



**Bhubaneswar Municipal Corporation**  
**QUOTATION CALL NOTICE**

No. 54874 Dated: 03-11-25

File No: XXXXX-II-SWMPMU-173/2025

On behalf of the Bhubaneswar Municipal Corporation (BMC), Executive Engineer (Sanitation) invites Sealed Quotations from Manufacturers and Suppliers for **“Supply, Installation and Commissioning of 3 nos. of Porta Cabins with 1 (One) year warranty in Ward no. 6, 23 & 30 of Bhubaneswar Municipal Corporation”**.

The Bidder shall submit the application along with the financial proposal on or before **dt: 15.11.2025 till 3:00 PM** only by speed post/registered post/ courier/ hand delivery **(submissions via FAX and 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 Executive Engineer (Sanitation)

By Order of Commissioner, BMC

  
**Executive Engineer (Sanitation)**  
**Bhubaneswar Municipal Corporation**

Memo No. 54875 Dt: 03-11-25.

Copy submitted to PA to Hon'ble Mayor/PA to Commissioner/CA to Additional Commissioner-III for kind information of Hon'ble Mayor, Commissioner and Additional Commissioner-III BMC.

  
**Executive Engineer (Sanitation)**  
**Bhubaneswar Municipal Corporation**

Memo No. 54876 Dt: 03-11-25.

Copy to Chief Finance Officer BMC/Dy. Commissioner (Sanitation) for kind information.

  
**Executive Engineer (Sanitation)**  
**Bhubaneswar Municipal Corporation**

Memo No. 54877 Dt: 03-11-25.

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

  
**Executive Engineer (Sanitation)**  
**Bhubaneswar Municipal Corporation**

Memo No. 54878 Dt: 03-11-25.

Copy to Office Notice Board of Head Office and All Zone Offices for wide Publication.

  
**Executive Engineer (Sanitation)**  
**Bhubaneswar Municipal Corporation**

## QUOTATION CALL NOTICE

No. 54874 BMC Dated. 03.11.2025

Sealed Quotations are invited by the Bhubaneswar Municipal Corporation (BMC) from the firms/ agencies (the "Bidders") to undertake the work of **"Supply, Installation and Commissioning of 3 nos. of Porta Cabins with 1 (One) year warranty in Ward no. 6, 23 & 30 of Bhubaneswar Municipal Corporation"**.

### Schedule of Event

Sr. No.	Description	Date & Time
1	Publication of Notice in BMC website	04-11-2025
2	Last date and time for submission of proposal	15-11-2025 till 3:00 PM
3	Opening of the Proposal (Technical Bid) at the Conference Hall, 4 <sup>th</sup> Floor, BMC-ICOMC building	15-11-2025 till 4:00 PM
4	Opening of the Financial Bid	To be intimated to eligible bidders

#### 1. Eligibility Criteria/Pre-Qualification Criteria:

Prior to the evaluation of the Qualification Proposals, each Bidder's Eligibility Proposal will be assessed based on the following Eligibility Criteria (**Eligibility Criteria**). Each Bidder is required to provide copies of the following supporting documents/information as part of its Eligibility Proposal failing which the Proposal will be rejected.

SI No.	Description	Supporting Document
1	The Applicant shall be a Proprietorship Firm/ Registered Partnership Firm/ Limited liability/ Partnership or Company registered under the Indian law or an equivalent registered under relevant Acts.	Documentary evidence shall have to be submitted along with the Proposal
2	The Applicant must have a valid PAN and GST registration	Documentary evidence shall have to be submitted along with the Proposal
3	The Applicant should have manufactured and/or supplied, installed, and commissioned at least 2 numbers of porta cabins having minimum dimension 20ft length and 10 ft width in the last five years.  <b>Note Applicable 5 (five) years shall be preceding five financial years from the last date of submission of Bids.</b>	A copy of all work order/Experience certificate/ must be provided. For certificate from any Government Entity, the certification must be done by any officer not below the of Executive Engineer or Deputy Secretary to Government.  For Certificate from any Private entity, the certification must be provided by an

		employee of the client company which has executed the agreement or issued the purchase order.
4	The average turnover of the Applicant in the last 3 (three) financial years (FY 2022- 2023, FY 2023-2024 and 2024-2025) should be at least Rs. <b>50 Lakhs</b> .	Statutory Auditor certificate along with Balance Sheet and Profit & Loss Statement as per (TECH-3)
	Bidder must not have been barred or blacklisted by the Govt, 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.  (Undertaking for non-blacklisting)	Undertaking as per <b>Form (TECH-6)</b> on stamp paper of appropriate value.

**Please note - For the purposes of this Tender, consortium / JV is not allowed.**

- a) Conditional proposals submitted by the Bidder shall stand cancelled.
- b) If the tender is not submitted in the proper format, the Bid of the concerned Bidder shall be outright rejected.

## 2. Terms & Conditions:

- a) The Bidder shall supply and install **3 Nos of Porta Cabins** of size (L 20' x B 10"x H 8'6") as indicated in technical specifications in ward no. 6, 23 and 30 of BMC. The Delivery period shall be maximum 30 days from the date of Work/Purchase Order.
  - i. Any equipment, fittings and accessories which may not be specifically mentioned in the specifications or drawings, but which are usual or necessary for the satisfactory functioning of the equipment (successful operation and functioning of the equipment being Agency's responsibility) shall be provided by Agency;
  - ii. The Agency shall follow the best modern practices in the manufacture of high-grade equipment notwithstanding any omission in the specifications. The true intent and meaning of these documents are that Agency shall in all respects, design, engineer, manufacture and supply the equipment in a thorough workmanlike manner and supply the same in prescribed time to the entire satisfaction of BMC.
  - iii. The Goods / Equipment supplied under the PO / Agreement shall conform to the standards mentioned in the Tender Document, or such other standards which ensure equal or higher quality, and when no applicable standard is mentioned, to the authoritative standard appropriate to the Good's / equipment's country of origin and such standards shall be the latest issued by the concerned institution
  - iv. All dimensions and weight should be in metric system.
  - v. All equipment to be supplied and work to be carried out under the PO / Agreement shall conform to and comply with the provisions of relevant regulations/Acts (State Government or Central Government) as may be applicable to the type of equipment/work carried out and necessary certificates shall be furnished.
- b) **Obligation of BMC:**
  - i. BMC shall provide levelled land at site on free of cost and free power supply and water supply at site, during the installation period.
  - ii. BMC shall also provide the exact installation sites for Porta Cabins to the agency.

c) Technical Specifications (Fabrication):

Sl. No.	Components	Descriptions
1.	Bottom Frame	Bottom Outer Beams: Tubular section of 72X72 mm, min thickness 3.2mm
2.	Bottom Inner Frame	<b>Bottom Inner Beams:</b> Tubular section of 72X72 mm, min thickness 3.2mm; <b>Cross beams:</b> Tubular section of 72X72 mm, min thickness 3.2mm
3.	Main frame:	Tubular section of 72X72 mm, min thickness 3.2mm
4.	Top Outer Beam:	Tubular section of 72X72 mm, min thickness 3.2mm
5.	Top Inner Beams:	Tubular section of 60X40 mm, min thickness 2.6mm
6.	Supporting frames:	Tubular section of 50X25 mm, min thickness 2.2mm
7.	Wall Exterior	Min. 1.2mm thick CR Sheet make- Tata, corrugated profile (corrugation pitch: 290mm, corrugation depth: 30mm, corrugation slope: 71.6mm), duly welded on main frames by MIG welding, having 30 microns of primer coating along with 30microns of Enamel paint coating as per RAL standard colour code (Make- Berger or Asian Paints or Nerolac equivalent)
8.	Internal Wall and Ceiling	9 mm MDF board cladded over the supporting members using 25X4.2mm self-drilling screws. Joints are covered using self-adhesive trims of similar colour or aluminium trims screwed on the MDF panels (Normal or Fluted). (On both face)
9.	Ceiling Panel Exterior	Self-draining type roof shall be made of 1.2mm CR Sheet duly welded by MIG Welding having slope of 0.33:10, coated with 30microns of primer and 30 microns of enamel painting
10.	Insulation	50mm thick rockwool insulation of 48kg/m <sup>3</sup> provided between the outer layer and internal cladding
11.	Bottom Flooring	18mm FCB board fixed on bottom frame + 2mm thick vinyl flooring
12.	Aluminium Sliding Windows	Double shutter sliding aluminium powder coated windows of thickness 1.2mm with 4mm thick glass for all windows, safety grills from outside & canopy on the top of windows.
13.	Main Door	the door shall be of external opening type made out of the same material as wall panels& canopy above the door. frame work by tubular pipe of 25x25 & the door interior shall be finished with same material matching with that of the cabin interior with foam insulations. door with standard lock and drop handle.
14.	Insulation	50mm thick glass wool density of 64 kg/m <sup>3</sup> with insulation for top & 25 side walls, to avoid heat.
15.	Hooks	Specially formed hooks for easy lift & shift.
16.	Outer design	The outer in front side should provide a façade of 6ft height and 4ft width for display of Advertisement by BMC.

d) **Technical Specifications (Fabrication):**

Sl. No.	Components	Descriptions	Quantity
1.	MS Main Door with L-Drop Handle	6.5'x3'	1
2.	Aluminium Sliding Window with Safety Grills	3'x3'	3
3.	Electrical Fittings		1
4.	Main Board Make of Anchor	-	1
5.	Bulk Head Door Light		4
6.	Switch and Socket Make of Anchor	6Amp	4
7.	Lifting Hooks	-	1
8.	A/C Provision with Switch & Socket Make of Anchor	16Amp	1
9.	Water Purifier Point	16Amp	2
10.	MCB 32 Amps Make of Anchor	32 Amp	1
11.	Stand for Solar Panel	-	1

e) **Technical Specification of Electrical items.**

i. **Electrical wiring: -**

- a. Internal electrical wiring shall be made with 32mm Dia rigid PVC pipe with separate power and light circuit with modular switch /socket
- b. For light/ fan point – 1.5sq mm. copper wire of Finolex/ L&T/Havells make
- c. For A.C. point and power point – 4sq mm. copper wire of Finolex/ L&T/Havell makes with 32 AMP modular DP switch control.

ii. **Lightning arrester and earth pit for earthing: -**

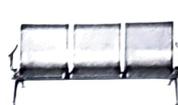
- a. The earth pit shall be of plate type earthing with dimension of copper plate (60 cm x 60 cm x 3.18 mm) along with earth pit chamber. Earthing system shall be installed as per the relevant IS standard.
- b. Number of earth pits: 06 Nos. Lighting arrester- 04 Nos. Neutral of BDB – 01 No.
- c. Lightning arrester earth pit shall be separated in such that during surge dissipation, there shall not be any effect on other equipment's.
- d. Earth value of each pit shall be less than 3 ohms and in group interconnected, value shall be less than 1 ohms.

iii. **Air terminal lightning arrester:**

- a. The suitable lightning arrester shall be fixed on the top of porta cabin and mounted securely with insulators. The air terminal shall be connected to earth pit directly with High voltage shielded cable to avoid accidental touching of persons.

f) **Furniture and Fixtures to be installed within the cabin:**

SI No.	Furniture	Qty	Remarks	Picture
1	"LED BATTEN LIGHT FIXT ELITE PRIDE PLUS 20 W 6500 K Cool Daylight (CDL)"	3 No's	Havells or Equivalent	
2	Bulkhead (HEXAFT10WLED857SSYMBOL or equivalent Wipro, Crompton)	1 No	Havells or Equivalent	

3	Havells Ciera 300mm Cabin Fan (Ivory)	2 No's	Havells or Equivalent	
4	ELANO 2-SEATER VISITOR CHAIR Manufactured by Prime quality CRCA perforated Mild steel sheets with combination of Mild Steel Powder Coated & Chrome Plated Mild Steel. Arms & Legs made of Chrome Plated. 1220L X 680D X 780H	3 No's	Nilkamal or Equivalent	
5	"ITALIA 3-SEATER VISITOR CHAIR Manufactured by Prime quality of CRCA perforated Mild steel sheets with combination of Mild Steel Powder Coated & Chrome Plated Mild Steel. Arms & Legs made of Chrome Plated. 1740L X 660D X 770H"	2 No's	Nilkamal or Equivalent	
6	Wash basin wall mounted	As per layout	Parryware or Equivalent	
7	Water Tank – 200 Ltr	As per layout		

**g) Extra Items:**

- Any item not included in above but required during execution shall be treated as **extra items**.
- Payment for such items shall be made as per departmental data rates or as approved by BMC, depending on the nature of work.
- All extra works shall require prior written approval of the Engineer-in-Charge.

**h) Disposal of Waste:**

The agency shall be responsible for safe collection, transport, and disposal of construction waste as per prevailing rules and regulations, at approved disposal sites.

**i) Restoration of Site:**

All areas disturbed during execution shall be **restored to their original condition**, including roads, footpaths, compound walls, parking areas, and adjoining properties, using new materials of equivalent or better quality.

**j) Supply & Installation of the unit:**

**i. Site Visit:**

- Bidders must inspect the site and understand local conditions before Bidding.
- No claims will be entertained later due to lack of knowledge.

**ii. Additional Conditions:**

- All construction materials to be stored at agency's own cost and responsibility
- Mixing of mortar/concrete on roads, pavements, or bare floors is prohibited.

- Drinking water, labour welfare, lighting (for night work), and other facilities to be arranged by the agency.
- No labour camps permitted at site.
- Spillage during transport must be immediately cleaned by the agency.

**iii. Facilities Not Provided by BMC:**

- Transportation of manpower.
- Repair and maintenance during defect liability period.

**iv. Execution Requirements:**

- Work must avoid damage to utilities, roads, structures, and heritage properties.
- Traffic and pedestrian movement must be managed with proper diversions and safety signage.
- Emergency and property access must always be maintained.

**v. Inspection & Testing:**

- BMC or its authorized representative shall have the right to inspect and/or to test the Goods / Equipment to confirm their conformity to the PO / Agreement specifications. The Special Conditions of Contract shall specify what inspections and tests BMC requires and where they are to be conducted. The place where inspections and tests may be conducted shall also be specified.
- Should any inspected or tested Goods / Equipment fail to conform to the specifications, BMC may reject them and the Agency shall either replace the rejected Goods / Equipment or make all alterations necessary to meet Specifications' requirements, free of cost to BMC.
- The Engineer-in-charge shall follow the progress of the manufacture of the Goods / Equipment under the PO / Agreement to ensure that the requirements outlined in the PO / Agreement are not being deviated with respect to schedule and quality.
- Agency shall allow the Engineer-in-charge to visit, during working hours, the workshops relevant for execution of the PO / Agreement during the entire period of PO / Agreement validity.
- Agency shall place at the disposal of the Engineer-in-charge, free of charge, all tools, instruments, and other apparatus necessary for the inspection and/or testing of the Goods / Equipment. The Engineer-in-charge is entitled to prohibit the use and dispatch of Goods/ Equipment and/or materials which have failed to comply with the characteristics required for the Goods / Equipment during tests and inspections.
- Agency shall advise in writing of any delay in the inspection program at the earliest, describing in detail the reasons for delay and the proposed corrective action.
- Any and all expenses incurred in connection with tests, preparation of reports and analysis made by qualified laboratories, necessary technical documents, testing documents and drawings shall be at Agency's cost. The technical documents shall include the reference and numbers of the standards used in the construction and, wherever deemed practical by the Engineer-in-charge, copy of such standards.
- Nothing contained in the clause shall in any way release the Agency from any warranty or other obligations under this PO / Agreement.
- Arrangements for all inspections required by Indian Statutory Authorities and as specified in technical specifications shall be made by Agency.
- Inspection & Rejection of Goods / Equipment / Materials by consignees
- When materials are rejected by the consignee, the Agency shall be intimated with the details of such rejected materials, as well as the reasons for their rejection, also giving

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location where such materials are lying at the risk and cost of the Agency. The Agency will be called upon either to remove the materials or to give instructions as to their disposal, within 14 days of notice, failing which the consignee will either return the materials to the Agency freight to pay or otherwise dispose them off at the Agency's risk and cost. BMC shall in no way be responsible for any deterioration or damage to the Goods / Equipment under any circumstances whatsoever

- Preliminary inspection at Agency's works by Engineer-in-charge shall not prejudice BMC's claim for rejection of the Goods / Equipment on final inspection at Site or claims under warranty Provisions

k) **Delay & Penalties:**

Failure to deliver the materials and complete installation within the stipulated timeline or to meet the required specifications shall attract penalties as per BMC's procurement policies.

In case of delay, a penalty of **0.5% of the total contract value per week of delay**, subject to a **maximum of 10%**, shall be levied. Continued failure beyond this limit shall entitle BMC to **cancel the order, forfeit the Performance Security, and debar the Agency** from participating in future tenders of BMC, without prejudice to any other legal remedies available.

- Delay Liquidated Damages: 0.5% of contract value per week, maximum 10%.
- BMC may cancel contract and recover costs beyond this limit.

l) **Defect Liability & Warranty:**

- Agency shall provide Warranty for a period of 12 months from the date of successful installation of Porta cabins against each order.
- The warranty shall cover all major & minor parts of the porta cabin and any replacement or repair required within the warranty period shall be made good by the supplier at free of cost at site.
- Replacement under warranty clause shall be made by the Bidder free of charges on site including freight, insurance, and other incidental charges.
- During the warranty period, if there are damages to the Porta Cabins due to reasons not attributable to the selected agency, then the cost of repair/replacement on account of such reason shall be borne by BMC.

m) **Force Majeure:**

"Force Majeure Event" means any event or circumstances or combination of events or circumstances which:

- a. Are beyond the reasonable control of the Party affected by such event (the Affected Party); and cannot by exercise of reasonable diligence, reasonable precautions and reasonable alternative measures (where sufficient time to adopt such precautions or alternative measures before the occurrence of such event or circumstances is available), be prevented or caused to be prevented;
- b. Materially and adversely affects such Party's performance of its duties or obligations or enjoyment of its rights under this PO / Agreement.
- c. As soon as practicable and in any case within 7 (seven) days from the date of occurrence of a Force Majeure Event or the date of knowledge thereof, the Affected Party shall notify the other Party of the same, setting out the details of the force Majeure Event.
- d. If the Affected Party is rendered wholly or partially incapable of performing any of its obligations under this PO / Agreement because of a Force Majeure Event, it shall be excused from performance of such obligations to the extent it is unable to perform the same on account of such Force Majeure Event.

- e. If a Force Majeure Event described above, in the reasonable judgment of the Parties, is likely to continue beyond a period of 6 (six) months or any other period as stipulated in the Bid document, the parties may mutually decide to terminate the PO /Agreement or continue the PO / Agreement on mutually agreed revised terms.

n) **Transportation of Material:**

The selected Agency shall be responsible for the **supply and installation of the required quantity of materials** at the designated locations provided by BMC. The Agency shall make all necessary **transportation arrangements at its own cost**, as BMC will not bear any transportation expenses. BMC reserves the right to place orders **as per its requirement**, and shall not be bound by any minimum or maximum quantity obligation. Bhubaneswar Municipal Corporation (BMC) is not obligated to procure all items mentioned in the BOQ and reserves the right to add or subtract quantities as per its requirements. The technical specifications and quantities are subject to modification at BMC's discretion, and no claims shall be entertained by the Bidders in this regard.

o) **Validity of Bid:**

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 **TECH-7** 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 **TECH-7** or the quantity of items ordered by BMC.

p) **Repeat order:**

A Repeat order against this order may be placed at the same per unit cost and terms and conditions as per the original order.

q) **Execution of Agreement:**

The selected agency shall enter into a rate contract with Bhubaneswar Municipal Corporation (BMC) for a period of one year.

r) **Submission of Performance Security:**

The selected Bidder shall submit a Performance Security equivalent to **5% of the total contract value** upon selection. The Performance Security shall be retained for the entire duration of the assignment and will be refunded **without any interest** upon successful completion of the assignment. The Performance Security shall be submitted in the form of a Bank Guarantee from a Scheduled Commercial Bank duly addressed to "Commissioner, Bhubaneswar Municipal Corporation". The Performance Security

3. **Legal Jurisdiction:** All disputes arising out of this tender shall be subject to the jurisdiction of Bhubaneswar courts only.

4. **Submission of Price Offer:**

The Financial Bid shall be prepared by the Agency strictly on the basis of the **Technical Specifications and Reference Drawings** provided in this tender document. BMC shall not issue a detailed **Bill of Quantities (BoQ)**. The Agency is required to quote a **comprehensive unit price** that shall be deemed to include the cost of all activities, materials, labour, tools, machinery, foundation work, fabrication, transportation, installation, testing, and all incidental

items necessary for successful completion of the work, as specified under various clauses of this tender. No additional claim whatsoever shall be entertained by BMC on account of any omission in the BoQ, as the quoted unit price shall be treated as **all-inclusive and binding**.

#### 5. Documents to be provided by the Bidder:

- a) The Bidder must submit the documents in accordance with the eligibility criteria (Clause 1).
- b) Covering Letter (TECH-1)
- c) Bidder's Organization (General Detail) (TECH-2)
- d) Bidder Organization (Financial Details) (TECH-3)
- e) Power of Attorney (On stamp Paper) (TECH-4)
- f) Bidders Past Experience (TECH-5)
- g) Undertaking for Non-Blacklisting on Stamp Paper (Tech-6)
- h) Financial Bid (TECH-7)
- i) EMD & DD
- j) Certificate of Incorporation, Copy of PAN & GST Registration
- k) QCN/Tender Document duly signed by Bidder's Authorized Signatory.

(Failure to submit any required document as per the prescribed list, submission of documents in an incorrect format, or any deviation from the stipulated requirements **shall result in technical disqualification** of the Bidder. The procuring authority reserves the **absolute right** to reject such Bids at its sole discretion.)

#### 6. Submission of Bids:

- a) "The Tender Document is available for download on the website <https://www.bmc.gov.in>. The cost of the tender paper is **Rs. 4,000/- (Rupees Four thousand only)**, 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.
- b) Earnest Money Deposit (EMD): Bidders are required to submit an Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten thousand only)** in the form of Demand Draft (DD) / Bank Guarantee (BG) drawn in favour of "**Commissioner, Bhubaneswar Municipal Corporation**", payable at Bhubaneswar, issued from any Nationalized / Scheduled Bank and countersigned by its local branch at Bhubaneswar. The EMD of unsuccessful Bidders will be returned without interest after completion and finalization of the tender process. The EMD of the successful Bidder shall be retained until submission of the Performance Security and execution of the agreement.
- c) **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.**

Part-A:Technical proposal for

“SUPPLY, INSTALLATION AND COMMISSIONING OF 2 NOS. OF PORTA CABINS WITH 1 (ONE) YEAR WARRANTY IN WARD NO. 6, 23 & 30 OF BHUBANESWAR MUNICIPAL CORPORATION”.

## Part-B:

Financial proposal for

“SUPPLY, INSTALLATION AND COMMISSIONING OF 2 NOS. OF PORTA CABINS WITH 1 (ONE) YEAR WARRANTY IN WARD NO. 6, 23 & 30 OF BHUBANESWAR MUNICIPAL CORPORATION”.

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for

“SUPPLY, INSTALLATION AND COMMISSIONING OF 2 NOS. OF PORTA CABINS WITH 1 (ONE) YEAR WARRANTY IN WARD NO. 6, 23 & 30 OF BHUBANESWAR MUNICIPAL CORPORATION”.

- d) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.
- e) The submission of Bid is in hard copy form and the last date and time for submission of Bid (**Bid Due Date**) is up to **3:00 PM on 15-11-2025** at the below mentioned address of BMC, Bhubaneswar, through **Registered Post /Speed Post or Courier Service only (No drop box facility & hand delivery is not 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.

**Executive Engineer (Sanitation)**  
**Bhubaneswar Municipal Corporation**  
**(BMC), ICOMC Tower, Unit-9, Janpath,**  
**Bhubaneswar- 751022, Odisha,**

**Note:**

- a. If the outer envelope is not sealed and marked as mentioned above, then BMC will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.
- b. Bids shall be submitted through registered post or courier service at the address mentioned above. BMC shall not take any cognizance and shall not be responsible for delay/loss in transit or non-submission of the Bid in time.

***Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be signed by the authorized representative of the Bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the Bidder. Any conditional Bids will be rejected.***

f) Opening of the proposal:

- Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
- Opening of Proposals will be done in the presence of Bidders whoever wants to attend for technical proposals received through Courier/ registered post/ speed post.
- The Financial Proposal will be opened for the shortlisted applicants who qualify for financial opening as per QCN condition. The date of opening of Financial Proposal will be notified later.

g) Evaluation of Proposal:

A two-step evaluation process will be conducted as explained below for evaluation of the proposals:

Preliminary Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposal comply with the prescribed eligibility condition (pre-qualification criteria as mentioned in Clause 1) and the requisite documents / information have been properly furnished by the Bidder or not.

**\* Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Authority's authority.**

Only those Bidders meeting both the following capability criteria will be "**Technically Qualified**" for the project

**FINANCIAL EVALUATION (2<sup>nd</sup> Stage):** The financial proposals of the Bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) only shall be opened at this stage in the presence of the Bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the Bidder along with the quoted financial price will be announced during the meeting.

Financial Proposal must be strictly using the formats attached in TECH-7 No additional items/ quantities other than that specified in the formats should be proposed by the Agency since the same shall not be considered for the evaluation/award.

The Financial Proposal should clearly identify as a separate amount, the local taxes (including social security), duties, fees, levies and other charges imposed under the applicable law, on the Agency, the sub-Agency, and their personnel (other than nationals or permanent residents of the government's country); unless the Data Sheet specifies otherwise. This cost, however, will not be considered in evaluation. The name of the Bidder along with the quoted financial price will be announced during the meeting.

h) Evaluation Process:

1. The award of work shall be done on **least cost basis (cost-based selection approach)** among the qualifying Bidders, meeting eligibility requirements. The financial Bids of the technically qualified Bidders only shall be opened on the due date of opening.
2. After the preliminary evaluation with regard to the compliances being met and Bidder is found responsive, Authority may or may not notify those Bidders whose proposals were not considered as per conditions of QCN. The Authority shall simultaneously notify qualifying firms indicating the date and time set for opening of the Financial Proposals.
3. The financial Bids of those Bidders meeting the eligibility criteria shall be opened in presence of committee members and the representative of the Bidders. The date and time of opening of financial Bid shall be intimated through mail to the Bidders.
4. The name of the Agency and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.
5. The Evaluation Committee will determine whether the submitted Financial Proposals are complete (i.e. whether they have included cost of all items of the corresponding

- proposals; if not, then the cost towards such missing items will be considered as NIL, but the Bidder shall, however, be required to carry out such obligations without any additional compensation. In case under such circumstances, if Authority feels that the work cannot be carried out within the overall cost as per the submitted financial proposal, such proposals shall be considered non-responsive.
6. The Evaluation Committee shall determine if the financial proposal is complete and without computational errors.
  7. 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.
  8. 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
  9. In the event that the L1 Bidder (lowest quoted Bidder) fails to accept the work order, refuses to execute the contract, or is found non-responsive or non-compliant for any reason whatsoever, the Bhubaneswar Municipal Corporation (BMC) reserves the absolute right, at its sole discretion, to initiate negotiations with the L2 Bidder (second lowest quoted Bidder) for undertaking the supply of items at the L1 rate. If the L2 Bidder is willing to match the L1 price and is found eligible in all respects (both technically and financially), the work may be awarded to the L2 Bidder, subject to the approval of the Competent Authority. This provision shall become operative only upon written refusal, failure to respond, or default by the L1 Bidder, and shall not confer any inherent or automatic rights upon the L2 Bidder to claim award of contract. BMC further reserves the right to take appropriate action against the defaulting L1 Bidder, including forfeiture of EMD/PBG, blacklisting, or legal proceedings, as deemed necessary
  10. The Agency shall quote a comprehensive unit price, which shall be deemed to include the cost of all activities, materials, labour, tools, machinery, foundation work, fabrication, transportation, installation, testing, and all incidental items necessary for the successful completion of the work, as specified under various clauses of this tender.  
No additional claim whatsoever shall be entertained by BMC on account of any omission in the BoQ, as the quoted unit price shall be treated as **all-inclusive and binding**. The evaluation of Bids will be carried out on the basis of the quoted comprehensive unit price, and if the Agency is found to be the **L1 Bidder**, the work may be awarded accordingly.

## 7. Terms of Payment:

- a) The payment to the selected Agency shall be made by the Bhubaneswar Municipal Corporation (BMC) only **after verification, measurement, and certification by the concerned Engineer of BMC**, confirming that the work has been executed at site as per the technical specifications and requirements stipulated in the SQCN for "Selection of Agency for Supply and Installation of Signage at Trolley Points in Various Locations under Bhubaneswar Municipal Corporation (BMC)".
- b) Bills Payment for the Signage 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:

- c) **Initial Payment (90%):**  
90% of the total contract value shall be released after successful supply, installation, and site verification of the Porta Cabin at the designated locations. The concerned Engineer of BMC shall measure and certify the satisfactory completion of works before release of payment.
- d) **Interim Payment (5%):**  
Out of the balance amount for payment, 5% shall be released after completion of 6 months.
- e) **Final Payment (5%):**  
The balance 5% shall be released after completion of warranty period Payment shall be released after completion of warranty period or on submission of BG of equivalent amount. This payment can be made against BG along with the payment of SI. No d above.
- f) **Deduction/Retention:**  
In the event of any non-compliance, deviation, or defects in the quality, specification, or performance of the supplied and installed signage, the corresponding payment shall be withheld until satisfactory rectification.
- g) **Blacklisting & Award to Next Bidder:**  
If the Agency fails to meet the required quality, specifications, or terms of the SQCN even after rectification opportunity, the Agency shall be liable for **blacklisting by BMC**. In such circumstances, BMC reserves the right to cancel the award and entrust the work to the **next lowest Bidder (L2)** without further notice to the original supplier.
- h) TDS will be charged as per Income Tax rule.

  
**Executive Engineer (Sanitation)**  
**Bhubaneswar Municipal Corporation**

TECH -1  
**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**  
[Location, Date]

To,

**The Executive Engineer (Sanitation)**  
**Bhubaneswar Municipal Corporation**  
**ICOMC Tower, Janpath, Unit-9**  
**Bhubaneswar - 751022, Odisha**

**Sub: Selection of Agency for "Supply, Installation and Commissioning of 3 nos. of Porta Cabins with 1 (One) year warranty in Ward no. 6,23 & 30 of Bhubaneswar Municipal Corporation".**

Sir,

1. With reference to your QCN document no. \_\_\_\_\_, dated \_\_\_\_\_, I/We, having examined the terms and condition in this QCN and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Agency for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the execution of the aforesaid Project and maintenance of the Project during the Maintenance Period.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that:
  - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
  - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the QCN document, in respect of any tender or Quotation Call Notice issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

- (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the QCN, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
- (e) the undertakings given by us along with the Application in response to the QCN for the Project were true and correct as on the date of making the Application and are also true and correct as on the Bid Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the QCN document.
9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned Project and the terms and implementation thereof.
13. In the event of i/we were declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft that has been provided to me/us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. The Bid Security & Bid document cost is submitted along with the Bid.
16. The documents accompanying the Technical Bid, as specified in the QCN, have been submitted in separate files.
17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to me or our Bid is not opened or rejected.
18. The Bid Price has been quoted by me after taking into consideration all the terms and conditions stated in the QCN, draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the QCN document.

20. I shall keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the QCN.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this BID under and in accordance with the terms of the QCN document.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

## TECH -2

### Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	<b>Name of the Agency</b>	
2	<b>Address for communication:</b>  Tel: Fax: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the Bid on behalf of the Bidder:</b>  Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b>  Registration No: Date & Year. :	
5	<b>Local office in Odisha</b>  <b>If Yes, Please furnish contact details</b>	<b>Yes / No</b>
6	<b>Document Fee &amp; EMD Details</b>  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	<b>YES</b>
10	<b>Willing to accept all the terms and conditions as specified in the Tender Call Notice</b>	<b>YES</b>

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

TECH -3  
**Bidder Organization (Financial Details)**

Financial Information in INR				
Details	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Average
Average Annual Turnover (in Crore).				

**Supporting Documents:**

Audited certified financial statements for the last **Three FYs (preceding the financial year in which the proposal is due)** (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).

***Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the Bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.***

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***Signature and Seal of the Company Auditor with Date in original***

**Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_**

**Communication Address of the Bidder: \_\_\_\_\_**

**[NB: No Scanned Signature will be entertained]**

TECH -4  
**FORMAT FOR POWER OF ATTORNEY**  
**(On Stamp Paper)**

Know all men by these presents, We ..... [name of the company/firm/trust/organization/agency and address of the registered office] do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name), .....and presently residing at ....., who is presently employed with us, as our true and lawful attorney (hereinafter referred to as the **Attorney**) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for providing \_\_\_\_\_ to **BMC**), including but not limited to signing and submission of all Proposal documents and other documents and writings, participate in investor consultations and other conferences and providing information/responses to BMC, representing us in all matters before BMC, signing and execution of all contracts including undertakings consequent to acceptance of our Proposal, and generally dealing with BMC in all matters in connection with or relating to or arising out of our Proposal and/or upon award of the Project to us and/or till the entering into of the service agreement with BMC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For

.....

(Signature, name, designation and address)

Witnesses:

1.

2.

(Notarized)

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

**(BIDDER'S PAST EXPERIENCE DETAILS)**

Details of the similar assignments undertaken / completed during the last Five years:

S. No.	Name of Project	Name of Client with address and contact numbers	Date of Award of Contract	Date of completion of assignment (for both completed and ongoing projects)	Description of project area	Contract Value (in INR)	Description of services provided
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

*Note: Bidders are requested to furnish the list of assignments of similar nature undertaken during the last 5 Years (preceding the Proposal Due Date) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document and Completion Certificate from the previous Clients need to be furnished along with the above information..*

**Undertaking for Non-Blacklisting**

**on Stamp Paper**

***[On the Stamp Paper of appropriate value in shape of a notarized affidavit]***

I/We, [Name of the Bidder], hereby declare and undertake that our organization has not been blacklisted or debarred by Bhubaneswar Municipal Corporation (BMC), any Central or State Government Ministry, Department, Office, or any Public Sector Undertaking (PSU). Furthermore, we confirm that no blacklisting or debarment is in force as of the Proposal Due Date.

If this declaration is found to be false or misleading at any stage, our Bid/proposal shall be liable for **immediate rejection**, and we shall be subject to any further action as deemed appropriate by the procuring authority.

Yours sincerely,

**Authorized Signature**

**[In full and initials]: \_\_\_\_\_**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address**

Dec  
/We

FINANCIAL PROPOSAL SUBMISSION FORM

(Annexure-IV)

(On the Letter head of The Bidder)

FROM

(NAME OF THE FIRM)

TO

The Executive Engineer (Sanitation)  
Bhubaneswar Municipal Corporation  
ICOMC Tower, Janpath, Unit-9  
Bhubaneswar – 751022, Odisha

Sub: **Financial Proposal for Supply, Installation and Commissioning of 3 nos. of Porta Cabins with 1 (One) year warranty in Ward no. 6, 23 & 30 of Bhubaneswar Municipal Corporation.**

Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_ (**Name of the Bidder**), and having reviewed and fully understood all the requirements of the *Short Quotation Call Notice* issued by BMC vide No. \_\_\_\_\_ dated \_\_\_\_\_, I/we hereby submit the financial proposal as under:

Sl.No.	Description of Item	Quantity Required in Nos	Cost in Rs./Unit	Total Price (Excl. GST) (₹)	Applicable GST (Rs.)	Total Cost Inclusive of GST
1	Supply, Installation and Commissioning of 3 nos. of Porta Cabins with 1 (One) year warranty in Ward no. 6 & 30 of Bhubaneswar Municipal Corporation (as per Technical Specification & Scope of Work))	3				

**Grand Total (Including GST): ₹ \_\_\_\_\_ (in figures)**

**Grand Total (Including GST): Rupees \_\_\_\_\_ only (in words).**

**Declaration**

I/We hereby confirm that:

1. The quoted Unit Price is comprehensive and all-inclusive, covering supply, installation, foundation, fabrication, transportation, labour, testing, incidental charges, and all other associated costs as per tender conditions.
2. No additional claim shall be made by us under any circumstances.
3. The quoted prices shall remain firm and binding during the entire contract period.

Yours faithfully

Seal & Signature of the Bidder

Full Name of the Bidder

Date: \_\_\_\_\_