

TENDER CALL NOTICE

OFFICE OF THE ADDITIONAL DIRECTOR, ODISHA BIOLOGICAL PRODUCTS INSTITUTE,
SIRIPUR, NEAR OUAT, BHUBANESWAR-3
Email ID: jdobpibbsr@gmail.com

Bid Reference No. *3365/OBPI* Dated- *20.11.2024*

In pursuance to Bid Reference No. *3365* /OBPI Dated *20.11.2024*, Additional Director, Odisha Biological Products Institute, Bhubaneswar-3 invites tender in sealed cover in two bid system from wholesalers / Distributors / C & F agencies and suppliers approved by manufacturers dealing with Polypropylene Bottles (P. P. Bottles) 300ml Capacity with compatible Rubber bung and Aluminium Cap to participate in competitive bidding for supply of same during the year 2024-25 on rate contract basis.

The details of the Tender bid as well as terms and conditions and information docket are available on the DAH & VS, Odisha website <https://dahvs.odisha.gov.in> & DeGM, Khorda website <https://khordha.odisha.gov.in> Interested bidders are requested to download the required documents and submit their response from 12 Noon of dt.26.11.2024 to 5:00 PM of dt.16.12.2024 to the undersigned at the above mentioned address along with the Tender processing fee of **Rs.1180/-** (including 18% GST) remitted in shape of Bank Draft drawn from any Schedule Commercial Bank in favour of the Additional Director, Odisha Biological Products Institute, Bhubaneswar-3.

The technical bid and financial bid packed in a separate envelop (in 3rd envelop) to be submitted to the undersigned following the guidelines of tender process through Regd. Post / Speed Post / Courier service or can be dropped in Sealed drop box kept for the purpose at office of the Additional Director, OBPI, Bhubaneswar 3 latest by Dated- 16.12.2024 by 5:00 PM.

Sd/-

Additional Director,
Odisha Biological Product Institute
Bhubaneswar-3

J. C. Ray
20/11/2024

Additional Director,
Odisha Biological Product Institute
Bhubaneswar-3

**OFFICE OF THE ADDITIONAL DIRECTOR,
ODISHA BIOLOGICAL PRODUCTS INSTITUTE (OBPI),
SIRIPUR, BHUBANESWAR-3, DISTRICT - KHORDHA
Email ID: jdobpibbsr@gmail.com**

Bid Reference No. *3365/OBPI* Dated- *20.11.2024*

**TENDER DOCUMENTS FOR SUPPLY OF
POLYPROPYLENE BOTTLES (P.P. BOTTLES) 300ML CAPACITY
WITH COMPATIBLE RUBBER BUNG AND ALUMINIUM CAP
ON RATE CONTRACT BASIS FOR A PERIOD OF ONE YEAR
FROM THE DATE OF APPROVAL**

Name & Address of the tender inviting authority:

**ADDITIONAL DIRECTOR,
ODISHA BIOLOGICAL PRODUCTS INSTITUTE,
SIRIPUR, BHUBANESWAR-3, DISTRICT - KHORDHA
Email ID: jdobpibbsr@gmail.com**

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J. Chandra
20/11/2024
Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

SECTION- I
IMPORTANT EVENTS OF THE TENDER

Sl. No.	Particulars of important events	Date	Time
1	Date and Time of Release of Bid	25.11.2024	11 AM
2	Availability of tender papers in offline mode at the Office of Additional Director, OBPI, Bhubaneswar on payment basis	25.11.2024	03:00 PM onwards, during office hours on working days till dtd. 16.12.2024, 11:00AM
3	Date of start of submission of tender papers	26.11.2024	12 Noon
4	Date of Pre-bid meeting at OBPI, BBSR	06.12.2024	11 AM
5	Date and Time of end of sale of tender documents	16.12.2024	11 AM
6	End time of submission of tender documents	16.12.2024	5 PM
7	Date and time of opening of Technical Bid	18.12.2024	11 AM
8	Date and time of opening of financial Bid	24.12.2024	11 AM

Disclaimer:

Kindly note

1. Though adequate care has been taken for preparation of this document, the applicant shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any applicant prior to pre-bid meeting, it shall be considered that document is complete in all respects.
2. While the document has been prepared in good faith, neither **Additional Director, Odisha Biological Products Institute, Siripur, Bhubaneswar-3**, nor their employees or advisors make any representation, warranty, express or implied or accept any responsibility or liability, whatsoever, in respect of any statements or omission herein, or the accuracy, completeness or regulations as to the accuracy, reliability and completeness of this document, even if any loss or damage is caused by any act or omission on their part.

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SECTION II

General Definitions & Scope of Contract

1. General Definitions

- 1.1 Department means Fisheries & Animal Resources Development Department, Government of Odisha.
- 1.2 Government means Government of Odisha. Bid / Tender Inviting Authority is the Additional Director, Odisha Biological Products Institute, Siripur, Bhubaneswar-3, District – Khordha who on behalf of the User Institution of Government or the funding agencies calls and finalize bids and ensure supply, procurement under this bid document.
- 1.3 Tender Evaluation Committee & Technical Committee are Committees so constituted by Additional Director, Odisha Biological Products Institute, Siripur, Bhubaneswar-3, District – Khordha to decide on the purchase of Polypropylene Bottles (P.P. Bottles) 300ml Capacity with compatible Rubber bung and Aluminium Cap.
- 1.4 **User Institution** is Odisha Biological Products Institute, Siripur, Bhubaneswar-3, District – Khordha under F & ARD Dept., Government of Odisha for which the items under this bid are to be procured.
- 1.5 De-recognition / Debarment – the event occurring by the operation of the conditions, under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority, more specifically mentioned in the Specific Conditions of Contract and General Conditions of Contract of this bid document. The period being decided on the basis of number of violations in the bid conditions and the loss / hardship caused to the Tender Inviting Authority on account of such violations. Withdrawal or non-compliance of bid terms and conditions after the issuance of Supply Order will lead to de-recognition / debarment of the successful bidder.
- 1.6. Financial bid and price bid are synonymous.
- 1.7. Tender paper / submission of sample P.P. Bottle (300 ml capacity) with compatible rubber bung and Aluminum cap for quality testing and any other correspondences related to this tender process to be done in following address only.

ADDITIONAL DIRECTOR,
ODISHA BIOLOGICAL PRODUCTS INSTITUTE,
SIRIPUR (NEAR OUAT), POST- SURYANAGAR, BHUBANESWAR-3,
DISTRICT – KHORDHA, PIN- 751003
Email ID: jdobpibbsr@gmail.com

J. Chakrabarty
20/11/2024

Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

2. Scope, Specification and General instructions to bidders

2.1. **Polypropylene Bottles (P. P. Bottles) 300ml Capacity with compatible Rubber bung and Aluminium Cap** will be procured as per the indicative quantity, mentioned below.

Sl. No.	Name of the Items	Technical Specifications and Standards	Total unit	Site Of Delivery
1	P. P. Bottles 300ml Capacity with compatible Rubber bung and Aluminium Cap	<ul style="list-style-type: none"> Material of Bottle - Polypropylene Bottle shape - Round Mouth Design - Narrow Neck Design - Narrow Capacity - 300ml. Minimum Thickness at any point of the bottle (in mm)- 1 Diameter of bottle (in mm) 69-72 mm Neck Diameter of bottle (in mm)- 13 (inner) Neck Diameter of bottle (in mm)- 17-19 (outer) Height of bottle (in mm) - 114-118 mm Color - should be transparent. Rubber bung and aluminum cap must be compatible and supply as per the number of bottle ordered. The sample bottles will be verified for its structural stability to autoclave temperature & pressure (T-121°C, P-15 Psi for 15 min.) and for its compatibility to the Vaccine bottle filling unit of the GMP laboratory at OBPI, Bhubaneswar by the tender evaluation committee. In case the sample PP bottle fails to withstand autoclave temperature & pressure or its compatibility to the Vaccine bottle filling unit of the GMP laboratory at OBPI, Bhubaneswar, the bid will not be considered for price bidding i.e. bid will be cancelled and EMD will be returned. 	<p>14000 – 15000 nos of P. P. Bottles 300ml Capacity with compatible Rubber bung and Aluminium Cap per month.</p> <p>It may vary as per actual requirement and availability of funds</p>	<p>Central store at the Office of Additional Director, OBPI, Bhubaneswar-3</p>

However, the indents will be placed in favour of the successful bidder (L1) selected through bidding process as per our requirement in phased manner as per the availability of funds during the contract period. The financial capping and quantity of procurement may be changed subject to availability of funds.

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2.2. The bids are invited for the supply of P.P. bottle 300ml capacity with compatible Rubber bung and Aluminium Cap (details of which is mentioned vide clause No. 2.1/Sec. II as above) needed for Odisha Biological Products Institute, Siripur, Bhubaneswar-3, District – Khordha, the Govt. of Odisha owned animal vaccine production institution.

2.3 The bidders cannot withdraw their bid after opening of technical bid, within the **minimum bid validity period of 180 days** & also after accepting the Letter of Intent.

2.4 The quoted rates should be final and shall not be subjected to any escalation during the validity of the rate contract which is till completion of one year from the day of declaration of successful bidder.

2.5 Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking of penal provisions and may also lead to de-recognition / debarment or both.

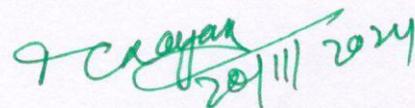
2.6 This tender is floated in 2 Bid systems for P.P. bottles 300ml capacity with compatible Rubber bung and Aluminium Cap. Hence, bidders who are participating in bid shall have to submit technical bid and price bid separately in sealed cover, further sealed in a separate envelop (i.e 3rd envelop signed by the competent authority) super scribing "BID FOR P.P. BOTTLES 300ML CAPACITY WITH COMPATIBLE RUBBER BUNG AND ALUMINIUM CAP" through Regd. Post/ Sped post / Courier service or can be dropped in Sealed drop box kept for the purpose at office of the under signed latest by **Dated-16.12.2024 by 5 PM.**

2.7 The performance security will be the 10% of the contract value as per Rule 213 of OGFR-2023 payable by account payee demand draft or bank guarantee form from any of the commercial banks with validity of 60 days beyond completion of all contractual obligation including warranty. However MSE/START-UP and Odisha SME will get the concession and shall deposit 25% of the performance security as applicable to normal Bidder.

2.8 At any point of time, the Tender Inviting Authority reserves the right to reject the tender for the items tendered without assigning any reasons thereof.

SECTION- III GENERAL TERMS AND CONDITIONS

1. The Additional Director, Odisha Biological Products Institute, Bhubaneswar (Tender Inviting Authority) working under Fisheries & Animal Resources Development Department, Govt. of Odisha, requires P.P. bottles 300ml capacity with compatible Rubber bung and Aluminium Cap to be used by the institution (hereinafter referred to as user institution).
2. Sealed tenders will be received latest by **dt.16.12.2024 up to 5 PM.** by the Authorized officer at Office of the **Additional Director, Odisha Biological Products Institute, Bhubaneswar through Regd. Post / Speed Post / Currier service only** (not by hand) for participation in the open tender for supply of "P.P. bottles 300ml capacity with compatible Rubber bung and Aluminium Cap". The bidder can tender the Bid documents by dropping in the "Drop Box" kept at office of the **Additional Director, Odisha Biological Products Institute, Bhubaneswar** by Dated-16.12.2024 up to 5 PM.



3. No tender documents shall be accepted after the expiry of scheduled date and time. Any tender received after the due date & time will be rejected / returned to the sender unopened.
4. There will be a pre-bid meeting on dt. 06.12.2024 in the Office of the **Additional Director, Odisha Biological Products Institute, Bhubaneswar -3** at **11.00 AM** and the bidders interested for the bid may come and get clarify their queries. On the day of Pre-bid meeting at the Office of the **Additional Director, Odisha Biological Products Institute, Bhubaneswar - 3**, bidders will be allowed to inspect the Autoclave procedures and bottling unit of the GMP vaccine producing unit of OBPI, Bhubaneswar which in turn help them for supply of **P.P. Bottles 300ml capacity with compatible Rubber bung and Aluminium Cap** in future if selected.
5. The bidder(s) shall have to submit their tender in separate sealed envelopes, i.e. one for technical bid super-scribing **Cover "A" (Technical Bid) & another for Price Bid** super-scribing **Cover "B" (Price Bid)**. The Technical Bid and Price Bids should be put into a hard Cover, which should be superscribed as **"Tender for P.P. Bottles 300ml capacity with compatible Rubber bung and Aluminium Cap"**.
6. The Sealed tenders **"Cover A" (Technical Bid)** submitted by the bidders will be opened at the Office of the **Additional Director, Odisha Biological Products Institute, Bhubaneswar** by the Tender Evaluation Committee in presence of Bidders or their authorized representative. In situation of absence of participation of Bidder / authorized representative during the process, opening of Technical bid cannot be stopped. The bidder will have no right to claim any sort of imposition to make the process null and void. But due to any unexpected untoward situation, if the process of opening of technical bid is to be stopped, the notice for next date of opening the technical bid will be displayed in the office notice board and it will appear in the official website of DAH&VS Odisha, Cuttack and DeGM, Khordha. The Technical Bids will be opened on Dated-**18.12.2024 at 11 AM**.
7. The details of item and specification which one can appreciate to submit bid is mentioned at section-II, point No. 2. 1.
8. Rate should be quoted in Indian Currency (with paisa in two decimals only), both in words and figures against the item as the payment will be made in Indian currencies only. The bidder shall not quote the rate for any item other than the item specified in the list.
9. The GST shall be charged as per the guide lines given by the Finance Dept., Govt. of Odisha / India from time to time.
10. The interested bidder can download the Entire Tender Document from the website <https://dahvs.odisha.gov.in> & <https://khorda.odisha.gov.in>. He can take the tender documents from Office of the Additional Director, Odisha Biological Products Institute, Siripur, Bhubaneswar-3, from accounts section by making a Govt. deposit of **Rs.1180/- (Rupees One thousand One hundred and eighty only)** including 18% GST towards cost of tender paper and the tender processing fee.

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11. All the sheets of technical Bid along with bid document shall be serially numbered and dully attested by the bidder. Any deviation will liable for rejection of bid.

12. Tender processing fee :

The firms desirous to participate in the bid process shall have to submit Tender Processing fee in shape of **Demand draft of Rs.1180/- (Rupees One thousand One hundred and eighty only)** including 18% GST, drawn at any Nationalized bank in favour of the "Additional Director, Odisha Biological Products Institute, Siripur, Bhubaneswar-3". The demand draft or Govt. money receipt of Rs.1180/- is to be attached with the Technical bid documents. **No Account payee cheque will be accepted.**

13. Earnest Money Deposit (EMD) :

The tender document must accompany a bid security amount / Earnest money deposit of **Rs. 40,000/- (Rupees Forty thousand) only** payable by **account payee demand draft** or bank guarantee form from any of the commercial banks. The MSE/START-UP and Odisha SME shall be exempted from depositing the bid security amount as per Rule-212(i) of OGFR-2023 & MSME Deptt. Notification No. 566 dt. 24.01.2024. To claim the exemption the bidders have to submit the supporting documents & submit Bid security declaration.

14. ELIGIBILITYCRITERIA

Wholesalers / Distributors / C & F agencies and suppliers approved by manufacturers dealing with **P. P. Bottles 300ml Capacity with compatible Rubber bung and Aluminium Cap** are eligible to participate in the tender process provided they have:

- (i) Bidder shall have the capacity to supply at least 50% of the ordered item within 02 (two) weeks and rest of the items within 60 (sixty) days of placement of supply order. Failure of supply within stipulated period may result in cancellation of order followed by forfeiter of performance security deposit.
- (ii) Bidders need to have experience in supplying P.P. bottles 300ml capacity with compatible Rubber bung and Aluminium Cap to State Govt. / Central Govt. /State or Central Govt. PSUs.
- (iii) In support of experience, the bidder must submit Letter of Award or Intent of the concerned authority along with documents submitted for technical bid.
- (iv) **Annual turnover** - The bidder should have annual average turnover of Rs.40.00 Lakhs during any last Three FY years i.e. during 2020-21, 2021-22, 2022-23 & 2023-24. The proof of turnover is to be certified by the Chartered accountant & supported by audited annual statements / annual report with the turnover figures highlighted there. (Provisional statement of account shall not be considered). The


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Odisha SME shall get the 90% relaxation as per MSME Deptt. Notification No-566 Dt. 24.01.2024.

- (v) Shall have valid PAN Card & valid GST registration with up-to-date GST return.
- (vi) Bidder must **have local office in Odisha** having valid OGST registration with local contact person's address & telephone no.
- (vii) Income tax return certificate for any last three Assessment years from 2021-22, 2022-23, 2023-24 & 2024-25.
- (viii) Bidder who are blacklisted either by the Tender inviting authority or by any State Govt. or Central Govt. organization or PSU is not eligible to participate in the tender for that item. **Bidders must give a declaration that the firm is not black listed by any of the above organization.**

15. Submission of Samples for verification:

- (i) Bidders shall have to submit 200 numbers of sample bottles in a sealed packet as non-refundable. The sample bottles will be verified by the tender evaluation committee for its structural stability to autoclave temperature & pressure and for its compatibility to the Vaccine bottle filling unit of the GMP laboratory at OBPI, Bhubaneswar. In case the product fails to withstand autoclave temperature & pressure with respect to its shape and structural stability or its compatibility to the Vaccine bottle filling unit of the GMP laboratory at OBPI, Bhubaneswar, the bid will not be considered for price bidding i.e. bid will be cancelled and EMD will be returned.
- (ii) On the day of Pre-bid meeting at the Office of the **Additional Director, Odisha Biological Products Institute, Bhubaneswar -3**, bidders will be allowed to inspect the Autoclave procedures and bottling unit of the GMP vaccine producing unit of OBPI, Bhubaneswar which in turn help them for supply of **P.P. Bottles 300ml capacity with compatible Rubber bung and Aluminium Cap** in future if selected.
- (iii) The samples may be sent through courier or handed over physically to the authorized officer assigned in office of the tender inviting authority and receive necessary acknowledged slip from the officer. The samples need to reach the office on or before Dated-18.12.2024 by 11.00 AM during working hour.
- (iv) The bidder who will not submit the sample **P.P. Bottles 300ml capacity with compatible Rubber bung and Aluminium Cap (200 nos)** for testing at OBPI, Bhubaneswar by dt. 18.12.2024 up to 11.00 AM, their bid will not be considered for bidding process and will be cancelled.
- (v) The bidders shall not claim any payment towards verification / consumption / use of such samples (P.P. Bottles) for quality, user friendliness etc. for evaluation purpose. The samples of lowest responsive bidder after price comparison will be kept at the O/O undersigned as **Master Sample (even if not consumed / utilized)**.

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- (vi) The Tender Inviting Authority's contractual right to inspect, test and if necessary, reject the goods after the goods arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by Tender Inviting Authority's inspector during sample verification as mentioned above.

16. COVER-B (PRICE BID)

- (i) The price bid format giving the quoted rate for unit P.P. Bottle 300ml capacity with its compatible Rubber bung and Aluminium cap should be sent in a separate sealed covers here after called **Cover "B" (Price Bids)**. The Cover "B" of the bidder whose tender qualified technically in Cover-A will only be opened on dt. 24.12.2024 at 11AM in the office of Additional Director, OBPI, Bhubaneswar-3. The bidder(s) or their representative may attend the process. Their absence will not affect the price bid opening process.
- (ii) The price of the item should be quoted inclusive of insurance, packing, forwarding, freight (door delivery) and GST as applicable should be reflected separately (pl. refer document number D15). The rate should be quoted both in figures and words. Only two decimal points (paise) will be taken into consideration ignoring the rest digits. In case of difference in words and figures, **words will be taken into consideration for evaluation.**
- (iii) The quoted rates should be final and shall not be subjected to any escalation during the validity of rate contract. The bidder should submit / furnish a certificate in the tender to the effect that the price quoted by them is not more than the open market price. However, in circumstances when the price decreases during the contract period, the approved supplier should ethically intimate the same to the purchasing authority and decrease the price accordingly.

17. Rejection of the tender:

The tender paper will be rejected, if any of the following documents are wanting / not found with the tender bid:

- (i) Non submission of relevant documents / samples as mentioned in Section II & III.
- (ii) Sealed Price bid (quoted rate) without signature and seal.
- (iii) Any pre-condition by the bidder contradicting to the tender terms & conditions or non-compliance to product specification

18. Evaluation:

- (i) Tenders will be evaluated as per the requirement of the bid.
- (ii) The price bid (Cover-B) shall be considered only for those bidders who will qualify in the technical bid & sample evaluation.
- (iii) The successful bidder will be selected as per Least Cost Based System (LCBS). The cost of the unit item including all Taxes/ GST will be evaluated. The firm quoting the lowest price for the item will be declared as L-1 bidder.
- (iv) If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2 suppliers, if agree to supply at L1 rate.

19. Performance Security:

The bidder shall have to submit performance security within 07 days of issue of letter of intent (LOI) in form of Demand Draft drawn in favour of Additional Director, Odisha Biological Products Institute, Bhubaneswar-3 payable at Bhubaneswar / Irrevocable Bank Guarantee from any Nationalized / Scheduled Bank in favour of the Additional Director, Odisha Biological Products Institute, Bhubaneswar-3 in the format as given in Document No. D.14 with validity for a period of 60 days beyond completion of all contractual obligations as per Rule 213 of OGFR-2023.

20. Notification of Award/Letter of Intent (LOI)

- (i) Within the bid validity period, the Tender Inviting Authority will notify the list of successful bidders(s) in tender before issuing the Letter of Intent (LOI).
- (ii) The successful bidder(s), upon receipt of the LOI, shall deposit the prescribed performance security **within 07 (Seven) days. If the last day is a holiday, then on 8th day.**

21. Delivery:

- i. Supply shall be completed within **60 days** from the date of issue of purchase order.
- ii. Delivery shall be made at Central-store of **Additional Director, Odisha Biological Products Institute, Bhubaneswar-3**. Damaged items will not be received under any circumstances and the bidder will return back the damaged / incompatible p.p. bottles 300ml capacity with compatible rubber Bung and Aluminium cap at his own cost.

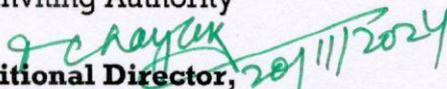
- 22. Payment:** No advance payment will be paid to the supplier. The amount will be paid after verification, evaluation and submission of stock entry certificate from the in-charge officer stock & store, OBPI, Bhubaneswar. Where there is a statutory requirement for tax deduction at source, such deduction towards GST and other taxes as applicable will be made from the bills payable to the successful bidder at rates as notified from time to time.

23. Penalties:

If the product after use found to be **“Not of Satisfactory Quality” / Not as per the parameter**, such item will be declared as **“Not of Satisfactory Quality”** on the basis of the **report of the concerned laboratory user**. The said product shall be frozen. The supplier must replace fresh stock equal to the purchased quantity and take back the frozen stock at his own cost. In case the supplier fails to replace the stocks within 02 (two) week, then the letter of intent will be cancelled and **the Performance Security shall be forfeited**. If such incidence repeated for second time the bidder will be black listed. In the above sinerio the tender inviting Authority reserves the right to procure the item from the L2 supplier, if agree to supply at L1 rate.

24. Miscellaneous Conditions:

- (i) The tender documents should be clearly written / typed without any correction, interpolations, and overwriting. Each page of the tender should be page numbered with the dated signature of the bidder. If any information or documents furnished by the bidder found to be misleading / incorrect at any stage, their tender will be rejected.
- (ii) The approved rate will be valid **for one year from the date of approval** or till finalization of next tender whichever is earlier. The quantity as mentioned above may vary substantially as per actual requirement. The order will be placed in phased manner during the period validity of rate contract.
- (iii) MSME / SSI units will be treated as manufacturer limiting to their approved product only and eligibility condition for manufacturer will be applicable accordingly. The relaxation will be given only to local MSMEs registered in Odisha with the respective DICS, Khadi, village, cottage and Handicraft. Industries, NSIC, OSIC, MSME / SSI units as below.
 - (a) Only Odisha SME (Small Manufacturing Enterprises located in Odisha) will get price and purchase preference as per MSME Deptt. Notification No-566 dt. 24.01.2024.
 - (b) There will no turnover and experience be required Odisha SME as per MSME Deptt. Notification No-566 dt. 24.01.2024.
 - (c) The bidder who has been blacklisted is not eligible to participate.
 - (d) Copy of acknowledged Income Tax Return for the any last three years from Assessment year 2021-22, 2022-23, 2023-24 and 2024-25.
- (iv) All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the court of law situated at Bhubaneswar, Odisha or in the High Court of Orissa.

Tender Inviting Authority

Additional Director, 20/11/2024
Odisha Biological Products Institute,
Bhubaneswar-3

SECTION- IV

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID (COVER-A) sequentially			
Sl. No.	Doc No.	Name of The Document	Page No.
1	D1	Dully filled Tender application form in (Annexure-I) with authentic signature of bidder of authorized person with check list	
2	D2	Demand Draft towards Tender processing fee	
3	D3	DD/Bank Guarantee towards Earnest Money Deposit (EMD)	
4	D4	Copy of PAN CARD & GST registration certificate	
5	D5	Copy of I.T Return for any last three Assessment years 2021-22, 2022-23, 2023-24, 2024-25	
6	D6	Copy of proof of GST cleared up to Septemer 2024	
7	D7	Proof of experience / Performance for supplying the article	
8	D8	Copies of the annual audited statement / Annual Report for any last three years i.e. 2020-21, 2021-22, 2022-23, 2023-24 (Provisional statement of account shall not be considered).	
9	D9	Annual turnover certificate at least for Rs. 40.0 lakhs per year for any last three years 2020-21, 2021-22, 2022-23, 2023-24 From Chartered Accountant. (for any last 3 years)	
10	D10	Copy of valid supplier / Wholesale / Distributor license/ C&F agent (as the case may be)	
11	D11	Declaration from bidder for not being Derecognized, debarred or Black listed in the Format	
12	D12	Document Format for submission of sample	
13	D13	BID Security Declaration	
14	D14	Bank Guarantee Format for performance security	
15	D15	Price BID	
16	D16	Declaration by Bidder that the price quoted by them is not more than the open market price	

J. Chakrabarty
20/11/2024

Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

DOCUMENT NO. D1:

ANNEXURE- I:

**TENDER APPLICATION FORM FOR SUPPLY OF POLYPROPYLENE BOTTLES
(P.P. BOTTLES 300ML CAPACITY) WITH COMPATIBLE RUBBER BUNG AND
ALUMINIUM CAP**

Sl.No	Details of the bidder	
1	Name of the Bidder	
2	Bidder Type (Please Tick)	Distributors /Wholesalers / C&F Agents / Supplier /retailer
3	Separate Price bid submitted	Yes/No
4	Complete Address with Phone No.& email ID	
5	Contact Person:	
6	Mobile No. / Landline No.	
7	Email ID	

DOCUMENTS TO BE SUBMITTED

Sl. No.	Document details	Submitted (Yes/No)	If Yes Page No.	Remarks if any
1	Tender Processing Fees details for Rs.1180/-: DD/M.R. No.: Date:			
2	EMD Details:			
5	Valid license from competent authority: (Manufacturer/ wholesaler/ Distributor etc.)			
6	Annual Turnover statement:			
7	Copy of PAN card:			
8	Copy of GST registration certificate			
9	Copy of latest I.T. return & GST payment certificate:			
10	Proof of supply: at least one year in supplying to State Govt./Central Govt./State or central Govt. PSUs.			

Date:	Office Seal	Signature of the bidder / Authorized signatory
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DOCUMENT No. D7:

PERFORMANCE STATEMENT

(For the period of last three years)

(Please furnish order copies of the client serially, the names of which are mentioned below)

Name of Bidder:

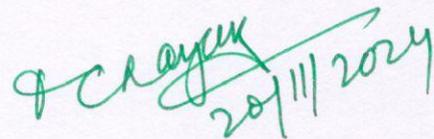
Name of Manufacturer:

Name of the Item:

Sl No.	Order placed by	Order No. & Date	Item Name	Specification & Qty	Total Value of product	Bill No Dt. Of supply

(Attach copy of bills of supply)

Signature and seal of the Bidder



Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

DOCUMENT D9:

ANNUAL TURNOVER STATEMENT

The annual turnover of M/S.....who is a wholesaler / distributor / C & F Agent for the last three years are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Rupees (Rs.)	Annual Average Turnover Rs.
1.	2020 -21		
2.	2021-22		
3.	2022 -23		
4.	2023 -24		
Date:			
Signature of Auditor			
Place:			
Chartered Accountant			
(Name in Capital)			
Registration No.			
Seal			

9 Charan
20/11/2024

Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

DOCUMENT NO: D11:

**(RUPEES 20 STAMP PAPER)
DECLARATION FORM**

I/We.....
(NAME& DESIGNATION) having My/our firm at.....

Do hereby declare that I/We have carefully read all the terms & conditions of tender of the Additional Director, OBPI, Bhubaneswar 3, District Khordha, Odisha, for the supply of P.P. bottles capacity 300ml with compatible Rubber bung and Aluminium cap. I will abide with all the terms & conditions set for in the tender paper Reference no.

I/We do hereby declare that, I/We have not been de-recognized / debarred / blacklisted by any State Govt. / Union Territory / Govt. of India / Govt. organization / Govt. Veterinary Institutions for supply of Not of Standard Quality (NSQ) items / part-supply / non-supply.

That, I am not a defaulter in supply of any item to Additional Director, OBPI, Bhubaneswar 3, District Khordha, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We further declare that I/We possess valid Manufacturing License/ Import license / authorised supplier license / wholesaler license bearing NoValid Up to.....I/We do hereby declare that I/we will supply the approved items as per the terms, conditions & specifications of the tender document. I / we further declare that my / our performance deposit will be forfeited if I /we fail to supply any item after getting order from the purchaser. I /we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid document.

Further, I / We also declare that we have quoted the products duly authorized by the manufacturer / importer for sale/supply.

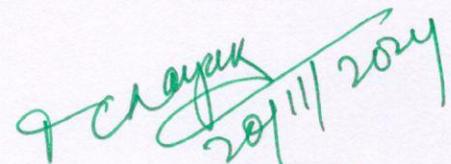
I/We agree that the Tender Inviting Authority can debar / blacklist me/us for a period of 3 years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Signature of the bidder :

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public



Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

Document D12:

Format for submission of sample

Sl No.	Name of the item	Manufactured by	Brand Name If Any	Specification & Strength	Unit pack size

N.B:

Sample shall be wrapped in plastic cover and stickered with following information:

- i. Name of the bidder
- ii. Quantity

Submitted by

Date:

Mobile:

Received by

Date:

Mobile:

[Handwritten Signature]
[Handwritten Date: 20/11/2014]

Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

Document No. D13

(To be submitted with Technical Bid)

BID SECURITY DECLARATION FORM

(Rule 170 of General Financial Rule 2017)

Bid Ref. No. _____

Date: _____

To

The Additional Director, Odisha Biological Product Institute, Bhubaneswar-3

I/We. The undersigned, declare that:

I/We accept that I/We may be suspended to submit bids for contract(s) with you for a period of one year from the date of bid opening if I am /We are in a breach of any obligation under the bid conditions, because

I/We

- a) have withdrawn /modified my/our bid during the period of bid validity specified in the form of bid;

or

- b) having been notified of the acceptance of our bid by the purchaser during the period of bid validity, i. fail or refuse to execute the contract, or ii. fail or refuse to submit the Performance Security of the amount specified in the bid.

Signature of the bidder

Seal

Date:

Name & Address of the firm

J. Choudhary
20/11/2024

Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

Document No. D14:

Model Bank Guarantee Format for Performance Security

[Ref. Para 22(i)]

To

The Additional Director, Odisha Biological Products Institute, Bhubaneswar-3

WHERE AS.....(name and address of the supplier) (here in after called "the supplier") has undertaking, in pursuance of contact no.....dated..... to supply.....(description of goods and services) (here in after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

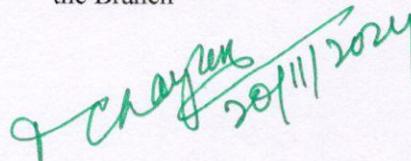
AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be Performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until theday of20.....

We theBranch.....undertake not to revoke the guarantee during its currency except with the previous consent of the Additional Director, Odisha Biological Product Institute, Bhubaneswar-3 in writing. We theBranch..... further agree that a mere demand by the Additional Director, Odisha Biological Product Institute, Bhubaneswar-3, is sufficient for us Branch at Khordha to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us Branch to decline payment to the Additional Director, Odisha Biological Product Institute, Bhubaneswar-3

(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer
.....

Seal, name & address of the Banks and address of the Branch



Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar

DOCUMENT NO. – D15:

PRICE BID

Sl No	Name of the item	Manufactured by	Brand Name If Any	Specification	Unit pack size	Unit Cost including insurance + transportation and delivery of item at OBPI, BBSR (in Rs.)	GST as applicable (in Rs.)	Total
1	2	3	4	5	6	7	8	9

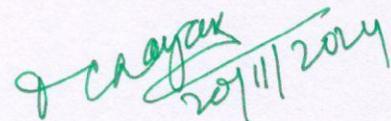
Seal and Signature of Bidder

DOCUMENT NO. – D16:

Declaration by Bidder that the price quoted by them is not more than the open market price.

I / we do here by declare that the quoted rates are final and shall not be subject to any escalation during the validity of rate contract and the price quoted in this tender is not more than the open market price. However, in circumstances when the price decreases during the contract period, I shall ethically intimate the same to the purchasing authority and decrease the price accordingly.

Seal and Signature of Bidder



Additional Director
Animal Husbandry & Veterinary Services
O.B.P.I., Bhubaneswar