

Bid Identification No. MM/50/PRINTING & STATIONARY/ 2019

e-TENDER CALL NOTICE

FOR

PURCHASE OF COMPUTER PAPER FOR THE YEAR 2019-20



ESTIMATED TENDER VALUE: Rs 15,00,000.00

MM DIVISION, OMFED, BHUBANESWAR

The Odisha State Cooperative, Milk Producers' Federation Ltd.

D-2, SAHID NAGAR, BHUBANESWAR-751 007.

Ph No- 2546030/2540273/2540417, Fax No (0674)2540974, Email – omfed@yahoo.com

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BOQ (AVAILABLE IN DESIGNATED CELL)



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e-Tender Notice for Purchase of Computer Paper

Bid Identification No. MM/50/PRINTING & STATIONARY/ 2019

1. OMFED invites e- Tender from reputed Manufacturing Units/ Traders / Suppliers for supply of Computer papers for its corporate office & different units. e- Tender is invited online through 'e'-procurement of Govt. of Odisha web Portal <https://tendersodisha.gov.in>. The bidders should have the necessary portal enrolment with his own Digital Signature Certificate.
2. The bidders are required to submit bids for the following items.

Sl. No	Name of work	Cost of tender paper. (Rs.)	Estimated Cost (Rs)	Availability of Tender for online bidding		Date of opening	Bid Security (Rs.)	Period of Completion
				From	To			
01	Suppliers for supply of Computer Papers.	Rs 500/- +12% GST =Rs:560.00 In shape of separate Demand Draft Payable at Bhubaneswar	15,00,000.00	07.02.2019 on 10.00A.M	06.03.2019 on 05.00P.M	08.03.2019 on 11.30A.M	10,000.00	02 (Two) calendar months

3. Bid documents consisting of specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents are available on Portal: <https://tendersodisha.gov.in>. The corrigendum/amendment to this notice if required shall be published only in the OMFED web site <https://www.omfed.com> and will not be published again in news paper.

4. The **Bid documents will be available** in the website: <https://tendersorissa.gov.in> from **10.00 AM of 07.02.2019 to 05.00 PM of 06.03.2019** for online bidding.

5. The tender paper cost / EMD in the form of D/D in original and Photo Copy of **GST, PAN & other documents as per DTCN** shall have to be deposited in sealed envelope within **10.00 AM of 07.02.2019 to 07.03.2019 (05.00 PM)** at the OMFED Corporate office, Bhubaneswar, during working days.

6. Non submission of cost of bid document and EMD within the period shall debar the party from participating in the online bidding system and his portal registration shall be cancelled.

7. **Techno-Commercial Bids received online shall be opened at 11.30 A.M. on 08.03.2019** at OMFED Corporate office in the presence of the bidders. Bidders who participated in the bid can witness the opening of bids after logging on to the site through their DSC. If the office happens to be closed on

the last date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.

08. The bids of the technically qualified bidders will be opened for evaluation of the price bid.

09. EMD is binding for all participants i. e. Rs 10,000.00.

10. The cost of bid documents & EMD in demand draft issued from any Nationalized/ Scheduled Bank may be prepared in favour of OMFED, payable at Bhubaneswar.

11. Other details are available in the bidding documents.

12. Co-Operatives, Govt. bodies, NSIC and MSME registered firms are exempted from submitting required EMD.

13. OMFED in its own interest may opt for any other procurement mode/system simultaneously along with this e-Tender process if required without assigning any reason thereof.

14. Any corrigendum / Addendum will be displayed in the OMFED website <https://www.omfed.com>

15. The management reserves the right to cancel any or all bids without assigning any reason.

**Managing Director
OMFED**

Eligibility Criteria & Technical Bid

- 1) Cost of tender document is Rs 560.00 including GST.
- 2) EMD of Rs 10,000.00 in shape of DD in favour of OMFED, payable at BBSR.
- 3) Turnover: Annual Turnover of the firm should not be less than **Rs 10 Lakhs** per annum during 2017-18. Turnover certificate from chartered accountant and latest audited financial statement must be submitted in support of required turnover.
- 4) I.T. returns for F.Y. 2017-18 (Certified copy submitted with Technical bid).
- 5) GST Return for the F.Y.2017-18 (Certified copy submitted with Technical bid).
- 6) Client list.
- 7) Name /address/ Mobile No. /Email Id for correspondence.
- 8) Contact person and his phone no.
- 9) Registration certificate of MSME/NSIC/KVIC if exemption of EMD is requested.
- 10) Sample of the material should be sent on or before 06.03.19, if submitted earlier need not provided the same.
- 11) The photo copy of GST registration & PAN certificate must be attached.
- 12) All the documents should be self attested and sealed.
- 13) On Top of each sealed envelope, Name of the item, Material etc should be super scribed with technical bid.

LIST OF COMPUTER PAPERS REQUIREMENT & ITS SPECIFICATION

SL NO	PARTICULARS	PREFERABLE BRAND	UNIT	TOTAL REQ.
1	Computer Paper 10x12x 2 (80 gsm) Pre-printed Pur.Order-HO	TNPL/ JK	"000	5
2	Computer Paper 10x12x 2 (80 gsm) Pre-printed Pur.Order-B.Dairy.	TNPL/ JK	"000	10
3	Computer Paper 10 x 12 x I (80 gsm) Plain	TNPL/ JK	"000	20
4	Computer Paper 10x12x I (60 gsm) Plain	TNPL/ JK	"000	85
5	Computer Paper 10 x 12 x II (60 gsm) Plain	TNPL/ JK	"000	304
6	Computer Paper 10 x 12 x III (60 gsm) Plain	TNPL/ JK	"000	596
7	Computer Paper 15 x 12 x I (60 gsm) Ezr	TNPL/ JK	"000	10
8	Computer Paper 15 x 12 x II (60 gsm) Ezr	TNPL/ JK	"000	55

Please quote your price INCLUSIVE ALL TAXES FOR at Omfed Head Office,Bhubaneswar

TERMS & CONDITIONS

1.0 Eligibility and Qualification requirements:-

1.1 This invitation to bid is open to all eligible bidders.

2.0 Price basis:

The quoted prices for the material shall be on FOR destination basis, inclusive of all taxes & duties, packing & forwarding charges, transportation, insurance and other incidental charges, loading charges etc. as applicable.

Bidders are required to quote unit rates of all items to be supplied for the purpose of the contract.

3.0 Bid Security (Earnest Money Deposit)

3.1 The Bidder shall furnish, as part of its bid, **bid security of 1% (One percent) of the total bid value.**

3.2 The bid security is required to protect the OMFED against the risk of bidder's conduct, which may warrant the forfeiture of bid security.

3.3.1 The bid security shall be in the following form:

(a) A demand draft in favour of THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD., Payable at Bhubaneswar.

3.3.2 Unsuccessful bidder's bid security will be discharged/returned as promptly as possible but not later than 30 days after the expiry of the period of bid validity.

3.4 The bid security may be forfeited:

(a) If a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form; or

(b) In the case of successful bidder, if the bidder fails to execute the supply.

4.0 Period of validity of bids

4.1 Bids shall remain valid for 60 days after the date of bid opening, stated in the cover page/ tender notice for Cattle Feed Raw Materials.

5.0 AWARD CRITERIA

5.1 The OMFED will consider award of contract to the successful bidder whose bid have been determined to be substantially responsive and have been determined as the lowest quoted bid, who is determined to be qualified for satisfactory performance of the contract.

6.0 OMFED'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD.

The OMFED reserves the right to increase or decrease the quantity of material specified in the schedule of requirements without any change in unit price or other terms and conditions. After issuing order OMFED may also cancel the whole or part thereof depending on requirement of the material during the contract period.

7.0 PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL:

The Bidder intending to participate in the bid is required to register in the Portal with some information about the firm. This is a onetime activity for registering in Portal. During registration, the contractor has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, and MTNL etc.

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- a) To log on to the portal the Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
 - b) The tender documents uploaded by the Tender Inviting Officer in the website www.tendersorissa.gov.in will appear in the section of "Upcoming Tender" before the due date of tender sale. Once the due date has arrived, the tender will move to "Active Tender" Section of the homepage. Only a small notification will be published in the newspaper specifying the work details along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or down load the bid documents from the web site.
 - c) Bidder exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption.
 - d) If the software application has the provision of payment of cost of tender document through payment gateways of authorized bankers by directly debiting the account of the bidders, bidders will be required to avail on-line payment.
- 1.1. The bidder intending to participate in the bid on-line shall prepare the demand draft towards cost of bid as per IFB (except for exempted bidders) and up load the scanned copy of the draft to the portal against the bid where he is participating and the original shall be deposited to the tender inviting officer within the period specified in the "Invitation For Bid". If the Bidder fails to deposit the original demand draft towards cost of bid within the stipulated time his bid shall be rejected and action as per prevailing rule shall be taken.
 - 1.2. In the case of any failure, malfunction, or breakdown of the electronic system used during the e-procurement process, the tender inviting officer shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.
 - 1.3. Any third party/company/person under a service contract for operation of e-procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.
 - 1.4. The EMD of successful bidders will be kept as Security Deposit. The Security Deposit of the Supplier will be forfeited at any time when the supplier fails to meet the delivery schedule , quality parameters or service quality.
 - 1.5 Request for adjustment of EMD from the pending payment shall not be entertained.
 - 1.6 The Security Deposit will be refunded to the Supplier on a written request after satisfactory completion of delivery of the materials.

GENERAL TERMS & CONDITIONS

- 1) **Issue of Order:** The purchase order will be issued to the bidder after fulfilling of the above conditions.
- 2) **Delivery of Materials:** Delivery of materials to be made as per schedule of the Purchase Order. Any delay in supply will lead forfeiture of your security deposit and risk purchase will be made at your cost.
- 3) **Payment:** Payment will be made through A/c payee cheque within 30days from the date of supply of the materials.
- 4) **Other Terms & Conditions:**
 - 4.1 The Tenderer shall submit their samples for Computer papers at least 5-10 continuous sheets for each type of paper along with their proposal. All the computer papers must contain pre-printed logo, address and specific pre-printed format for purchase order as per our design. Tenderer has to deliver the papers at Bhubaneswar Dairy, Chandrasekharapur, Bhubaneswar separately as per the purchase order quantity.
 - 4.2 The tenderer shall submit their authorization certificate from the principal company for supplying the original genuine items like computer papers/tonner/cartridge/print head for they will quote.
 - 4.3 The Tender shall be sealed and addressed to the Managing Director, The Orissa State Cooperative Milk Producers' Federation Limited, Bhubaneswar clearly indicating the tender reference and date of opening at the top of the envelope. Rate for all the items should be quoted on the tender documents supplied by the Federation only.
 - 4.4 Tenderer should clearly indicate the address to which the orders, notices and correspondences relating to the tender and agreement are to be sent. Any change of address should be notified to the Managing Director, The Orissa State Cooperative Milk Producers' Federation Ltd., D-2, Sahid Nagar, Bhubaneswar-751 007 and correspondence thereafter will be made with the stated address.
- 5) Omfed shall reserve the right to confirm from the company about genuineness of the “authorized seller/dealer” certificates to be submitted by the party.
- 6) The Managing Director, Omfed reserve the right to accept/reject any or all the tenders without assigning any reason thereof. The Federation may cancel or reduce the quantity of order or distribute/split the quantity to other suppliers for which the lowest bidder will not be given any compensation. For any interpretation regarding this tender, the decision of the Managing Director is final and binding.
- 7) In case of any dispute relating to the interpretations of any clause in tender documents, the decision of the Managing Director, Omfed shall be final and binding on both the parties.

I/We declare that we have gone through the above mentioned terms before filling up our final rates and submission of the tender documents. I/we are agreeable to abide by the conditions until the finalization of the tender.

Date:

Seal & Signature
