

# TENDER DOCUMENT FOR

**SUPPLY, INSTALLATION, COMMISSIONING & TRIAL RUN OF 25KVA DG SET AT  
OMFED MARKETING OFFICE, OMFED SQUARE, BHUBANESWAR**



**Estimated Cost- Rs. 8, 00,000/-**

**THE ORISSA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD. BHUBANESWAR**

**October- 2024**

**Tender Cost Rs. 4000/-+18% GST**

**NEWS PAPER NOTICE**



The Orissa State Cooperative, Milk Producers' Federation Ltd.  
D-2, SAHID NAGAR, BHUBANESWAR-751 007.  
Ph No- 2546030/2540273/2540417, Fax No (0674)2540974

**E-TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING & TRIAL RUN OF 25KVA DG SET AT OMFED MARKETING OFFICE, OMFED SQUARE, BHUBANESWAR**

**Bid Identification No. Proj/231/REN/MRKTNG OFC/BBSR**

OMFED invites Techno-Commercial tenders from experienced electrical contractors for execution of the

**“SUPPLY, INSTALLATION, COMMISSIONING & TRIAL RUN OF 25KVA DG SET AT OMFED MARKETING OFFICE, OMFED SQUARE, BHUBANESWAR”**

Interested bidders may download the Tender Document from The OMFED web site [www.omfed.com](http://www.omfed.com) only for reference. Bid document will be available in the <https://tendersodisha.gov.in> from **10.00 AM** of **29/10/2024** to **5.00 PM** of **18/11/2024** for bidding. Tender cost of Rs.4000/-+18%-GST along with E.M.D. of **Rs.8000/-** shall be deposited through online portal at <https://tendersodisha.gov.in> The technical Bid shall be opened at **03.00 PM** on **19/11/2024** at the OMFED Corporate Office in the presence of the interested bidders.

Management reserves the right to accept or reject any or all the bid documents or part thereof without assigning any reason.

**Sd/-**

**Managing Director**

**E-PROCUREMENT NOTICE FOR SUPPLY, INSTALLATION, COMMISSIONING & TRIAL RUN OF 25KVA DG SET AT OMFED MARKETING OFFICE, OMFED SQUARE, BHUBANESWAR**

**Bid Identification No. Proj/231/REN/MRKTNG OFC/BBSR**

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1. OMFED invites Techno-Commercial tenders from experienced electrical contractors for execution of the **“Supply, installation, commissioning & trial run of 25KVA DG Set at Omfed marketing office, omfed square, Bhubaneswar”** 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.

Name of work	Estimated Cost (Rs)	Availability of Tender for online bidding only at <a href="https://tendersodisha.gov.in">https://tendersodisha.gov.in</a>		Date of opening	Period of Completion
		From	To		
<b>“Supply, installation, commissioning &amp; trial run of 25KVA DG Set at Omfed marketing office, omfed square, Bhubaneswar</b>	<b>8,00,000.00</b>	<b>29.10.2024 on 10.00A.M</b>	<b>18.11.2024 on 05.00P.M</b>	<b>19.11.2024 on 03.00 P.M</b>	<b>06 (Six)month</b>

3. Cost of Tender Paper Rs 4720/- inclusive of GST 18% & EMD as specified in (Technical Bid Part-I) deposit through online portal at <https://tendersodisha.gov.in>.

4. 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 the newspaper.

5. The **Bid documents will be available** on the website: <https://tendersodisha.gov.in> from **10.00 AM of 29.10.2024 to 05.00 PM of 18.11.2024** for online bidding.

6. The tender paper cost / EMD and Photo Copy of **GST, PAN, Registration Certificate, Turnover Certificate, IT return & other documents as per DTCN** shall have to be attached on Portal: <https://tendersodisha.gov.in> within **10.00 AM of 29.10.2024 to 05.00 PM of 18.11.2024**.
7. Non submission of tender 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.
8. Bids shall be received only “online” on or before **05.00 PM of 18.11.2024**.
9. **Technical Bids received online shall be opened on 19.11.2024 at 03.00 P.M.** in 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.
10. The bids of the technically qualified bidders only will be opened for evaluation of the price bid.
11. Co-Operatives, Govt. bodies, NSIC and MSME registered firms are exempted from submitting required EMD.
12. 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.
13. The Managing Director, OMFED reserves the right to accept/reject any or all the bids without assigning any reason thereof.
14. OMFED reserves the right to increase or decrease the quantity of the tendered items as per the requirement of the Federation.
15. Legal disputes if any concerning to the work order issued and matters relating to it and execution thereof shall be subjected to Jurisdiction of such court as exercising civil jurisdiction of Bhubaneswar only.

**Managing Director**

**OMFED**

### **CHECKLIST TO BE ENSURED BY THE BIDDER**

1. Audited profit & loss account statement for the financial year 2021-22, 2022-23, 2023-24(Three years).
2. Turn over certificate for the financial year 2021-22, 2022-23, 2023-24 (Three years).
3. Copy of IT return for the financial year 2021-22, 2022-23, 2023-24 (Three years).
4. Copy of GST Registration Certificate.
5. PAN Number.
6. Credentials in support towards execution of work during last five years of similar nature.
7. Paper cost & EMD should be deposited through online portal at <https://tendersodisha.gov.in>.
8. Average annual Sales turn over should not to be less than 5 lakhs during the financial year 2021-22, 2022-23, 2023-24.
9. Copy of Registration Certificate with either CPWD / R & B Deptt. / Irrigation Deptt / Railways / MES.
10. Copy of GSTR-3B & GSTR-1 return for last three month.

### **BID QUALIFICATION CRITERIA:**

Bidder shall meet all the following criteria to quality the technical requirement of bid:

1. Past Performance: The Bidder should have supplied same or similar Category Products in at least one of the last five years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company or Private Firms or any reputed companies. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services shall be uploaded with the bid for verification by the Buyer.

2. Average Annual Turnover: The minimum average annual turnover financial turnover of the bidder during the last three financial years should be minimum Rs. 5.00 Lakh. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.

3. The Bidder must submit the following documents:

- (i) Audited profit & loss account statement for the financial year 2021-22, 2022-23, 2023-24(Three years).
- (ii) Turn over certificate for the financial year 2021-22, 2022-23, 2023-24(Three years).
- (iii) Copy of IT return for the financial year 2021-22, 2022-23, 2023-24(Three years).

## CONTRACT DATA

### A. GENERAL INFORMATIONS

Sl. No.	Item	Details
1.	Name of the Work	“Supply, installation, commissioning & trial run of 25KVA DG set at Omfed marketing office, Omfed square, Bhubaneswar ”
2.	Employer	OMFED, Bhubaneswar
3.	<u>Estimated Cost</u> Civil Works	` Rs.8,00,000/-

### B. BID INFORMATION

1	Intended completion period / Time period assigned for Completion	<b>06 (Six)</b> Calendar Months
2	Last Date & time of submission of Bid	Up to 5.00 P.M. Date: <b>18.11.2024</b>
3	Cost of Bid Document	`Rs 4,000/- + GST @ 18% =Rs.4720/-
4	Bid Security	` <b>Rs.8000/-</b>
5	Bid validity period	<b>120 days</b>
6	Bid Item Rate validity period	<b>365 days</b>
7	Currency of Contract	INR
8	Language of Contract	English
9	Address for communication	Managing Director Odisha State Cooperative Milk Producers' Federation Ltd., D-2, Sahid Nagar, Bhubaneswar – 751 007. (Odisha)

## CONTENTS OF BIDDING DOCUMENTS

<b>Section</b>	<b>Description</b>	<b>Page</b>
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**SECTION I**  
**GENERAL CONDITION OF BIDDER**

**GENERAL INFORMATION**

**1.1 NAME OF WORK**

Supply, installation, commissioning & trial run of 25 KVA DG Set at marketing office, OMFED Square, Bhubaneswar.

**1.2 LOCATION AND AREA**

OMFED Square, Chandrasekharpur, Bhubaneswar, Dist. Khurda.

**(I) NEAREST RAILWAY STATION - BHUBANESWAR**

**(II) NEAREST AIRPORT - BHUBANESWAR**

**1.3.1 PERIOD OF COMPLETION**

The period of completion shall be 06 (**Six**) months for work from the date of notification of award, which shall include the period of commencement and the non-working periods during monsoon and festivals.

**1.3.2 IMPORTANT NOTE**

The work shall be carried out in OMFED Marketing Office. The contractor has to take care that the normal activities of the office are not hampered in any way due to the installation, commissioning & trial run works being done by the contractor.

Any circular/office order issued earlier by this federation will not have any binding effect if otherwise not stated in this tender document.

**2.0 Documents comprising the Bid :**

2.1 The bidder shall submit the following documents alongwith the bid.

- a. Audited profit & loss account statement for the financial year 2021-22, 2022-23, 2023-24(Three years)
- b. Turn over certificate for the financial year 2021-22, 2022-23, 2023-24(Three years).
- c. Copy of IT return for the financial year 2021-22, 2022-23, 2023-24(Three years).
- d. Copy of GST Registration Certificate.
- e. PAN Number.
- f. Credentials in support towards execution of work during last five years of similar nature.
- g. Paper cost & EMD should be deposited through online portal at <https://tendersodisha.gov.in>.
- h. Annual Sales turn over should not to be less than 5 lakhs during the financial year 2021-22, 2022-23, 2023-24(Three years).
- i. Copy of Registration Certificate with either CPWD / R & B Deptt. / Irrigation Deptt / Railways / MES.
- j. Copy of GSTR-3B & GSTR-1 return for last three month.

## 2.2 Eligibility Criteria:-

Bidder shall meet all the following criteria to quality the technical requirement of bid:

1. Past Performance: The Bidder should have supplied same or similar Category Products in at least one of the last five years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company or Private Firms or any reputed companies. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services shall be uploaded with the bid for verification by the Buyer.

2. Average Annual Turnover: The minimum average annual turnover financial turnover of the bidder during the last three financial year, should be minimum Rs. 5.00 Lakh. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.

3. The Bidder must submit the following documents:

- (i) Audited profit & loss account statement for the financial year 2021-22, 2022-23, 2023-24(Three years).
- (ii) Turn over certificate for the financial year 2021-22, 2022-23, 2023-24(Three years).
- (iii) Copy of IT return for the financial year 2021-22, 2022-23, 2023-24(Three years).

## 2.3 AMENDMENT OF BIDDING DOCUMENTS

2.3.1 At any time prior to the deadline for the submission of bids, the OMFED may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by the issuance of amendment.

2.3.2 The amendment will be sent in writing or by telegram/ fax to all prospective bidders who have purchased the bidding documents and will be binding upon them. Prospective bidders shall promptly acknowledge receipt thereof by telegram/ fax to the OMFED. The amendment will be attached to the bidding document sold subsequently.

2.3.3 In order to afford prospective bidders reasonable time in which to take an amendment into account in preparing their bids the OMFED may at its discretion extend the deadline for the submission of bids.

## 3.0 BID SECURITY (EARNEST MONEY DEPOSIT)

Bidder shall furnish, as part of its bid, bid security for a value of 1% (one percent) of the bid value i.e Rs. 8000/- shall be deposited through online portal at <https://tendersodisha.gov.in>.

- a) The bid security is required to protect the purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture.
- b) Tenders received without proper EMD shall not be considered.

- c) The EMD of the technically disqualified Bidders shall be returned after declaration of the list of such technically qualified Bidders in the portal. The EMD of other unsuccessful Bidders shall be refunded after signing of the Agreement with the Successful Bidder. The return of the EMD shall be in the form of bank transfer to the account of the Bidder through the e-procurement portal of the Government of Odisha.
- d) The EMD of the Preferred Bidder shall be returned upon the Preferred Bidder furnishing the Performance Security.
- e) Co-Operatives, Govt. bodies, NSIC and MSME registered firms are exempted from submitting required EMD.

#### **4.0 SUBMISSION OF BIDS**

The tender is invited on-line 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.

#### **4.1 PERIOD OF THE VALIDITY OF BIDS**

- 4.1.1 Bids shall remain valid for 120 days after the date of bid opening prescribed by the OMFED pursuant to clause 5. A bid valid for a shorter period may be rejected by the OMFED as non-responsive.
- 4.1.2 In exceptional circumstance prior to the expiry of the original bid validity period the OMFED may solicit the bidders consent to a specified extension of the period of validity. The request and the response thereof shall be made in writing (or by cable/fax). The bid security provided under clause 3 shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid. The provisions of the clause 13 shall continue to apply during the extended period of bid validity.

#### **5.0 DEADLINE FOR SUBMISSION OF BIDS**

- 5.1 Bids must be received by the OMFED under Para. 4.0 not later than the time and date specified for receipt of the bids as indicated in the tender notice or as extended by OMFED, pursuant to Para 5.2, below.
- 5.2 The OMFED may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with Para 7, above in which case all rights and obligations of the OMFED and bidders previously subject to the deadline will thereafter be subject to the new deadline as extended.

#### **6.0 LATE BIDS**

- 6.1 Any bid received by the OMFED after the deadline for submission of bids prescribed by the OMFED, pursuant to Para 5 will be rejected and/or returned unopened to the bidder.

#### **BID OPENING AND EVALUATION**

#### **7.0 OPENING OF BIDS BY OMFED**

- 7.1 The OMFED will open bids including submissions, in the presence of bidders' representatives who choose to attend, at the office of the Orissa State cooperative milk producers, federation limited, Bhubaneswar, Orissa. The bidders' representatives who are present shall sign the tender opening document evidencing their attendance.
- 7.2 The bidders' names, bid prices and the presence or absence of the requisite bid security and such other details as the OMFED, at its discretion, may consider appropriate will be announced at the opening.
- 7.3 The OMFED will examine the qualification bids to determine the substantial responsiveness of bidder, will examine the bids to determine whether they are complete, whether the requisite bid security have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 7.4 The OMFED shall prepare, for its own records, the minutes of the bid opening, including the information disclosed to those present in accordance with sub-clause 7.2.

## **8.0 CLARIFICATION OF BIDS**

- 8.1 To assist in the examination, evaluation and comparison of bids the OMFED may, at its discretion, ask the bidders individually for a clarification of its bid including break down or analysis of the unit rates. The request for clarification and the response shall be in writing.

## **9.0 PRELIMINARY EXAMINATIONS**

- 9.1 The OMFED will examine the bids to determine whether they are complete, whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 9.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be accordingly corrected. If there is a Discrepancy between rates and amounts in words and figures, the value in words will prevail. The amount stated in the form of bid will be adjusted by OMFED in accordance with the started procedures, and with the concurrence of the bidder, shall be considered as binding on the bidder. If the bidder does not accept the correction of the errors, its bid will be rejected and the bid security will be forfeited.
- 9.3 Prior to the detailed evaluation, pursuant to Para 10, the OMFED will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations or reservations. A material deviation is one which affects in any substantial way the scope, quality or performance of the works or which limits in any substantial way, inconsistent with the bidding document, the OMFED's rights or the bidder's obligations under the Contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

9.4 The OMFED at its discretion may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the bidder.

## **10.0 EVALUATION AND COMPARISON OF BIDS**

10.1 The OMFED will evaluate and compare the bids previously determined to be substantially responsive, pursuant to Clause 9.3.

10.2 The OMFED's evaluation of the bid will exclude and not take into account any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

10.3 In evaluating bids, the OMFED will determine for each bid the evaluated price by adjusting the bid price making any correction for errors pursuant to Clause 9.2.

10.4 The OMFED reserve the right to accept or reject any variation, deviation or alternative offers. Variations, deviations and alternative offers and other factors which are in excess of the requirement of the bidding documents or otherwise result in the accrual of unsolicited benefits to the OMFED shall not be taken into account in bid evaluation.

10.5 If the bid of the successful bidder is seriously unbalanced in relation to the OMFED's estimate of the real cost of the whole or any part of the work to be performed under the Contract, the OMFED may require that amount of the Performance security deposit set forth in the clause 17 be increased at the expense of the successful bidder to a level sufficient to protect the OMFED against financial loss in the event of subsequent default of the successful bidder under the Contract.

## **11.0 CONTACTING THE OMFED**

11.1 After the public opening of bids, information relating to the examination, clarification, and comparison of bids and recommendations concerning the award of Contract shall not be disclosed to bidders or other persons not officially concerned with such process until the award of the contract to the successful bidder has been announced.

11.2 Any effort by a bidder to influence the OMFED in the process of bid examination, clarification, evaluation, bid comparison or contract award decisions may result in the rejection of the bidder's bid.

## **AWARD OF CONTRACT**

## **12.0 POST-QUALIFICATION**

12.1 The determination will take into account the bidder is financial, technical and production capabilities. It will be based upon an examination of the documentary

evidence of the bidder's qualifications submitted by the bidder, pursuant to para 14, as well as such other information as the OMFED deems necessary and appropriate including details of experience and records of past performance.

- 12.2 An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid, in which event, the OMFED will proceed to the next lowest evaluated bid to make a similar determination of that bidder's capabilities to perform satisfactorily.

### **13.0 AWARD CRITERIA**

- 13.1 Pursuant to Para 14, the OMFED will consider award of contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to satisfactorily perform the contract.

### **14.0 OMFED'S RIGHT TO ACCEPT ANY BID OR REJECT ANY OR ALL BIDS**

- 14.1 The OMFED reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for OMFED's action.

### **15.0 NOTIFICATION OF AWARD**

- 15.1 Prior to expiry of the period of bid validity, the OMFED will notify the successful bidder in writing by registered letter or by cable or fax, confirmed in writing by registered letter, that its bid has been accepted. This letter (hereinafter and in the Conditions of Contract referred as 'Letter of Acceptance") shall name the sum, which OMFED shall pay to the contractor in consideration to the execution, completion and maintenance of the works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract referred as the "Contract price").

- 15.2 The notification of award will constitute the formation of the contract.

- 15.3 Upon the successful bidder's furnishing of performance security pursuant to Para 17, the OMFED will promptly notify each unsuccessful bidder and will discharge its bid security, pursuant to Para 13.

### **16.0 SIGNING OF THE AGREEMENT**

- 16.1 Within 7 days of receipt of the notification of award ,the successful bidder shall prepare and execute the agreement ,strictly in accordance to the sample form provided in the bidding document.

## **17.0 PERFORMANCE SECURITY**

- 17.1 Within 7 days of the receipt of notification of award from the OMFED, the successful bidder shall furnish the performance security for an amount of 5% of the Contract price in accordance with the Conditions of Contract.
- 17.2 Failure of the successful bidder to comply with the requirement of Para 16 or Para 17 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the OMFED may make the award to the next lowest evaluated bidder or call for new bids.
- 17.3 The performance security may be released during release of running bill on submission of valid Bank guarantee and conformation of Bank.

## **18.0 Additional Security Deposit**

Additional Performance Security shall be obtained from the bidder when the bid amount is less than the estimated cost put to tender. In such an event, only the successful bidder who has quoted less bid price/rates than the estimated cost put to tender shall have to furnish the exact amount of differential cost i.e. estimated cost put to tender minus the quoted amount as Additional performance security (APS) in shape of Demand Draft , Term Deposit Receipt pledged in favour of OMFED, payable at Bhubaneswar / Bank Guarantee in favour of the OMFED, Bhubaneswar Payable at Bhubaneswar from any Nationalized / Scheduled Bank in India Counter guaranteed by its local branch at Bhubaneswar within seven days of Issue of Letter of Acceptance (LOA) by the Divisional Head (by e-mail) to the successful bidder otherwise the bid of the successful bidder shall be cancelled and the Earnest Money Deposit/Bid Security shall be forfeited. Further proceeding for blacklisting shall be initiated against the bidder. If the contractor fails to completed the work, the amount so furnished as additional performance security will be forfeited in addition to the other penal clauses, if any to be imposed.

The entire additional security deposit shall be refunded as per OPWD code rule. No interest shall be paid by OMFED on the additional security furnished by the bidder.

### **19.0 Statutory approvals:**

The contractor shall arrange, at his own cost, for inspection of the works and approval of cable layout & schematic drawings from the concerned electrical inspector with necessary test certificates & completion certificates. Any modification suggested by the electrical inspector shall be carried out by contractor without any extra cost. Statutory fees if any shall be reimbursed by Omfed. The approved drawings shall be submitted by the contractor to Omfed, before final payment is released

## **20.0 Drawing: their Purpose and the custody**

**20.1** The contractor drawings read together with the contract specifications are intended to show and explain the manner of executing the work and to indicate the type and the class of materials to be used.

20.2 In case any feature of the work is not set forth in the drawings and specifications, the contractor shall forthwith apply to the engineer for further instructions, drawings or specifications.

20.3 The drawings shall remain in the sole custody of the engineer, but two copies shall be issued to the contractor free of charge. One copy of the drawings, furnished to the contractor as afore said, shall be kept by the contractor on the site and the same shall at all reasonable times be available for inspection and use by the engineer or the engineer's representative and by any other person authorized by the engineer in writing. At the completion of the authorized by the contractor shall return to the engineer all drawings issued under the contract.

20.4 The contractor shall give written notice to the engineer whenever planning or progress of the works is likely to be delayed unless any further drawing or instruction is issued by the include the detail of the drawing or instruction required and of why and by when it is required and of any delay or disruption likely to be suffered if it is late.

20.5 The contractor shall submit the following information, in triplicate, to the engineer for approval within the time stipulated against each item below:

a) General layout plan of construction plant and equipment for the execution of work within fourteen days from the date of notice to proceed with the works; and

b) Drawings or prints show the location of major plants and other facilities which he proposes to put up at the site, including any change in the general layout, at least fourteen days prior to the commencement of the respective work.

20.6 The engineer may also authorizes representative to perform his duties and functions. The contractor shall carryout and be bound by the same. The engineer shall have full powers and authority to supply to the works, such further drawings and instructions as shall be necessary for the proper execution of the project.



**SECTION II**  
**SPECIAL CONDITIONS OF CONTRACT**

The following Special conditions of Contract shall supplement the General conditions of Contract, given in Section I. Wherever there is a conflict the provision herein shall prevail over those in the General conditions of Contract :

**1. COST OF BIDDING:**

- a) The bidder shall bear all costs associated with the preparation and submission of his bid, and the Engineer-in-Charge will in no case be responsible and liable for those costs.
- b) All the rates and prices in the bid shall cover all local taxes, Cess, ferry, tollage charges, royalties and any other charges but excluding GST. GST as applicable will be borne by OMFED.
- c) The rate of royalties and taxes prevailing on the date of measurement shall be considered while making deductions in the bills.
- d) The successful bidder shall make his own arrangement for all materials unless Otherwise specified in the conditions of contract.

**2.0 TAXES**

- (i) The rate shall include ,GST, royalty , Labour cess, local (authority) taxes which is to be deposited by the contractor.
- (ii) TDS under Income Tax and TDS under GST shall be deducted as per the rule.

**3.0 Store**

The Contractor shall at his own cost provide a temporary material store of suitable size for the materials to be issued to him during the work and shall provide electrical connection to the same. The structure shall be removed after the completion of work, by the Contractor, at his own cost.

**4.0 Water/Electric For Construction and Other Use**

- 4.1 Unless otherwise specified the Contractor shall make his own arrangement for water for the work and nothing extra shall be paid for the same.
- 4.2 The water used by the Contractor shall be fit for drinking as well as construction purposes to the satisfaction of the Engineer/OMFED.
- 4.3 In case the OMFED supplies water, it shall be on the following conditions:
  - a. Water/electric charges @ 0.5 % shall be recovered from the gross amount of work done from each Interim bill.
  - b. The water shall be provided at one point in the site at the discretion of the Engineer. The Contractor shall make his own arrangement for water connection and distribution pipe lines in the construction area.
  - c. The OMFED shall not guarantee the maintenance of uninterrupted water supply. It will be the responsibility of the Contractor to make alternative arrangements for water supply at his own cost in the event of any disruption of supply so that the progress of work is not affected for want of water. No claim or damage or refund of water charges shall be entertained on account of such disruptions.

## 5.0 **Temporary Works**

All temporary sheds, godowns, office etc required for storage/safe custody of materials and for Contractor's supervisory personnel at site shall be accounted for in the bid.

## SECTION III

### TECHNICAL SPECIFICATION FOR GENERATOR SET 25 KVA

#### Brief Description of 01xGenr Set 25 KVA

##### 1. Scope of work.

The manufacturer shall furnish the following as minimum:

- a) Diesel Engine and Generator set as a complete package requiring minimum erection efforts at site.
- b) Engine starting equipment including charging system.
- c) Fuel oil system, including fuel oil day tank and fuel oil filter.
- d) Lubricating oil system including first fill of lubrication oil and including lubricating oil filter, lubricating oil pump and lubricating oil cooler.
- e) Cooling water system with radiator and fan.
- f) Air intake system.
- g) Engine exhaust with silencer (meeting latest Central Pollution Control Board Norms) the Environment (Protection) (Third Amendment) Rules, 2013.
- h) Engine control panel
  - i) Generator control panel including automatic voltage regulator (AVR) and excitation unit.
- j) Necessary control and protections; minimum in line with Indian Electricity Rules 2005.
- k) Common base plate for engine and generator. Base plate shall be provided with anti-vibration mounting.

##### 2. General Requirements:-

###### Engine:-

The work consist of supply of silent diesel engine driven generating set 25 KVA or nearest higher capacity 415 V, 3 Phase, as per ISO 8528 and alternator as per IS-13364 Part 2 1992 reaffirmed 2018 or latest up to date. Air / Liquid cooled engine, consisting of Factory fitted of cold starting kit for pre heating of DG set before starting of DG set complete with manual control panel , along with all standard accessories, enclosed in acoustic enclosure to reduce noise pollution and including fitted of retrofit emission control device as per Central Pollution Control Board Noise Pollution norms, 74.1 HP at 1500 RPM 3 phase 415 Volt, AC, 50Hz, 0.8 PF, 20 KW, 12V.60 Amps, 12 Volts, electric start air/ liquid cooled diesel engine coupled with 25 KVA alternator coupled on common base frame.

**Details of Technical Specification are as under :-**

Note:-Initial testing shall be done by the supplier at consignee for 12 Hrs and cost of fuel, testing equipment etc. for testing will be deemed to be included in quoted rates of DG set.

**Make : HQ 14 Corps Approved Make list as per list given below :-**

3. Design Criteria.

(a) Engine

(i) Fuel - HSD

(ii) Type of Oil - 15 W 40

(iii) Cooling System - Air / Liquid Cooled

(iv) Electric starting system - 12 V/35Amp

(v) BHP – 74.1

(vi) Nos of Cylinders - 03 Nos

(vii) Fuel tank capacity - 60 Ltrs

(viii) Gen Set Weight: Less than 1500 Kg

Note : The engine should be of CPCB latest version

(b) Alternator.

(i) Type - Brushless

(ii) Voltage - 415 Volts

(iii) Rated speed -1500 RPM

(iv) Rated Current (Amps) - 34.78 Amps

(v) Rated KVA - 25 KVA

(vi) Nos of phases – 03

(vii) Voltage regulation - +/-1%

(viii) Insulation System - Class 'H'

(c) The Generator should be mounted on a common base frame coupled with alternator on suitable MS channel and AVM pads.

4. Accessories :- Each Generator will be provided with the following accessories :-

(a) Fuel tank inside canopy - 01 No

(b) Control panel board inside the canopy - 01 No

(c) Fuel pipe fitted in canopy - 01 No

(d) Battery 12 Volts 88 AH with leads and terminal - 01 No

(e) Silencer fitted on canopy - 01 No

(f) Engine starting key/ push button - 01 No

- (g) Engine Shut down system on canopy - 01 No
- (h) AVM pads with nuts and bolts on mounting channel - 01 Set

5. Standard set of Tools.

Each Generator will be provided with the following standard tools :-

- (a) Double ended spanner ¼" x 5/16 BSF - 01 No
- (b) Double ended spanner 3/8" x 7/16 BSF - 01 No
- (c) Double ended spanner 14/17 mm BSF - 01 No
- (d) Double ended spanner 19/22 mm BSF - 01 No
- (e) Cutting plier - 01 No
- (f) Screw driver set - 01 Set

6. Running Spares. Each generator will be provided with the following spares:-

- (a) Oil Filter with rubber ring - 02 Nos
- (b) Fuel filter with rubber ring - 02 Nos
- (c) Air Filter - 01 No
- (d) Fuel injector pipe - 01 No
- (e) Over flow pipe - 01 No
- (f) Fan belt - 01 No
- (g) Dynamo belt - 01 No
- (h) Engine oil -15 Ltrs
- (j) Coolant (in case of Liquid cooled Genr Set) -10 Ltrs

7. DG Set control panel Board. Powder coated sheet metal DG set control panel complete with controller with scrollable digital voltmeter, ammeter per phase, frequency meter, KW, KWH meter, and MCB as suitable for 25 KVA Generator Set. Wiring diagram to be fixed inside of the panel.

- (a) Type - Ready to use/Inbuilt in canopy.
- (b) Metering - Multi display meter in Engine controller for display of Volts, Amps, Hz, RPM, Hours, KW & KWH.
- (c) Gauges - Fuel level indicator, Lub oil pressure, Cylinder head temperature & oil temperature gauge in the Engine controller.
- (d) Functions - Manual start/stop, Emergency stop, Display Section & Fault reset
- (e) Protection - Short Circuit, Over load, MCM protection.

(f) Safeties - Low lube oil pressure, High cylinder Temperature, Auto shut down, Visual & Audio Alarm against fault in Engine controller.

8. Emergency Shutdown. Provision of Emergency shutdown switch should be incorporating to cater for any exigencies.

9. Fuel Tank. Removable sheet metal fuel tank with capacity for fuel load non-stop 12 Hrs running complete with inlet spout with strainer, fuel level indicator, Fuel out let approx 25 mm above the bottom, Engine over flow inlet at top capacity 60 Ltrs in the base of the canopy.

10. Literature and Operating Manuals. One set of following literature shall be provided for each Generator set in a CD containing of following :-

- (a) Working repair manual - One
- (b) Spares part catalogue - One
- (c) List of special maintenance tools - One
- (d) Operators instructions, users hand book/maint - One manual
- (e) Training manual/training Charts - One
- (f) Dealer Network book/leaflet – One
- (g) Log Book - One

11. Noise limit after installing Acoustic enclosure. The maximum sound pressure level for the generator set shall be 75 db (A) at 1 meter from the enclosure. The specification of the acoustic enclosure is given in the succeeding paragraphs. The “Techno Acoustic” Noise Control System, in total is so designed as to achieve sound level outside the DG set room at a distance of 1 meter away from external wall at db or less.

12. Acoustic Enclosure. Acoustic enclosure system of Generator should be made out of cold rolled sheet steel/ hot rolled MS channels or CRC cold formed prefabricated steel sections, weather proof, suitable for outdoor installation complete with suitable fasteners. The acoustic enclosure must be ready to assemble condition complete with acoustically treated walls, roof panels and doors. The walls and roof panels comprise of double walled CRC plain and perforated press bent sheets outside and inside respectively. The mineral wool mattresses are sandwiched through suitable framing and stiffener channels. The

panels are mounted on the structure clamps and fasteners for proper sealing of panels and bulb type neoprene sealing gaskets are to be provided. Necessary doors and openings as per site requirement to be provided.

13. Sound Reduction Doors (SRD). SRDs are to be fabricated out of 1.2 mm thick CRC sheets and the construction in same as wall and roof panels. The door frames are fabricated from 1.2 mm thick CRC cold-formed section. Suitable pad plates are provided for mounting handle for proper sealing. Door handle have both side operations with locking arrangement from outside. Bulb type neoprene gasket is to be provided similar to the wall panels.

14. Ventilation and Air Circulation System. Air ventilation and circulation system is most important for efficient performance of equipment inside the acoustic enclosure/room. The system should be suitably designed to provide opening for air intake and exhaust including radiator exhaust. Depending on the air requirement, suitable fan/blowers to be provided and all the openings, mounting arrangements for fan/blower complete with louvers/silencers are to be designed and supplied. For radiator, exhaust suitable duct with silencer to be provided.

15. Canopy. DG set shall be protected by canopy on top of DG set factory fabricated GI angle iron of 40mmx40mmx5mm and GI sheet of 3 mm thick with extra projection shall be provided and slope on both side length wise of DG set .

**16. Warranty: The supplier will give free warranty for engine, alternator, self, batteries, control panel and remaining accessories for a period of minimum 24 months from the date of supply, for generator which do not require commissioning or for a period of minimum one year from the date of commissioning and successful testing, for generator which require commissioning, whichever is later.**

List of makes for procurement Diesel Generator Set (25KVA) Engine: ISO 8528, Alternator IS: 13364 Pt 2- 1992 Engine: **(i) Kirloskar (ii) Greaves Cotton (iii) Eicher (iv) Cummins (v) Powerol / OR Equivalent Make confirming to relevant IS Alternator: (i) Kirloskar Electric (ii) Crompton Greaves (iii) Siemens (iv) Stamford (v) Powerol (vi) KEL (vi) NSM OR Equivalent Make confirming to relevant IS.**

### **Brief Description for installation, commissioning & trial run of DG Set.**

The work consist of supply of silent diesel engine driven generating set 25 KVA or nearest higher capacity 415 V, 3 Phase, as per ISO 8528 and alternator as per IS-13364 Part 2 1992 reaffirmed 2018 or latest up to date. Air / Liquid cooled engine, consisting of Factory fitted of cold starting kit for pre heating of DG set before starting of DG set complete with manual control panel , along with all standard accessories, enclosed in acoustic enclosure to reduce noise pollution and including fitted of retrofit emission control device as per Central Pollution Control Board Noise Pollution norms, 74.1 HP at 1500 RPM 3 phase 415 Volt, AC, 50Hz, 0.8 PF, 20 KW, 12V.60 Amps, 12 Volts, electric start air/ liquid cooled diesel engine coupled with 25 KVA alternator coupled on common base frame.

1. Initial testing of Generator Set shall be done by the contractor at consignee for and cost of this effect is deemed to be included in quoted rate of the installation, commissioning & trial run of DG set.

2. Cable: - (a) Armored PVC sheathed aluminum cable XLPE and its necessary laying and termination shall be provided. The length of the cable shall be within 100 mtrs for DG sets with manual control panel, LT UG cable 35 Sq mm 4 core - 100 RM. (b) Changeover switch 32 Amp Double pole (Qty-01) ISI mark. (c) Main switch 32 Amp double pole (Qty-01 No) with ISI mark. (d) Sealed maintenance free dry battery, Pure Lead Tin (PLT) of 12 Volts, 90 Ah ratings with connecting cables and the batteries shall conform to relevant IS specification.

3. Earthing. Suitable earthing station and necessary connections shall be done. For 3 Phase DG sets, the total number of earthing pits/stations shall be 4 . The consignee should choose installation site in such a way that the earthing station can be made within 20 meters of the DG set. Earthing station shall be typically built as per prevalent standard practices. Earthing of Generator will be provided using GI strip 32 x 6mm as earthing lead to GI earth plate of size 600mm x 600mm x 6mm thick, PCC pit, CI cover of size 450mm x 450mm, GI funnel, GI tube 40mm dia , 4.5 Mtr long 1500mm long termination point, 25 kg wood charcoal granules size not less than 10 mm (in HDPE bags), 25 kg edible rock salt granules (in HDPE bags) complete all as specified – Qty 04 (Four) Sets per each Generator.

4. Supplying and laying 6 SWG G.I. wire on surface or in recess for loop earthing along with cable as required: 20 Meter.



5. Supply & laying of one number PVC insulated control cable of 1.1 KV Grade of size 2.5 sqmm 10 core copper cable make: Havells/Gloster: 30Meter
6. Supply and laying interconnection cable: 1 Nos.
7. Supply and fixing exhaust gas piping of suitable dia welded black MS, A-Class pipe cut to required lengths and installed with necessary bends, supports and clamps, antivibration mountings, insulation of exhaust system with aluminum cladding as required as per specifications: 12 Mtr.
8. Supplying and making end termination with brass compression gland and aluminium lugs for 4x35 sqmm size PVC Sheathed Aluminium conductor cable of 1.1 KV Grade as reqd: 1 No

**Section-IV**

**DECLARATION**

I / WE DECLARE THAT I / WE HAVE GONE THROUGH THE AFORE MENTIONED CONDITIONS OF THE CONTRACT AND AGREE TO ACCEPT THE SAME FOR SUBMISSION OF THE TENDER / EXECUTION OF THE WORK. I AM / WE ARE ALSO AGREEABLE TO ABIDE BY THESE CONDITIONS UNTIL THE FINALIZATION OF TENDER / COMPLETION OF THE WORK IN ALL RESPECT.

(Full Signature of the Contractor)

Date :

Address for Correspondence:

**Section:V**  
**FORM OF AGREEMENT**  
**ON NON-JUDICIAL STAMP PAPER OF RS. 100/-**

THIS AGREEMENT is made and executed on the day of -----20 -----  
between the Odisha State Co-operative Milk Producers' Federation Limited having  
its registered office at D-2 Saheed Nagar, bhubaneswar-751007, ODISHA(herein  
after referred to as OMFED which expression shall, unless repugnant to the context  
or meaning thereof, include the successors and assignees of the OMFED) of the  
ONE PART and -----  
----- (herein after referred to as the contractor, which expression ,shall , unless  
repugnant to the context or meaning thereof, include the heirs, successors,  
assignees, executors and administrators of the Contractor) of the OTHER PART.

WHEREAS THE OMFED is desirous that certain works should be-----  
-----  
-----and has, by letter of  
acceptance dated-----accepted a bid by the contractor for the  
execution, completion and maintenance of such works, NOW THIS AGREEMENT  
WITNESSTH AS FOLLOWS:

- 1.0 In this agreement, words and expressions shall have the same meanings are  
respectively assigned to them in the conditions of contract hereinafter referred to.
- 2.0 The following documents shall be deemed to form and be read and construed as a  
part agreement, viz
  - I) this form of agreement
  - ii) The notification of award
  - iii) The said bid
  - iv) The technical specifications
  - v) The schedule of quantities
  - VI) The schedule of supplementary information
  - vii) Special conditions of contract
  - vii) General conditions of contract
  - ix) Schedule of materials to be issued by owner
  - x) Form of bank guarantees
- 3.0 The aforesaid documents shall be taken as complementary and mutually  
explanatory of one another but in the case of ambiguities and discrepancies shall  
take precedence in the order set out above.
- 4.0 In the consideration of the payment to be made by the OMFED to the contractor as  
hereinafter mentioned, the contractor hereby covenants with the OMFED to  
execute, complete and maintain the works in conformity in all respects with the  
provisions of the contract.
- 5.0 The OMFED hereby covenants to pay the contractor in consideration of the  
execution, completion and maintenance of the works the contract price at the times  
and in the manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed the month and ear first above written.

Signed, sealed & delivered for and on behalf of the within named OMFED by the hands of its Authorized Signatory.

Authorized signatory

Odisha State Co-op. Milk Producers'  
Fedn. Ltd.

In the presence of :

**WITNESS:**

1) Signature

Name

Address

2) Signature

Name

Address

signed, sealed and delivered for and on behalf of the within named contractor , the other part.

CONTRACTOR

In the presence of

**WITNESS**

1. Signature

Name

Address

2. Signature

Name

Address

**Section:VI**  
**ACCEPTABLE FORMS OF BANK GUARANTEES**  
**PROFORMA OF BANK GUARANTEE FOR BID SECURITY**  
**ON NON-JUDICIAL STAMP PAPER OF RS. 100/-**

Bank guarantee no.

Date:

This deed of guarantee made this ----- day of ----- (-----) by ----- (name and the address of the bank), hereinafter referred to as the bank, which shall unless repugnant to the context or the meaning thereof includes its legal representatives, successors and assigns and the ODISHASTATE CO-OP. MILK PRODUCERS' OFEDN. LIMITED (hereinafter referred to as the OMFED) which expression shall unless repugnant to the context or meaning thereof include its legal representative, successors or assigns.

Whereas the OMFED has invites bids for -----  
-----  
----- by the tender reference no.----- .

AND WHEREAS M/S-----  
----- (Name and the address of the bidders) who have submitted their bids (hereinafter referred to as the tender) and have agreed to deposits to the OMFED an amount indicated in the tender as per the terms and the conditions of bidding documents. AND WHEREAS the OMFED is also willing to accept a bank guarantee in lieu of payment by demand draft of any amount equivalent to the amount of bid security required to be deposited by the bidder to the OMFED which guarantee shall be kept valid for 120 days after the day of the opening of the bids.

In consideration of the OMFED having agreed to consider the bid proposals having submitted by the bidder without depositing the amount of bid security and against this bank guarantee, we (name and the address of the bank ) hereby undertake and guarantee to make payment to the OMFED the amount of bid security or any part thereof not deposited by the bidder to the OMFED at any time( time being the essence of the contract) when the OMFED asks for the same as per the terms and the conditions of the bidding documents within 120 days from the date of opening of the bids.

The bank further undertakes not to revoke this guarantee during its currency except with the previous consent of the OMFED in writing and the guarantee shall be continuous and irrevocable guarantee up to a sum of Rs.----- (rupees----- only) provided always that any indulgence or forbearance on the part of the OMFED to the said bidder, with or without the consent of the bank shall not prejudice or restrict remedies against the bank nor shall the same in any event be a ground of defence by the bank against the OMFED.

In case the OMFED puts forth a demand in writing on the bank for the payment of the amount in full or in part against this bank guarantee, the bank will be considered that such demand by itself is a conclusive evidence and proof that the bidder has failed in complying with the terms and conditions stipulated by the OMFED without raising any disputes regarding the reasons for such failure on the part of the bidder.

The bank shall not be discharged or released from this guarantee by any arrangement between the bidder and the OMFED with or without the consent of the bank or any alterations in the obligations of the parties or by an indulgence, forbearance shown by the OMFED to the bidder.

This guarantee shall be in addition to and without prejudice to any other securities or remedies which the OMFED may have or hereafter possess against the bidder and the OMFED shall be under no obligations to marshal in favour of the bank any such securities or fund or assets that the OMFED at its absolute discretion may vary, exchange, renew, modify or refuse to complete or enforce or assign any security or instrument.

The bank agrees that the amount hereby guaranteed shall be due payable to the OMFED on OMFED'S serving with a notice requiring the payment of the amount and such notice shall be served on the bank either by actual delivery thereof to the bank or by dispatching thereof to the bank by registered post at the address of the said bank. Any notice sent to the bank at its address by registered post shall be deemed to have been duly served on the bank notwithstanding that the notice may not in fact have been delivered to the bank.

In order to give full effect to the provisions of this guarantee the bank thereby waives all rights inconsistent with the above provisions and which the bank might otherwise as a guarantor be entitled to claim and enforce.

The guarantee shall remain in force until ----- and unless the guarantee is renewed or a claim is preferred against the bank within three months from the said date all rights of the OMFED under this guarantee shall cease and the bank shall be released and discharged from all liabilities hereunder.

Notwithstanding anything contained here before, our liability under this guarantee is restricted to Rs. -----(rupees-----only) being the amount of the bid security and it shall remain in force until-----  
-----.

Place

Signature

Seal

Code no.

Note:

- 1) Bidders should ensure that the seal and code no. of signatory is put by the bankers, before submission of the bank guarantees.
- 2) The contractor should ensure that a letter of confirmation is sent by the bank to OMFED directly mentioning the guarantee no. and Date of Issue