



**OFFICE OF THE DIVISIONAL FOREST OFFICER, ATHMALLIK FOREST DIVISION.  
AT/PO: ATHMALLIK, DIST- ANGUL – 759125**

E-mail: [dfoathmallikt@gmail.com](mailto:dfoathmallikt@gmail.com)

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Letter No: 5248/Date: 21.10.2024

To

Addl. PCCF (IT & GIS),  
O/o the PCCF, Odisha, Bhubaneswar.

Sub: - **Short Tender Notice for Construction of F.G Quarter at Ghodagadi under Madhapur Range, Athmallik Forest Division.**

Sir,

In inviting reference to the subject cited above, it is brought to your kind notice that, a Short Tender will be conducted for Short Tender Notice for **Construction of F.G Quarter at Ghodagadi under Madhapur Range, Athmallik Forest Division**, for which necessary documents have been sent along with this communication for hosting in the website [www.odishaforest.in](http://www.odishaforest.in).

This is for favour of your kind information and necessary action.

Encl: - Tender Notice No. 5251

Date: 21.10.2024

  
Divisional Forest Officer,  
Athmallik Division.

Letter No. 5249/Dt. 21-10-2024.

Copy forwarded to RCCF Angul for information and necessary action.

  
Divisional Forest Officer,  
Athmallik Division.



OFFICE OF THE DIVISIONAL FOREST OFFICER, ATHMALLIK DIVISION,  
AT: ATHMALLIK, ATHMALLIK -759125  
Email: dfoathmallik@gmail.com . 9437004236

Tender Notice No: 5251  
Date: ..21/10/24...

## Short Tender Notice For

**“Construction of Forest Guard Quarter at  
Ghodagadi Beat under Madhapur Range of  
Athmallik Forest Division”**

  
Divisional Forest Officer  
Athmallik Forest Division

SL NO.	PARTICULARS	DATE & TIME / DETAILS	LOCATION / DETAILS
1	RFP No. & Date	Tender Notice No. <u>5251</u>	Dated 21.10.2024
2	Commencement of Download of RFP Document	Dt.24.10.2024 11:00AM ONWARDS	<a href="http://www.odishaforest.in">www.odishaforest.in</a>
3	Last date of Bid Submission (By messenger / Courier / Post)	Dt.08.11.2024 (Up to 01:00 PM)	Office of the Divisional Forest Officer, Athmallik Division, At-Athmallik, Angul-759125
4	Date of General and Technical and financial Bid Opening	Dt 08.11.2024 (04:00 PM)	Office of the Divisional Forest Officer, Athmallik Division, At-Athmallik, Angul-759125
5	Contact Address for Queries	Office of the Divisional Forest Officer, Athmallik Division, At-Athmallik, Angul-759125. Email: <a href="mailto:dfoathmallikt@gmail.com">dfoathmallikt@gmail.com</a>	
6	Address of Bid Submission	Office of the Divisional Forest Officer, Athmallik Division, At-Athmallik, Angul-759125	
7	RFP Document Cost (Non-refundable)	₹ 6,000/- (Rupees Six Thousand only) for each work	By Demand Draft issued by a nationalized or Scheduled bank in favour of "The Divisional Forest Officer, Athmallik Division, "Payable at Athmallik
8	EMD (Refundable, but non-interest bearing)	₹ 20,000/- (Rupees Twenty Thousand only) for each work	By Demand Draft issued by a nationalized or Scheduled bank in favour of "The Divisional Forest Officer, Athmallik Division, "Payable at Athmallik
9	Bid validity period	3 Months from the last date of submission of Bids.	
10	Latest Tender document and addendum/ corrigendum, if any, will be published at the websites <a href="http://www.odishaforest.in">www.odishaforest.in</a>		
11	Disclaimer: Notwithstanding anything else contained to the contrary in this tender document, DFO Athmallik reserves the right to cancel / withdraw / modify fully or partially the "Invitation of Bids" or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.		
12	In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.		
13	The Tender Inviting authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communication link or conditions of force majeure.		
14	The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.		

  
 Divisional Forest Officer  
 Athmallik Division



## Section - I

### (Invitation for Bids)

#### 1.1 Objective

The Divisional Forest Officer, Athmallik Forest Division invites bids from registered PWD Contractors for “**Construction of F.G Quarter at Ghodagadi Beat under Madhapur Range, Athmallik Forest Division**”

#### 1.2 About the bid documents

The tender document comprises of the following Sections:

Section – I	Invitation for Bids
Section – II	Eligibility Criteria
Section – III	Scope of Work
Section – IV	Instruction to Bidders
Section – V	General Terms & Conditions
Section – VI	Annexures

#### 1.3 Schedule of the Tender process

- A. The tender will have 2 (Two) parts –Technical Bid and Financial Bid.
- B. The tender document including addendum/corrigendum, if any, will be available at websites –[www.odishaforest.in](http://www.odishaforest.in)
- C. Bidders may download the tender document from website and the tender document cost may be submitted along with the technical bid documents.
- D. The tender document, after duly filled in, should be submitted to the Divisional Forest Officer, Athmallik Forest Division on or before the due date and time.

**Section - II**  
**(Eligibility criteria)**

The Bidder must satisfy all of the following General and Technical Eligibility Criteria to participate in this Tender:

**1. General Eligibility Criteria (Necessary support documents are to be enclosed):**

- A. Each Technical Bid Must Contain the Requisite Tender Document Cost of Rs. 6000/- and EMD of Rs. 20,000/- (Rupees Twenty Thousand Only) as per the advised mode in the tender document.
- B. The bidder should be a Registered Company in the business of construction, and Earthwork. Necessary Certificates are to be enclosed.
- C. The bidder must have been registered with GST and must furnish the GST Registration certificate, GST Clearance certificate, PAN of the Firm.

**2. Technical Eligibility Criteria:**

- A. The bidder shall submit a self Declaration as mentioned in the Annexure-1.

### **Section - III**

#### **Scope of Work/ Bill of Quantities (BoQ)**

**Table-1:**

<b>Item</b>	<b>Quantity (Nos.)</b>
Construction of Forest Guard Quarter at Ghodagadi Beat of Madhapur Range under Athmallik Forest Division.	1 No.

**Maximum Allowed amount Rs.16,98,000/-**

Including all taxes, statutory deductions, levies profit of the contractor.

**Section – IV**  
**(Instruction to Bidders)**

1. The bidder shall be responsible for completion of work as per specification mentioned in the technical bid.
2. There are 2 (Two) parts of tender papers namely Technical Bid, and Financial Bid. The bidder is required to fill out all the parts of tender documents and place them in 2 (Two) separate sealed envelopes which should be superscribed as:
  - (a) Technical Bid –Tender Notice No. \_\_\_\_\_ **Dated** \_\_\_\_\_ And
  - (b) Financial Bid –Tender Notice No. \_\_\_\_\_ **Dated** \_\_\_\_\_

These envelopes should be placed in another sealed envelope and addressed to “The DIVISIONAL FOREST OFFICER, ATHMALLIK FOREST DIVISION,” clearly written on top as Bid Document for

**“Construction of Forest Guard Quarter at Ghodagadi Beat under Madhapur Range Athmallik Forest Division”**with the name and address of the firm on the same envelope.

3. A non-refundable demand draft of Rs. 6,000/- (Rupees Six Thousand Only) as Tender Document Cost and an EMD of Rs. 20,000/- (Rupees Twenty thousand only) in the form of demand draft issued by a Nationalized Bank, must be enclosed along with the Technical Bid documents. The demand drafts should be issued in favour of “DIVISIONAL FOREST OFFICER, ATHMALLIK FOREST DIVISION”.
4. Technical bid document not accompanying the requisite Tender document fee and EMD shall be considered as non-compliant, summarily rejected and will not be considered for further evaluation. Any kind of exemption in tender fee or EMD has to be specified along with submission of copy of the relevant Govt. notification in this regard.
6. The sealed tenders will be opened as per the indicated schedule in presence of the tenderers or their authorized representatives as may desire to be present. Authorized representative shall produce their authorization letter before the opening of the tender, failing which they will not be allowed to be present.
7. Tenders shall be fully in accordance with the requirements of the general terms and conditions and the technical specifications attached hereto. Appropriate formats furnished with this specification shall be used in quoting tender prices. Incomplete, illegible, unsealed and without signature tenders will be rejected. Telegraphic tenders will not be accepted.

8. All offers should be made in English. Offers if submitted in any other language must be accompanied by its English Translation in which case, for purpose of interpretation of the tender etc, the English translations shall prevail.
9. Tender should be submitted in the Tender Box kept at the O/o the DFO, Athmallik Division.
10. In case due date happens to be a holiday, the tender will be accepted and opened on the next working day. No separate intimation will be sent to bidders in this regard.
11. Bidders shall bear all costs associated with the preparation, submission of its bid and attending the Bid Opening Process and Purchaser shall not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
12. Bids are to be submitted in the prescribed formats only and Alternative bids / bids on format other than the format prescribed in this tender document and Conditional Tenders will be summarily rejected with forfeiture of the submitted EMD. Submission of alternative bids or conditional bids shall be treated as attempt to vitiate the bidding process by the bidder.
13. The bidder shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
14. The rates quoted by the bidder against items contained in bill of quantity of the Tender document, shall be inclusive of all Taxes. (1% C GST, 1% SGST and 1% IT TDS will be deducted at the level of DFO.)

**15. Bid EMD and Additional Performance Security:**

- A. The Tender must be accompanied by a sum of Rs.20,000/- (Rupees Twenty thousand Only) as EMD in the form of Demand Draft on any of the nationalized bank/ scheduled bank in favour of “ Divisional Forest Officer, Athmallik Forest Division”, payable at Athmallik, failing which the Tender shall be considered as non-compliant and summarily rejected. The EMD should at least be valid for 3 months. If the validity of the offer is extended, the EMD duly extended shall also be furnished, failing which the offer of the aforesaid shall not be considered. The EMD is liable to be forfeited, if the bidder withdraws, amends impairs, or derogates from the tender in any respect within the period of validity of his offer. In case of a successful bidder the bid security (EMD) shall be forfeited if the bidder fails to complete the supply within the stipulated period as defined in the tender document.
- B. The EMD of all unsuccessful bidders will be returned by the O/o the DFO ATHMALLIK FOREST DIVISION, Odisha without any interest whatsoever within thirty (60) days of finalization of the tender. EMD for successful bidder/bidders



would be returned without any interest whatsoever, only after receipt of performance security / bank guarantee from it as called for in the contract.

- C. Security Deposit will be recovered @ 5 % of gross amount of the work bills of ‘B’ Class and above contractors and @ 3 % of C & D Class contractors which will be refunded after twelve months of actual date of completion subject to final bill is passed and paid.
- D. In case the bidder intends to quote less price than the amount put to tender shall be abide by the Government Order No. 4559 Dt. 05.04.2021 i.e. amendment to Para -3.5 (v) of OPWD Code, Vol-I with modification that “**Additional Performance Security**” shall be deposited within 7 (Seven) days of the issue of the “Letter of Acceptance” by failing which the bid shall be cancelled and the security deposit shall be forfeited. Further, proceeding for blacklisting shall be initiated against the bidder.

Sl.No.	Range of difference between the estimated cost put to tender and bid amount	Additional Performance Security to be deposited by the successful bidder
i	Below 5%	No Additional Performance Security
ii	From 5% and above and below 10%	50% of (difference between the estimated cost put to tender and Bid amount)
iii	From 10% and above	150% of (difference between the estimated cost put to tender and Bid amount)

16. Submitted tender forms with *overwritten or erased or illegible rate or rates* not shown in *figures and words in English* will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with date and initial of the tenderer after scoring out of the wrong entries. *Clerical and arithmetical* mistakes may result in *rejection* of the tender. The final quotation amount for the Tender, if in decimals, will be rounded off to one digit after decimal (tenth's place).

17. If the discount quoted by the bidder is more than 15% of the tendered amount, then such a bid shall be rejected & tender shall be finalized basing on merits of rest bids. If

more than one bid is quoted at a discount of 14.99% (Decimals up to two numbers will be taken for all practical purposes) the tender accepting authority will finalize the tender through a transparent lottery system, where all bidders/their authorized representatives, the concerned procurement committee will remain present.

18. The rate should be quoted in figures as well as in words, if there is variation between the rates quoted in figures and in words, the rates quoted in 'Words' shall be taken as correct.

19. After opening the tenders if a tenderer withdraws himself from the competition during the validity of tender, the EMD received along with the tenders shall be forfeited & credited to the Govt. and procedure for Blacklisting of tenderer will be initiated accordingly

**20. Evaluation criteria:**

- A. Only the bidder who qualifies in technical bid will qualify for opening of the financial bid.
- B. Award of the contract shall be made to the bidder with the lowest **(L1)** commercial value by taking in to account all the items.

**Section - V**  
**(General Terms & Conditions)**

**1. TENDERER**

Divisional Forest Officer, Athmallik Forest Division.

**2. PRICE**

The price quoted is for Construction of Staff Quarters is inclusive of all other taxes including GST.

**3. TERMS OF PAYMENTS**

Only one part payment shall be made during the execution of the work i.e. after roof casting. Remaining payment will be made on successful completion and inspection of the work.

**4. PENALTY FOR DELAY IN COMPLETION OF CONTRACT**

The construction of building shall be completed **on or before 15<sup>th</sup> February 2024** from the positively without fail. Time overrun for completion of work will lead to imposition of penalty by the Tenderer @ 1 % of Bid Value per Week of Time Overrun, with maximum penalty up to 5% of the contract value. The Tenderer reserves the right to cancel the order if it is not executed within the prescribed time and forfeit the entire EMD amount. In case the work is abandoned by the contractor in an incomplete stage or in case the contract is rescinded then 20% of the cost of the left-out work will be imposed as penalty which can be recovered from any dues of the contractor lying under this Deptt. or other Deptt. of the Govt. of Odisha.

**5. FORCE MAJEURE CONDITION**

If the execution of the contract/supply order is delayed beyond the period stipulated in the tender notice as a result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then tenderer may allow such additional time by extending the time frame as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the tenderer, the tender awarding order shall be read and understood as if it had contained from its inception the execution date as extended.

**6. STANDARDS**

The items used for Construction of Forest Guard Quarter shall confirm to the Nationally Accepted standards as applicable.

## **7. COMPLETENESS OF CONSTRUCTION**

The construction shall be complete in all respects. Any extra work, like strengthening, etc. which may be required for the completion of work shall be deemed to have been included in the contract and shall be supplied by the bidder at no extra cost.

## **8. RIGHT TO REJECT/ACCEPT THE TENDER**

The tenderer reserves the right either to reject or accept any or all tenders. **The tenderer has exclusive right to alter the site at the time of placing the final tender awarding order.** After placing the tender awarding order, the tenderer may order to defer. The tenderer need not assign any reason for the above action.

## **9. INSPECTION**

The tenderer or his authorized representatives may inspect the site during Construction of Forest Guard Quarter. The bidder/contractor shall cooperate for all such inspections.

## **10. REJECTION**

If the construction done by the contractor is found defective in materials or workmanship or otherwise not in conformity with the requirements of the contract, the tenderer shall have the right to either reject or to request in writing for rectification of the defects. Then the bidder shall with utmost diligence, at his own expense, make good the defects so specified or replace the defective construction. If the bidder fails to do so, the tenderer may replace or rectify such defective construction on its own, and charge to the bidder the excess cost incurred by the tenderer plus 15% (Fifteen percent) extra. Such amount can be deducted from the pending dues to the contractor from the department, security deposit and additional performance security deposit, if needed.

## **11. JURISDICTION OF HIGH COURT OF ODISHA**

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

## **12. EXTRAS**

The bidder shall when asked in writing by the tenderer, perform extra work and furnish extra materials, not covered by the specifications or included in the schedule, but forming and inseparable part of the work contracted for the terms of payment for such extra work or materials shall be mutually agreed upon in advance.

### **13. EXTENSION OF DELIVERY PERIOD AND TERMINATION OF CONTRACT**

If for any reason, the bidder finds it impracticable to complete the work within stipulated delivery period, he will give notice in writing of such reasons and his failure to complete the work. He may ask for extension of time, which may or may not be granted by tenderer. Should the contractor's preparation for the commencement of delivery in conformity with the contract or should he neglect to comply with any directions given to him or in any respect fail to perform the contract, the tenderer will have power to cancel the contract in which case the contractor shall be liable for any expense, loss or damage which the tenderer may incur or sustain by reason of or in connection with the Contractor's fault in addition to the forfeiture of the performance guarantee to the tenderer.

### **14. OBLIGATION TO CARRY OUT TENDERER'S INSTRUCTION**

The Contractor/Supplier shall also satisfy the tenderer that adequate provision has been made to carry out his instructions fully and with prompt attitude.

### **15. FINAL AUTHORITY**

The final authority for payments will be the tenderer except otherwise specifically stated. If the bidder desires to appeal against any matter he shall appeal to "The Principal Conservator of Forests, Odisha whose decision on such matters shall be final and conclusive.

**Section - VI**  
**(Annexures)**

**Note:**

**All the Annexures pertaining to Bidders are to be furnished under letter Head of the company and signed by the Bidder or PWD Contractor Certificate Holder.**



**SELF DECLARATION**

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

Ref: \_\_\_\_\_

To,

The DFO Athmallik Forest Division

Ref: Tender enquiry no.

In response to enquiry no.-----, M/s/Mr. \_\_\_\_\_ as a

\_\_\_\_\_  
I/We hereby declare that our company \_\_\_\_\_, I have not been declared ineligible for corrupt and fraudulent practices.

2. I have no history of defaulting in execution of work under State Govt/ Central Govt.
3. I have not been blacklisted by central/State Government.
4. No Criminal proceedings in any Court of Law is pending against me.
5. I undertake that after completion of building, I will provide quarterly maintenance support for next two years.

Signature of Witness

Signature of Bidder

Date:

Date:

Place:

Place:

Company seal

**REPRESENTATIVE AUTHORIZATION LETTER**

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

Ref: \_\_\_\_\_

To,

The DFO Athmallik Forest Division.

Ref: Tender enquiry no. -----

In response to enquiry no.-----, M/s/Mr. \_\_\_\_\_ is hereby authorized to sign

relevant documents on behalf of the company. She/he is also authorized to attend meetings and submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking You.

(Authorized Signatory)

(Representative signature)

(Signature attested)

Company seal

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS**

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

Ref: \_\_\_\_\_

To,

The DFO Athmallik Forest Division

Ref: Tender enquiry no.

In response to enquiry no.-----, I have carefully gone through the terms and conditions contained in the above tender.

I declare that all the provisions of the tender document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of Witness

Signature of Bidder

Date:

Date:

Place:

Place:

Company seal

**LIST OF ENCLOSURES**

<b>SL. No.</b>	<b>Enclosure description</b>	<b>Enclosed (Yes/No)</b>	<b>Annexure/Attachment/Page No./Envelop No. of the enclosure</b>
1	Copy of Registration Certificate of the firm		
2	Organization Profile		
3	Annexure-1		
4	Annexure-2		
5	Annexure-3		
6	Annexure-4		
7	Up-to-date GST clearance certificate		
8	Copy of PAN no allotted by Income Tax Department		
9	Tender Paper Cost in a sealed envelope with technical bid (Super scribe Tender document cost on the top of the sealed envelope and write name of the firm on the back side of DD)		DD No. Amount:
10	EMD in a sealed envelope with technical bid (Super scribe EMD on the top of the sealed envelope and write name of the firm on the back side of DD)		DD No. Amount:
11	Financial bid duly signed (sealed envelope) – Annexure F1		
12	Signature and seal with Date on whole tender document.		

**Signature of the Bidder with Seal**

**FINANCIAL BID FORMAT (Fin Bid)**

**(To be furnished in separate sealed envelope as Financial Bid)**

Items	% of Discount Offered
Construction of Forest Guard Quarter at Ghodagadi under Madhapur Range, Athmallik Forest Division	

***End of the Tender Document at this 18<sup>th</sup> Page***

***Sd/-***

**Divisional Forest Officer  
Athmallik Forest Division**

Memo No.

Dated Athmallik the **Dt.21.10.2024**

Copy forwarded for kind information and necessary action to

1. Addl. PCCF, IT &GIS, O/o the PCCF, Odisha for kind hosting in the website **[www.odishaforest.in](http://www.odishaforest.in)**
2. Regional Chief Conservator of Forests, Angul Circle.

***Sd/-***

**Divisional Forest Officer,  
Athmallik Forest Division**