Public or private under-taking :
4. The name and address of proprietor / partners / Managing Director / Manager / Principal Officer. :
5. Financial condition of the firm whether solvent or not with details there of :
6. Whether manufacturer or/ Distributor or/ Sole selling agent (in the case of mixed business, the items for each should be indicated) :
7. Varieties of articles dealt with and names of the Items. :
 - a. Is it a Registered firm under the Partnership Act? If so, Regd. No. & date & office of Registration should be given. (Please furnish and attested true copy of certificate of registration).
 - b) if it is a company incorporated under the Companies Act, please furnish an attested true copy of certificate of incorporation.
8. Are you Regd. Sales Tax Dealer & if so. Please quote both Provincial & Central Sales Tax Regd. No. :
9. Name of the authorized person who can hold discussion on your behalf at the time of necessity. :
10. The name of the proprietor / partners / Managing Director / Manager / Principal Officer with address or Addresses as the case may be who authorized to receive money in case of endorsed bill on behalf of the firm from the Joint Director / Indenting Officer and their specimen signatures in duplicate for each. :
11. Are you an income Tax assessee?
12. Indicate in detail about the previous experience of supply of articles Tenderer for (attach additional sheets)

CERTIFICATE:

Certified that the information furnished above are true and correct to the best of our / my knowledge and belief. In case any or all the information given above or the

Tender documents is or are found to be incorrect at any time, I undertake the liability to be proceeded within any manner. Any change or changes in regard to the information furnished will be intimated by us / me as and when such changes occur.

Signature of the.....

Prop. / Partner/ Managing Director / Manager /
Principal Officer / Authorized signatory

ANNEXURE – II

**MODEL FORMAT for Laboratory and Stationary items and Exp. Animal feed.
(One rate for one item with one brand name to be quoted)**

Sl. No.	Name of the Item required for which rate	Make / Brand	Unit	Basic Rate	Rate of VAT/Tax	Amount of Tax	Unit cost including tax and delivering charges
1	2	3	4	5	6	7	8

ANNEXURE – III

List of enclosures attached to the Tender Documents:

SCHEDULE – A

Sl. No.	Name of item	Unit.
1.	Life buoy soap 125 gm.	Per piece.
2.	Life buoy liquid hand wash 215ml. bottle	Per bottle
3.	Surf -500gm. Pkt.	Per Pkt.
4.	Bleaching powder 500 gm pkt.	Per Pkt.
5.	Gramaxine – 500 gm pkt.	Per Pkt.
6.	Cotton thread – 1 Pkt (4 rolls)	Per Pkt.
7.	Sutuli – 1 Kg.	Per kg.
8.	Washing powder (soda) – 500gm. Pkt.	Per Pkt.
9.	Broom stick (Khadika Jhadu)	Per piece.
10.	Broom stick (Phoola Jhadu)	Per piece.
11.	Battery for torch (special)	Per piece.
12.	Remote battery	Per piece.
13.	Pencil battery	Per n piece .
14.	Blade (saving blade)	Per Pkt.
15.	Ink for rubber stamp (Violet)-100ml bottle	Per bottle
16.	Ink for rubber stamp (Red)- 100 ml bottle	Per bottle
17.	Self inking Pad (size 160mmX100)	Per no.
18.	Self inking Pad (size 111mmX70) Violet and Red	Per no.
19.	Stamp Ink Reducer – 1ltr. Bottle	Per bottle
20.	Fast drying Ink – 1ltr. Bottle	Per bottle
21.	Gum 700 ml. bottles	Per bottle
22.	Cello Tape 2” wide (transparent)	Per roll
23.	Cello Tape 1/2” wide (transparent)	Per roll
24.	Glass marker pen	Per piece.
25.	Card board marker pen	Per piece.
26.	Glass marker pencil	Per piece.
27.	Polyethylene pkt. (2’X1’)	Per kg.
28.	Plane sticker-500 pack	Per Pkt.
29.	Roof cleaning stick	Per piece.
30.	Mop per (Sponge) Roots	Per piece.
31.	Mop per (cotton) Roots	Per piece.
32.	Dust cleaning mop per	Per piece.
33.	Dust cleaning tray	Per piece.
34.	Dust bin (Big size) red, blue, green colour	Per piece.
35.	5ml. Glass vial with rubber stopper and aluminum cap and 10% extra rubber stopper and aluminum cap.	Per 1000 nos.
36.	Match Box 1Pkts.	Per pkt.
37.	Markin cloth	Per meter
38.	Fine filter cloth	Per meter
39.	Wrapping paper	Per Quartz
40.	Lab Napkin with samples	Per piece
41.	Vim bar	Per piece.
42.	Washing pop steel	Per piece.
43.	(White Phenyl) 5 ltrs. Jar	Per jar
44.	Aluminum Foil Roll	Per Roll
45.	Muslin Cloth Bag size	Per piece

(Continued to P-2)

Sl. No.	Name of item	Unit.
46.	Waste paper basket for office use.	Per piece.
47.	Black pencil	Per piece.
48.	Blue dot pen	Per piece.
49.	Red dot pen	Per piece.
50.	Green gel pen	Per piece.
51.	Tag cotton (100 or 50 nos. Bundle.	Per Bundle
52.	Pin accreted	Per Pkt.
53.	Carbon paper size	Per rim
54.	A4 size Xerox / computer paper	Per rim
55.	A3 size Xerox / computer paper	Per rim
56.	White eraser	Per piece.
57.	lock 8 lever	Per piece.
58.	lock 7 lever	Per piece.
59.	lock No.31	Per piece.
60.	lock No.21	Per piece.
61.	Grass cutter sword	Per piece.
62.	Table cloth with samples	Per meter
63.	Door and window screen with samples	Per meter
64.	Bound Register – 12 Nos. Size	Per piece
65.	Bound Register – 8 Nos. Size	Per piece
66.	Bound Register stock book – 30 Nos. Size	Per piece
67.	Bodkin Steel	Per piece.
68.	Paper weight	Per piece.
69.	Pen stand (superior)	Per piece.
70.	Paper cutting knife	Per piece.
71.	Scissors	Per piece.
72.	Paper tray	Per piece.
73.	Bengal Gram	Per kg.
74.	Greens for the period from June to Nov	Per kg.
75.	Greens for the period from December to May	Per kg.
76.	Vegetable (carrot) for the period from June to Nov	Per kg.
77.	Vegetable (carrot) for the period from December to May	Per kg.

Sd/- Bhagaban Dash.
Joint Director of A.H & V.S.
OBPI, Bhubaneswar-3