



Bhubaneswar Municipal Corporation **SHORT QUOTATION CALL NOTICE**

No. 48007/BMC Dated: 22/11/24

File No: BMC/Procurement and Store/21-24/2024/22

On behalf of the Bhubaneswar Municipal Corporation (BMC), Deputy Commissioner (Store) invites Sealed Quotations from manufacturers as Company/ Proprietorship Firm/ /Partnership Firm/ Original Equipment Manufacturer (OEM)/Authorized Dealer/ Authorized Business Partner/Private Limited Company/Limited Company “**Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation**”.

The bidder shall submit the application along with the financial proposal on or before **dt: 30.11.2024 till 3:00 PM** only by speed post/registered post/ courier (**No drop box facility & hand delivery available, and submissions via FAX or email will not be considered**). For further details regarding the short quotation call notice, the intending bidders may visit the BMC website <https://www.bmc.gov.in>. The Bidding Document can be downloaded from BMC website.

For any queries, please contact Deputy Commissioner (Procurement),BMC

Contact Details:9337741082 (PMU,BMC)

By Order of Commissioner, BMC

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. **48008**_Dt. **22/11/24**

Copy submitted to PA to Hon'ble Mayor/PA to Commissioner for kind information of Hon'ble Mayor and Commissioner BMC.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

SQCN for Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation

Memo No. **48009** Dt. **22/11/24**

Copy to Additional Commissioner-I/ Additional Commissioner-II / Additional Commissioner-III /Chief Finance Officer BMC for kind information of ADC-I, ADC-II,ADC-III & CFO, BMC

Sd/-
Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. **48010** Dt. **22/11/24**

Copy to DC (IT),BMC for information and requested to upload in the BMC website

Sd/-
Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. **48011** Dt. **22/11/24**

Copy to Office Notice Board for wide Publication

Sd/-
Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

SHORT QUOTATION CALL NOTICE

No. **48007/BMC** Dated. **22/11/24**

Sealed Quotations are invited by the Bhubaneswar Municipal Corporation (BMC) from the firms/agencies (the "Bidders") to undertake the work of **Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation**".

Schedule of Event

Sr. No.	Description	Date & Time
1	Issue of Advertisement	22/11/2024 by 6:00 PM
2	Last date and time for submission of proposal	30/11/2024 by 03:00 PM
3	Opening of the Proposal (Technical Bid)	30/11/2024 by 04:00PM
4	Opening of the Financial Bid	30/11/2024 by 04:30 PM

1. Eligibility Criteria:

- a) The bidder should be a legal entity such as Company/ Proprietorship Firm/ Partnership Firm/ Original Equipment Manufacturer (OEM)//Authorized Dealer/ Private Limited Company/Limited Company Authorized Business Partner registered under relevant act(s)/ rules in India. (with valid registration documents.).
- b) The Supplier must have a valid GST & PAN.
- c) The bidder must have experience in supplying similar or higher-rated work **to any Central or State Government bodies/Urban Local Bodies (ULBs)/municipalities/private companies/private organizations/institutions/Public Sector Undertakings (PSUs)/ large organizations in last five years.**
- d) The bidder should provide details of at **least (2) two similar contracts executed in the past (5) five years**, with a total work value **exceeding Rs.30,000/- (Thirty Thousand only)**. (combined value of all works executed). The details should include client names, contract values, and supporting documents such as bills, purchase orders, payment orders, work order, completion certificate or any other relevant documents.
- e) Bidder must not have been barred or blacklisted by the Central Government, any state government, or any of its organisations from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date (In Bidder's letter Head).
- f) Conditional proposals submitted by the bidder shall stand cancelled.
- g) If the tender is not submitted in the proper format, the bid of the concerned bidder shall be outright rejected.

2. Terms & Conditions:

The selected agency will be responsible for supplying A4 & A3 Paper to the office of Bhubaneswar Municipal Corporation (BMC) - ICOMC Tower, Unit-IX, in front of Satya Nagar Kali Temple, Janpath, Bhubaneswar - 751022, Odisha, India.

SQCN for Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation

a) **Quality Standards:**

The air conditioners supplied must meet the following quality standards:

- The supplied paper must meet BIS (Bureau of Indian Standards) quality certifications.
- Paper must be of high opacity, smooth finish, and uniform thickness.
- Free from any manufacturing defects like curling, uneven cutting, or misaligned edges.

b) **Technical Specifications:** As per mentioned in this Document.

c) **Warranty Requirement:** The selected agency must ensure that the paper remains in good condition without discoloration, deterioration, or significant quality degradation for a period of 4 months from the date of supply.

d) **Logistics and Delivery:** The supplier is expected to deliver the required quantity of A4 Papers to BMC **within 48 hours after** the issuance of the work order. The agency is responsible for making the necessary transportation arrangements at its own cost, as BMC will not cover any transportation expenses. BMC reserves the right to place orders as per its requirements, without any minimum or maximum quantity obligation.

e) The rate quoted by the bidder shall be valid for the period of 01 (one) year. During the validity period, Bhubaneswar Municipal Corporation (BMC) reserves the right to place orders as per its requirements and for the quantity it deems necessary. BMC is not obligated to procure all the items listed in **Annexure-III** and reserves the right to exclude any item(s) from procurement without assigning any reason. The selected agency shall not be entitled to make any claims or raise disputes regarding the non-procurement of any specific item(s) mentioned in **Annexure-III** or the quantity of items ordered by BMC.

f) The bidder must submit a performance security amounting Rs.10,000/- on selection. The same shall be returned after assignment duration without any interest.

g) **Penalty:** Failure to deliver within the stipulated timeline or to meet the required specifications will result in penalties as per BMC's procurement policies.

h) **Technical Specification**

SI.No	Item Description	Technical Specification	Brand Name	Quantity
1.	A4 Paper (GSM-70)	<ul style="list-style-type: none">• Size: A4 (210mm x 297mm)• Weight: 70 GSM• Sheets per Ream: 500	Bilt Matrix/Trident /Paperkraft/ Double A/JK Paper	300 Packets (1 ream consisting of 500 sheets)
2.	A4 Paper (GSM-75)	<ul style="list-style-type: none">• Size: A4 (210mm x 297mm)• Weight: 75 GSM• Sheets per Ream: 500	Bilt Matrix/Trident /Paperkraft/ Double A/JK Paper	300 Packets (1 ream consisting of 500 sheets)
3.	Bond Paper (GSM-90)	<ul style="list-style-type: none">• Size: A4 (210mm x 297mm)• Weight: 90 GSM• Sheets per Ream: 500	Bilt Matrix/Trident /Paperkraft/ Double A/JK Paper	100 Packets (1 ream consisting of 500 sheets)
4.	Bond Paper (GSM-100)	<ul style="list-style-type: none">• Size: A4 (210mm x 297mm)• Weight: 100 GSM• Sheets per Ream: 500	Bilt Matrix/Trident /Paperkraft/	100 Packets (1 ream consisting of 500 sheets)

			Double A/JK Paper	
5.	A3 Paper (GSM-70)	<ul style="list-style-type: none"> • Size: A3 (297mm x 420mm) • Weight: 70 GSM • Sheets per Ream: 500 	Bilt Matrix/Trident /Paperkraft/ Double A/JK Paper	300 Packets (1 ream consisting of 500 sheets)
6.	A3 Paper (GSM-75)	<ul style="list-style-type: none"> • Size: A3 (297mm x 420mm) • Weight: 75 GSM • Sheets per Ream: 500 	Bilt Matrix/Trident /Paperkraft/ Double A/JK Paper	300 Packets (1 ream consisting of 500 sheets)

3. Documents to be provided by the bidder:

- The bidder must submit the documents in accordance with the eligibility criteria (Clause 1).
- The bidder should provide details of at least (2) two similar contracts executed in the past (5) five years, with a total work value exceeding Rs.30,000/- (Thirty Thousand) (combined value of all works executed). The details should include client names, contract values, and supporting documents such as bills, purchase orders, Gem Purchase Order , payment orders, work order, completion certificate or any other relevant documents.
- Bidder information document in Annexure-I.
- Undertaking for Non-Blacklisting Annexure-II (In Bidder's letter head).
- Financial Proposal in Annexure-III (separately sealed).
- Valid GST Registration Certificate.
- Valid PAN details.

4. Submission of Bids:

- "The Tender Document is available for download on the website <https://www.bmc.gov.in>. The cost of the tender paper is **Rs. 2,360/- (Rupees Two Thousand Three Hundred Sixty)**, which is non-refundable. Payment should be made in the form of a Demand Draft in favor of the Commissioner, Bhubaneswar Municipal Corporation, payable at Bhubaneswar, issued by any Nationalized / Scheduled Bank.
- The proposal should be submitted in three parts viz. "Tender Document Cost", "Technical Bid" and "Financial Bid" in the enclosed proforma. All the three envelopes containing the Tender Document Cost (Envelope 1), Technical Bid (Envelope 2) and Financial Bid (Envelope.3) should be sealed and marked separately and be put together in an outer envelope, which shall be sealed. The outer envelope shall bear given identification: Tender Call Notice No., Name of Tender Call Notice, Deadline for submission (Bid due date), Name and address of the bidder.**
- Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.
- The submission of bid is in hard copy form and the last date and time for submission of bid (**Bid Due Date**) is **30/11/2024 up to 3:00 PM** at the below mentioned address of BMC, Bhubaneswar, through **Registered Post /Speed Post or Courier Service only (No drop box facility & hand delivery is available, and submissions via FAX or email will not be considered)**. Bids received after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

**Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation (BMC),
ICOMC Tower, Unit-9, Janpath,
Bhubaneswar- 751022, Odisha,**

- e) The Technical Bids will be opened on **30/11/2024 at 04:00 PM** in the 4th Floor Conference Hall of Bhubaneswar Municipal Corporation (BMC). The Financial Bids of technically qualified bidders will be opened on the same day at **04:30 PM**.
- f) All representatives of bidders must be present at the time of the Technical Bid opening. They are required to bring catalogues with photos, where the technical specifications of the equipment are mentioned.
- g) The BMC reserves the right to accept or reject any or all bids and to annul the selection process and reject all bids at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.
- h) The mode of selection shall be least cost method. The technical qualified bidder quoting the lowest amount in financial proposal (i.e. Annexure-IV) shall be declared as the selected bidder.
- i) BMC also, reserves the right to reject any Proposal if:
 - i. at any time, a material misrepresentation is made or uncovered, or
 - ii. the Agency does not submit in time any information or clarification asked for.

5. Selection Process:

- a) Selection will be based on the evaluation of both the Technical and Financial Bids. Initially, a technical evaluation will be conducted through the scrutiny of documents provided by the bidders. If a bidder meets all the criteria outlined in Clause 1, they will be deemed eligible for the financial bid opening. The mode of selection shall be the Least Cost Method. The technically qualified bidder who quotes the lowest amount in the financial proposal (as per Annexure-IV) will be declared the selected bidder.

6. Terms of Payment:

- a) Bills Payment for the Equipment's will be disbursed by the BMC to the selected suppliers upon the satisfactory completion of the delivery process. The payment terms are outlined as follows:
 - b) **Initial Payment (80%):**

80% of the total payment will be released to the L1 bidder after the successful delivery of the specified quantities of equipment's as per the technical specifications outlined in the SQCN. Upon delivery, the Procurement Officer, BMC will ensure the quality and quantity and also certify that the products are in good condition. Once the quality and quantity is confirmed to be satisfactory, then the payment will be released.
 - c) **Final Payment(20%):**

The final 20% payment will be made after BMC confirms satisfaction with the quality and quantity of the products for a period of 4 months following delivery. During this period, if any defects or issues arise, it could impact the release of this final payment.
 - d) In the event of any non-compliance or failure to meet the specified standards, the corresponding 20% may be subject to deduction or retained until satisfactory rectification.

- e) If the quality and quantity of the supplied products do not meet the specifications outlined in the SQCN, the selected supplier will be blacklisted by Bhubaneswar Municipal Corporation (BMC). In such a case, BMC reserves the right to award the contract to the next lowest bidder (L2) without any further notice to the original supplier.
- f) TDS will be charged as per Income Tax rule.

Sd/-
Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Annexure-I

Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	Name of the Agency	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: Demand Draft No. : Date: Name of the Bank:	

7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the Tender Call Notice	YES
10	Willing to accept all the terms and conditions as specified in the Tender Call Notice	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

SQCN for Selection of an Agency for the Supply of A4 Paper to Bhubaneswar Municipal Corporation (BMC)

Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation

Annexure-II

Undertaking for Non-Blacklisting
(In Bidder's Letter Head)

I/we, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office/Private Organization or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority and that no debarment/blacklisting subsists as on the Proposal Due Date.

Yours sincerely,

Authorized Signature

[In full and initials]: _____

Name and Designation of the Signatory:

Name of the Bidder and Address

SQCN for Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation

FINANCIAL PROPOSAL SUBMISSION FORM

(Annexure-III)

(On the Letter head of The Bidder)

FROM

(NAME OF THE FIRM)

TO

The Zonal Commissioner (Procurement)

Bhubaneswar Municipal Corporation

ICOMC Tower

Janpath, Unit-9

Bhubaneswar - 751022, Odisha

Subject: " Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation".

Sir,

Being duly authorized to represent and act on behalf of _____

(Name of the Bidder),having reviewed and fully understood all the requirements of the Short Quotation Call Notice issued by BMC vide no._____ dated_____ for "**Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation**", hereby submitting the financial proposal in the prescribed format as given below:

SI.No.	Description of Item	Quantity Required (A)	Cost in Rs./unit (B)	In Rs. (AxB)	Applicable GST in RS	Total Cost In Rs. Inclusive of GST
1	A4 Paper (GSM-70)	300 Nos Packets				
2	A4 Paper (GSM-75)	300 Nos Packets				
3	Bond Paper (GSM-90)	100 Nos Packets				

4	Bond Paper (GSM-100)	100 Nos Packets				
5	A3 Paper (GSM-70)	300 Nos Packets				
6	A3 Paper (GSM-75)	300 Nos Packets				
Total Amount in Rs (Inclusive of GST)						
Applicable GST in.....%						

Note: All equipment and materials must meet the quality standards specified in Clause 2.h

Yours faithfully

Seal & Signature of the Bidder

Full Name of the Bidder

Date: _____

SQCN for Selection of an Agency for annual contract for Supply of A4 & A3 Paper to Bhubaneswar Municipal Corporation