

# **ODISHA STATE ARCHIVES, BHUBANESWAR.**

## **TENDER NOTICE**

Sealed tender for purchase Post Anti-Termite Chemical Treatment to the premises (covered/uncovered) of Odisha State Archives are invited by the Superintendent of Archives on or before 02.12.2015 at 12Noon. The tenders will be opened on the same day i.e. on 02.12.2015 at 3 P.M in the office of the Superintendent of Archives in the presence of the tenders or their authorized representatives. Non-sealed tenders will be rejected. The tenderers should contain all the conditions clearly and no other condition not contained therein, will be entertained in future. The tenderers should furnish Xerox copies of Income Tax & Tin certificates etc., if any along with the tender. The authority reserves right to accept or reject any or all the tenders or part thereof without assigning any reason thereof. For more details of tender documents and terms & conditions visit to <http://www.odishaculture.gov.in/advertisemernt.asp>, <http://www.odishaarchives.nic.in/advertisemernt.asp>

Tender should two Bid System (Technical Bid & Financial Bid) from professionals Pest Control management Agencies to control subterranean termites from the covered area of buildings and uncovered area of premises at our office Bhubaneswar Record Room, Bhubaneswar. The Anti termite chemical treatment should be effective and long lasting deploying latest scientific techniques and chemicals (BIS Code 6363 Pt-III 2011). The agency should be well versant of conservation of Documentary Heritage and trained from the National Archives of India or any other related recognized institute.

**The bidder should submit the tender in two bid system, Technical Bid & Financial Bid. The EMD of Rs. 10,000/- in favour of Superintendent of Odisha State Archives, in the form of Demand Draft payable at S.B.I. Govt. Treasury Branch, Bhubaneswar shall be enclosed with the Technical Bid. Both Bids shall be kept in SEPARATE sealed envelopes superscripting "Technical Bid" & "Financial Bid" respectively. These two envelopes should be then put in a large envelope and sealed properly, superscripted "Tender for Post Anti Termite Chemical treatment due on 02.12.2015.**

# Terms & Conditions

1. Tenders not properly filled mutilated with incorrect calculations or generally not complying with the condition may be rejected and the decision of the competent authority of Odisha State Archives shall be final.
2. Tenderers should quote their rates both in figures and in words. The schedule or quantities must be fully priced and the total of each page along with carried over figures of the previous page shall be given in ink and signed by the tender. No blank spaces shall be left.
3. If the tender is made by or on behalf of a company incorporated under the companies act it shall be signed by the Managing Director or by one of the Directors duly authorized on that behalf. If it is made by a partnership firm it shall be signed with the co-partnership name by a member of the firm who shall sign his own name and give the name and give the name and address of each partner of their firm and attach copy of Power of attorney with the tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted with the tender.

## **4. ACCEPTANCE PERIOD**

The tender shall remain valid for acceptance for a period of 90 days from the date of opening of tender.

## **5. SITE INSPECTION**

Every tenderer is expected to inspect the site of the proposed work before quoting his rates. He must also go through and see the site before quoting his rates.

## **6. SCHEDULE OF QUANTITIES**

A schedule of work with all specification of various items accompanies this tender. It shall definitely understood that the owner does not accept any responsibility for the correctness or completeness of the schedule in respect of items and specification. This schedule is liable to alterations by omissions, deductions or additions at the discretion of the owner without affecting the terms of the contract.

## **7. CONTRACTORS' RATES**

The rates shall be inclusive of all height, lead, lift and scaffolding if required at site and also inclusive of wooden joinery.

The quoted rates shall be valid and applicable for petty/small work like execution of work in one room only.

## **8. ACCEPTANCE OF TENDER**

The acceptance of the tender will rest with the Superintendent of Odisha State Archives who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders, and also authorize to award the work to any contractor/other than the lowest bidder without assigning any reason (s).

## **9. SITE SUPERVISION**

The work shall be carried out under the direction and supervision of the In-charge of work. On accepting of the tender, the contractor shall intimate the name of his representative who would be supervising the work and should be responsible for taking instructions for carrying out the work.

## **10. QUALITY**

The decision of the Superintendent, Odisha State Archives regarding the quality of the material and workmanship will be final and binding. The Superintendent, Odisha State Archives or his authorized person shall during the progress of the work have power to order in writing form time to time the removal of the any material which in the opinion of Superintendent, Odisha State Archives or her authorized person is not accordance with specification or instructions.

## **11. COMMENCEMENT**

The Contractor shall commence the work on site within 10 days from the date of receipt of work order/Letter of Intent.

## **12. GUARANTEE PERIOD/DEFECTS LIABILITY PERIOD**

Guarantee period for Post Anti Termite Treatment should be five years with effect from completion of the work. Any termite developed within 'Defect Liability period' that is five years from the date of COMPLETION will have to be rectified by the contractor. In case of failure to do so the competent authority of Superintendent, Odisha State Archive shall get the rectification work done by any other agency at the risk and cost of the contractor.

## **13. PART OCCUPATION**

If owner want to occupy areas in part, the contractor shall have to complete the work of the areas in conjunction with the owner and hand over the same to the owner without affection any of the Clauses of the contract agreement.

## **14. CONTRACT SINGING**

After acceptance of the tender the tenderer shall sign the necessary contract papers within 15 days of the intimation. Expenses for the agreement including cost of stamp papers etc. shall be borne by the contractor. In case of delay by 15 days the 'Earnest Money' may be forfeited and the tender cancelled or the contract enforced as per terms of the tender and the tenderer shall thus be bound even though the formal agreement has not been executed and signed by the tenderer.

## **15. E.M.D./RETENTION MONEY**

- (a) E. M. D of Rs. 10,000 only (Indian Rupees only) in the form of demand draft payable at SBI Govt. Treasury Branch, Bhubaneswar favour of Superintendent, Odisha State Archives, Bhubaneswar shall be submitted along with the tender. The tender received without E. M. D. or in any other form than as stated above may be rejected.

- (b) Security Money @ 5% of the amount quoted or bank guarantee of equivalent value shall be retained up to five years from the date of awards of contract. The retention money amount shall not bear any interest.

#### **16. REFUND OF DEPOSIT**

The E. M. D. may be return after completion of codal formalities. But no interest shall be payable.

#### **17. SUPPLY OF MATERIALS**

The contractor shall arrange all the material required for the work in advance and use after check by the in charge of work.

#### **18. PAYMENTS**

Bill shall be prepared based upon the joint measurement by the contractor and work in charge for the area actually treated covered/uncovered inclusive of wooden joinery (no separate payment shall be made of wooden work treatment). Contractor shall submit 3 copies of the bill and measurement sheets. Payment will be released within 30 days after submitting and proper check of the bill by the in-charge of work.

#### **19. SAFE STORAGE OF MATERIALS**

The contractor shall be responsible of the safe storage of material surplus material or material lost or damaged or unaccounted. Odisha State Archives shall not be responsible in any manner.

### **GENERAL SPECIFICATION**

All work shall be executed strictly in accordance with the following specifications. For such items, which are not covered or clarified in these specification the work shall be carried out as per instruction of In-charge of work.

1. The work shall be carried out simultaneously with the other services and in co-operation with the contractor for the above services. The contractor shall inform well in advance of the proposed program of the work and shall give adequate time to enable the department to deploy any authorized person for execution of work.
2. The work Post Anti-Termite Chemical Treatment shall be carried out strictly confirm to Bureau of Indian Standard Code 6363 Part III 2011.
3. The work shall be related to the site condition for that the contractor is presumed to have studied, noting extra will be paid for any item on account or its size, location or other difficult circumstances.
4. All materials and workman shall be of the respective kinds described in the contract and in accordance with the user and site requirement. The contractor shall provide assistance as instruments, machines, labour and materials, as are normally required for examining, measuring, and testing any work and the quality

weight or quantity of any material used and shall supply samples of materials before use in the work.

5. The material shall be of approved quality & manufacture as approved by in charge of work.
6. The rates shall be included for all heights, lift, wastage and others.
7. The contractor shall keep close liaison with the head of Department and follow the instructions issued by them time to time.
8. The contractor shall be responsible to carry out the whole work without hindrance of normal working of the department.
9. The In-charge of work or representative of competent authority may approve any brand or make of material for the work other than that specified in the tender and contractor shall be bound to use the approved brand of material without any extra cost.

**Contractor's Sign & Address**

# **Technical & Financial BID**

## **Post Anti-Termite Chemical Treatment, Odisha State Archives BHUBANESWAR**

**BID REF. NO : 1533/2015**

Last Date for Submission of Financial Bid:- **Dt. 02.12.2015 up to 12.00 Noon**

Place of Submission of Bid:- Odisha State Archives, Sachivalaya Marg,  
Bhubaneswar-751 001

Opening of Financial Bid:- **Dt. 02.12.2015 at 03:00 PM.**

**ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG, BHUBANESWAR-751013  
PHONE: 0674-2501636 FAX :91-0674-2501636  
E-MAIL : odishaarchives@gmail.com**

# ANNEXURE-I

## TECHNICAL BID FORM

(For Post Anti-Termite Chemical Treatment of Odisha State Archives,  
Bhubaneswar)

1 (a) Name of the firm/agency/\_\_\_\_\_

Postal Address\_\_\_\_\_

2 Telephonic/telegraphic

(a) Firm/agency: Land phone(STD) code)-Land line Number)

Fax:-\_\_\_\_\_

Mobile:-\_\_\_\_\_

E.mail:-\_\_\_\_\_

URL (of website) if any\_\_\_\_\_

3 PAN\_\_\_\_\_ Number(Xerox copy to be attached).

4 TIN/Service Tax\_\_\_\_\_ No. (Xerox copy to be attached)  
(Firm/Agency).

5 Income Tax Assessment Certificates for last 3 years. (2012-13/2013-14/2014-15)  
Xerox copy to be attached.

6 List of client completed or undertaken such type of work during last 3 years.

Place:-

Date:-

Counter signature of Agency/firm

Company Seal

FORMAT FOR FINANCIAL BIDDING

<b>Sl. No</b>	<b>Particulars</b>	<b>Per unit</b>	<b>Rate (Rs.)</b>	<b>Taxes and Duties if any (Rs.)</b>	<b>Total P</b>
<b>A</b>	<b>B</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G (E+</b>
1.	Post Anti-Termite Chemical Treatment (covered/uncovered).				

Place :

Date :

Authorised Signatory

Common Seal of company

**ANNEXURE-II**

**REPRESENTATIVE AUTHORIZATION LETTER**

To,

**SUPERINTENDENT,  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG,  
BHUBANESWAR-751 001**

Ms. /Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with financial bid reference No. OSA-1533/2015. She/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature

Signature attested

Company Seal

## Self Declaration

To,

**SUPERINTENDENT,**  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG,  
BHUBANESWAR-751 001.

In response to the invitation No. OSA-1332/2015,  
Ms. /Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We  
hereby declare that our company \_\_\_\_\_ is having  
unblemished past record and have not declare blacklisted by any Central/State  
Government institution and there has been no pending litigation with any  
government department on account of similar services. I/We further declare that  
our company have not defaulted in executing any Government order in the past.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

Company Seal

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS AND FINANCIAL BID DOCUMENTS**

To,

The Superintendent,  
Odisha State Archives,  
Sachivalaya Marg Bhubaneswar – 751 001  
Odisha.

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document [OSA-1533/2015] regarding For Selection of Agencies for Anti-Termite Chemical Treatment of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document [OSA-1533/2015] are acceptable to my Company/Organization. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-