

ପୌର ପରିଷଦ କର୍ଯ୍ୟାଳୟ, ଟିଟିଲାଗଡ଼
**OFFICE OF THE
MUNICIPAL COUNCIL, TITILAGARH**
(Under H&UD Dept. Govt. of Odisha)

e-tender call notice
BID Identification No.TIG-MPL-10-2025
Total 23 nos. civil works



Titilagarh Municipality Office, Dist.Balangir (Odisha), 767033.
e-mail:titilagarhmunicipality@gmail.com



ପୌର ପରିଷଦ କର୍ମାଳୟ, ଟିଟିଲାଗଡ଼

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

(Dept. of Housing & Urban Development, Govt. of Odisha)

At Po.Ps.Titilagarh, Dist.Balangir-767033, e-mail:titilagarhmunicipality@gmail.com

Letter No. 758 Date. 21.3.25

To

The Deputy Director,
Information & Public Relation Department (I & P.R. Dept.)
Govt. of Odisha, Bhubaneswar

Sub:-

Publication of e-tender Call Notice.

Sir,

With reference to the subject cited above, I am to send herewith the e-tender call notice for publication in any two Odia daily newspapers (as per Govt. rule) with minimum size as appropriate for one day in respect of Titilagarh Municipality.

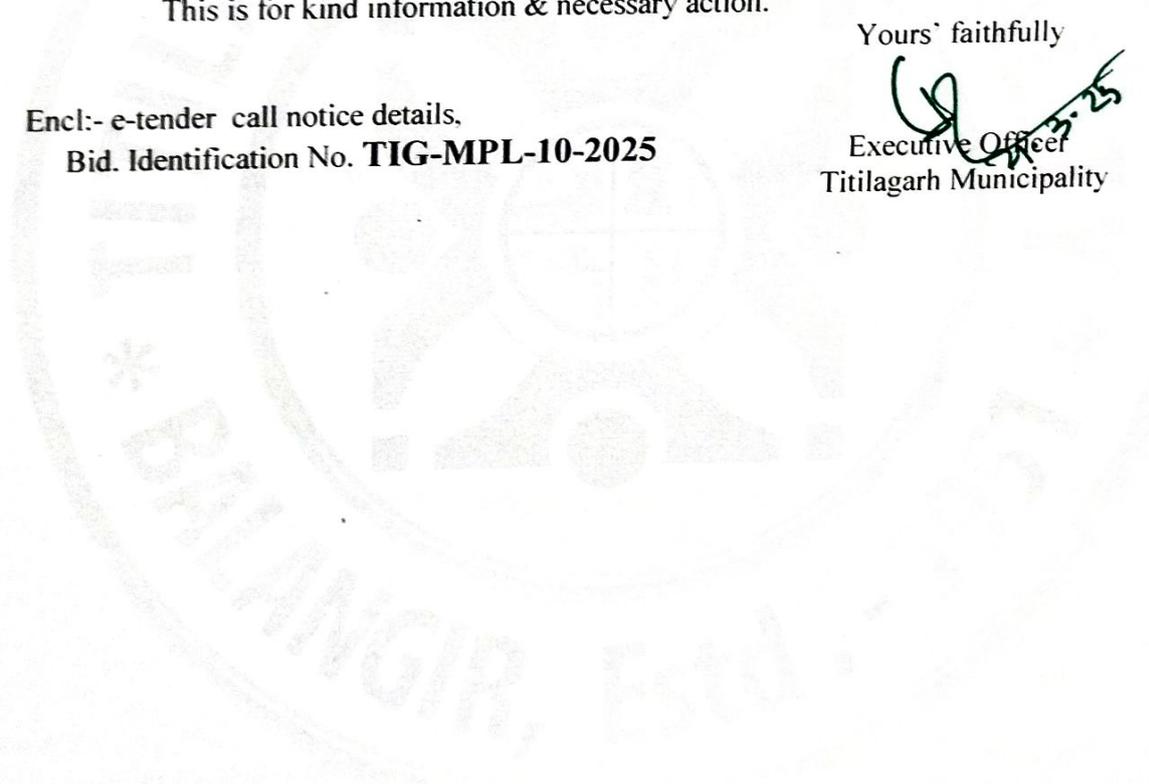
This is for kind information & necessary action.

Yours' faithfully


Executive Officer
Titilagarh Municipality

Encl:- e-tender call notice details.

Bid. Identification No. **TIG-MPL-10-2025**





ପୌର ପରିଷଦ କର୍ମାଳୟ, ଟିଟିଲାଗଡ଼

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

(Dept. of Housing & Urban Development, Govt. of Odisha)

At/Po.Ps.Titilagarh, Dist.Balangir-767033, e-mail:titilagarhmunicipality@gmail.com

e-tender call notice

BID Identification No.TIG-MPL-10-2025

Bid Documents consisting of work, Estimated Cost, Cost of Tender Paper, EMD, time of completion, Class of Contractors and the set of terms and conditions of contract and other necessary documents can be seen in Govt. website i.e. <https://tendersodisha.gov.in>

1. Name of the work : Civil Construction works as mentioned in website.
2. No. of works. : 23 No.
3. Estimated Cost : As per DTCN
4. Period of Completion : 60 Days to 90 Days
5. Date & Time of availability of Bid Documents in the Portal : From 29.03.2025, 1:00 PM to 09.04.2025, 5:00 PM.
6. Last date & time for deposit of Fees & Documents (in sealed envelope) at Office. : On 11.04.2025 at 05:00 PM.
7. Bids received online shall be opened on : On 15.04.2025 at 11:00 AM.
8. Name and address of the officer inviting Bid : Executive Officer, Titilagarh Municipality.

Further details can be seen from the procurement portal i.e. <https://tendersodisha.gov.in>


Executive Officer,
Titilagarh Municipality.

Memo No. 757 / Dated. 21.3.2025

Copy forwarded to the Deputy Director, Information & Public Relation Department, Govt. of Odisha, Bhubaneswar, Odisha for publication of advertisement in any two Odia daily newspapers with minimum size as appropriate for one day.


Executive Officer,
Titilagarh Municipality.



ଘୌର ପରିଷଦ କର୍ମାଳୟ, ଟିଟିଲାଗଡ଼

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

(Dept. of Housing & Urban Development, Govt. of Odisha)

At/Po.Ps. Titilagarh, Dist. Balangir-767033, e-mail: titilagarhmunicipality@gmail.com

e-Tender Call Notice

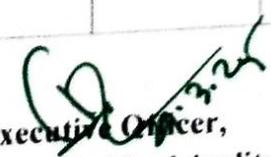
No. 751 /Date. 21.03.25

BID Identification No. TIG-MPI-10-2025

1. The Executive Officer, Titilagarh Municipality, Titilagarh on behalf of the Governor of Odisha invites on-line Percentage rate tenders through e-procurement for execution of works. The bid should be submitted by eligible class of contractors through on-line in the Govt. website www.tendersodisha.gov.in. The bidders should have necessary portal enrolment (with own digital signature certificate). The registered bidders outside of Odisha State can also participate in this on-line tender process after necessary portal enrolment but shall have to subsequently undergo registration with appropriate authority of the State Govt. within a month of acceptance of bid.

Table -1

SN	Name of the Project	Estimated cost	EMD	Tender cost	Period of completion	Class of Contractor
1	Construction of paver road from Check Gate to Kishore Mohapatra in ward No-15	333700	3337	2000	90 days	D or equivalent
2	Construction CC drain from Ghasi nag house to Kishore Mohapatra ward no -15	410000	4100	2000	90 days	D or equivalent
3	Construction of paver road from Kishore Mohapatra house to Induram Nivas in ward No-15	363900	3639	2000	90 days	D or equivalent
4	Construction of paver road from Induram Nivas to Swastik Bhawan to mishra House in ward No-15	333700	3337	2000	90 days	D or equivalent
5	Construction of New paver road with mettaling from Swastik Bhawan Mishra house in ward No-15	1182200	11822	6000	90 days	D or equivalent
6	Construction of New paver road with CC drain from tulu bag house to Dillip pandy house ward no-14	1637100	16371	6000	90 days	D or equivalent
7	Construction of Paver road & CC Drain From Kala kanhu house to Nirakara saraf in ward No-14	1059200	10592	6000	90 days	D or equivalent
8	Construction of Paver road From Kalimandir Chowk to chingermunda jore in ward No-15	1191500	11915	6000	90 days	D or equivalent
9	construction of CC culvert infront of Tulsi NXT in ward No- 08	97900	980	400	90 days	D or equivalent
10	Construction CC drain from Rajesh Swain House to Lala suna house in ward no -11	1030000	10300	6000	90 days	D or equivalent


Executive Officer,
Titilagarh Municipality.

SN	Name of the Project	Estimated cost	EMD	Tender cost	Period of completion	Class of Contractor
11	Construction of Paver road From kartik Naik house to sahu house in ward No-11	726100	7261	4000	90 days	D or equivalent
12	Construction of CC road from Kamal lochan das house to Deba mishra house in ward No-15	427400	4274	2000	90 days	D or equivalent
13	Construction CC Wearing coat from Main road to Deepak Samajdar house in ward No-07	583700	5837	4000	90 days	D or equivalent
14	Construction CC Wearing coat from raju mishra House to Ashoke Bag house in ward no-02	287300	2873	2000	90 days	D or equivalent
15	Construction of Paver road from Gouranga Gantayat house to Bibhu sarangi house in ward No-15	504100	5041	4000	90 days	D or equivalent
16	Construction of Cc road from ravan house to ankur deep house in ward no-02	417600	4176	2000	90 days	D or equivalent
17	Construction of CC Road from KC seth house to prabhat behera house in ward no-03	490400	4904	2000	90 days	D or equivalent
18	Construction of CC Road from RK padhi site to Rabilenka house in ward no-03	328000	3280	2000	90 days	D or equivalent
19	Construction of toe wall at Jamuna jore in ward No-01	879100	8791	4000	90 days	D or equivalent
20	Construction of Paver road & CC Drain From Alekh Behera house to santosh meher house ward No-04	1264700	12647	6000	90 days	D or equivalent
21	Construction of Pver road from sahaddev bimal house to kurupati sahu house in ward No-04	484100	4841	2000	90 days	D or equivalent
22	Construction of Pver road & CC drain from mukunda bagarty house to hrudananda sahu in ward -04	886900	8869	4000	90 days	D or equivalent
23	Construction of paver road & Platform Near Sitalamata mandir in ward No-02	971000	9710	4000	90 days	D or equivalent
Total amount		15889600				


 Executive Officer,
 Titilagarh Municipality.

3. Bid document consisting of qualification, information and eligibility criteria of bidders and tender schedule of the works are available in [website:www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) and the set of terms and conditions of contract and other necessary documents can be seen in the web-site till last date of sale and receipt of tender papers. Interested tenderers may obtain further information at the web-site www.tendersodisha.gov.in.
4. Tender must be accompanied by bid security/E.M.D. of the amount specified for the work in column-5 as mentioned above and Additional performance Security if the bid amount is less than the estimated cost put to tender which will be equal to exact amount of differential cost i.e., estimated cost put to tender minus the quoted amount duly pledged in favour of Executive Officer, Titilagarh Municipality in shape of K.V.P./ NSC/ Postal T.D. Pass Book/ D.D. / Deposit receipt of any Nationalized Bank. The scanned copy of EMD & APS will be submitted in website at the time of submission of bid with the tender paper. Tendereres desire to hire machineries or equipments from outside the state are required to furnish 2 % of the amount put to tender as security.

5. The cost of Tender Documents as indicated in column-6 should be deposited in shape of Demand Draft **in favour of Executive Officer, Titilagarh Municipality drawn in any Nationalized Bank and payable at Titilagarh** separately. The demand draft should be enclosed in a separate envelope marked "Cost of Tender Document Downloaded from the website" and accompany the tender.
6. The bids for the works shall remain open for acceptance for a period of 90 days from the last date of receipt of bids. If any bidder / tenderers withdraws his bid / tender before the said period or makes any modification in the terms and condition of the bid, the EMD deposited at the time of submission of tender shall stand forfeited.
7. No Engineer of Gazetted rank or other Gazetted officer employed in Engineering of Administrative duties in an Engineering department of the State Government is allowed to work as a contractor for a period of two years after his retirement from Government service, without Government permission.
8. Other details can be seen in the bidding documents, which is available in web-site www.tendersodisha.gov.in.
9. Authority reserves the right to reject any or all of the tenders without assigning any reasons thereof.
10. The scanned copy of Tender Paper Cost, NRC, Affidavit, E.M.D., and A.P.S. submitted through web-site to be dropped in original in the sealed Tender Box in office of the Municipal Council, Titilagarh Municipality from within office hour positively /By registered post / By speed post / Any other delivery system before the schedule time of opening of tender and verification will be made as mentioned in Table (2)-Column (7) onwards.
11. The contractor has to mention percentage excess or less over the estimated cost (in figure and words).
12. In percentage rate of tender, only percentage quoted shall be considered. Percentage quoted by the contractor shall be accurately filled in figure & words, so that there is no discrepancy. If any discrepancy is found in the percentage quoted in words and figures then percentage quoted by the contractor in words shall be taken as correct. If excess / less is not mentioned, then the rate will be treated as percentage excess.
13. The contractor will write percentage Excess or less up to two decimal points only if he writes the percentage excess or less up to more than two decimal points, the two decimal points shall only be considered without rounding up.
14. Engineer contractor desirous to avail the exemption of EMD is required to submit an affidavit to the effect that he / she has not yet availed the facility for more than two works during the current financial year. The name of work for which and the authority to whom the tenders have been submitted, must be mentioned in the affidavit, & he / she should produce his / her original registration certificate at the time of opening of the tender for verification of the license, failing which the tender will be rejected.
15. A bidder can submit only one tender paper for a particular work, submission of more than one tender paper by a bidder for a particular tender will be liable for rejection of all such tender papers as per Works Department Letter No. 4985/WE, Dated 28.03.2007.
16. If the rate quoted by the bidder is less than 15 % of the tendered amount then such a bid shall be rejected and the tender shall be finalized basing on merits of rest bids. But if more, than one bids is quoted at 14.99 % (Decimals up to two numbers will be taken, for all practical purposes) less than the estimated cost, the tender accepting authority will finalize the tender through a transparent lottery system, where all bidders/ their authorized representative, the concerned Tender committee members will remain present.

17. The tender accepting authority will verify the originals of all the scanned documents of the lowest successful bidder only within 5 days of opening of the tender. In the eventuality of failure on the part of the lowest bidder to produce the original documents, he will be debarred in future from participating in tender for 3 years and will be black listed by the competent authority. In such a situation, successful L2 bidder will be required to produce his original documents for consideration of his tender at the negotiated rate equal to L1 bidder
18. The schedule Caste / Schedule Tribe Contractors desirous to avail the facility of preference as per Govt. rule should enclose the copy of their registration certificate stating the fact of caste by their registration authority with the bid, failing which they will not get price preference as per above rule.
19. The bid will be opened online as mentioned in Table (2)-Column (7) in the presence of the bidders or their authorized agents, who wish to attend. If the office happens to be closed on the last date of receipt and the date of opening of the bids as specified, the bids will be received and opened on the corresponding next working day at the same time and venue. For finalization of the tender, a transparent lottery system will be adopted (if required) as mentioned in Table (2)-Column (8).
20. The bidders shall have to produce an affidavit in support of authenticity of documents like **GST Clearance Certificate, Contract License, PAN Card including the E.M.D.** accompanying the bid etc.. The authority reserves the right to verify the authenticity of document in case any doubt or complain arises.
21. Additional performance security shall be deposited by the L1 bidder only before the time of signing agreement. In such an event the bidders who have quoted less bid price/ rates than the estimated cost put to tender shall have to deposit the exact amount of differential cost i.e., estimated cost put to tender minus the quoted amount as Additional Performance Security in shape of National Saving Certificate/ Post office Term Deposit/ KissanVikas Patra/ D.D./ Deposit receipt of any Nationalized Bank duly pledged in favour of **Executive Officer, Titilagarh Municipality payable at Titilagarh** failing which the tender in his favour shall be liable for rejection. The time period of such fixed deposit must be more than one year. If situation so arises for lottery, the S.C./ S.T. candidates, availing price preference, are required to furnish the differential amount of A.P.S. within 3 days from the date of lottery.
22. Tenderer(s) is/are required to submit the Schedule forms.
23. Plants/Machinery/Equipments Required (Furnish Schedule –C).
24. Bidder should be submit with seal cover all the relevant documents which are uploaded online.

Sl. No.	Type of Equipment	No. of Machines Required
1	Water Tanker	1
2	Truck / Tractor/ Tipper	1
3	JCB	0
4	Generator	1
5	Concrete Mixer	1
6	Concrete vibrator type: Needle and Plate	1 No. (Needle) 1 No. (Plate)
7	Complete Staging, Shuttering, Centering Arrangement	20 Sqm.


 Executive Officer,
 Titilagarh Municipality.

Memo No. 752 / Date. 21.3.25
 Copy submitted to the Director of Municipal Administration & Ex-officio Additional Secretary
 to Govt., H & UD Department, Govt. of Odisha, Bhubaneswar for favour of kind information.

Executive Officer

21.3.25

Titilagarh Municipality.

Memo No. 753 / Date. 21.3.25

Copy submitted to the Collector & District Magistrate, Balangir for favour of kind information and necessary action.


Executive Officer,
Titilagarh Municipality.

Memo No. 754 / Date. 21.3.25

Copy submitted to Sub-Collector, Titilagarh/ Project Director, D.U.D.A., Balangir / Deputy Director (P & S), D.P.M.U., Balangir/ Inspector of Local works-cum-Executive Engineer, P.H.Division, Balangir Executive Engineer, R & B Division, Kantabanji / Executive Engineer, R.D. Division, Titilagarh / Executive Engineer, M.I. Division, Balangir / Executive Engineer, Irrigation Division, Titilagarh / Block Development Officer, Titilagarh for favour of information with a request to kindly exhibit this tender call notice in their Notice Board.


Executive Officer,
Titilagarh Municipality.

Memo No. 755 / Date. 21.3.25

Copy submitted to the Superintendent of Police, Balangir / I.I.C., Titilagarh Police Station, ME/ JEs/Accountant / Cashier & Work Section of Titilagarh Municipality for information.


Executive Officer,
Titilagarh Municipality.

Memo No. 756 / Date. 21.3.25
Copy to Officer Notice Board for wide publication.


Executive Officer,
Titilagarh Municipality.

**GOVERNMENT OF ODISHA
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
EXECUTIVE OFFICER**

DETAILED TENDER CALL NOTICE

1. The **Executive Officer, Titilagarh Municipality, Titilagarh** invites on-line *percentage-rate* tender in the prescribed proforma to be eventually drawn in P.W.D. form No. P₁ from Contractors Registered with the State Govt. of Odisha or from contractors of equivalent grade / class registered with other State Govt. / Central Govt. / M.E.S. / Railways or other Govt. undertakings. All the contractors are to be registered in the State portal and must possess compatible digital signature certificate of Class-II and III for online bidding. The website for online bidding is <http://tendersodisha.gov.in>
2. The bidders who participated in the on line bidding can witness opening of the bid from any system logging on to the portal away from opening place. The bids can only be opened by the pre-designated officials only after the opening time mentioned in the bid. In the event of the specified date of bid opening being declared a holiday the bid will be opened at the appointed time and location in the next working day.

3. The bidders shall prepare the documents and upload the scanned typed document in PDF format (or as specified in the portal) in appropriate place. Tender must be submitted in on-line only
4. No tenderer will be permitted to furnish their tender in their own manuscript.
5. The bid security (EMD) @ 1 % i.e. of the approx. amount put to Tender must be accompanied with tender. The bid security shall be duly pledged **in favour of the Executive Officer, Titilagarh Municipality** and may be in shape National Saving Certificate/ Post office Term Deposit/ KissanVikas Patra/ D.D./ Deposit receipt **of any Nationalized Bank** duly pledged on or before the last date of receipt of tender issued from any scheduled bank **payable at Titilagarh**. The bidder shall furnish, as part of his Bid, a bid security of the amount as shown in bid notice of the table of Invitation of Tender for this particular work. The bidder shall scan all the written pages of the bid security and up load to the system in designated place. The on line bidder shall have to deposit the E.M.D., Cost of Tender Paper and A.P.S. in original to the **Officer Inviting the Tender** as mentioned in Table (1)-Column (4) within the time & dates as specified in the notice. The bidder is also allowed to submit the above documents by registered post / speed post or any other delivery system before the last date & time of opening of tender. The officer inviting bid shall transmit the above documents carefully to the procurement officer to opening of the bid. The Procurements Officer-Publisher shall provided signed receipt with date & time for having received the number of documents. **The officer inviting bid shall not be responsible for any postal delay and / or non-receipt due to any frivolous reasons.** Non-submission of E.M.D., Cost of Tender Paper and A.P.S within the specified period shall debar the bidder from participating in the online bidding system and his portal registration shall be cancelled. His name shall also be informed to the registering authority for cancellation of his registration.

Contractor exempted from payment of EMD will be able to participate in the tender directly by uploading the documentary evidence towards his eligibility for such exemption.

6. (a) **Providing facilities to the Engineer contractors**

- i) Contractors shall have to furnish E.M.D. as per works Department No.FR-11/2001/10003/00 Bhubaneswar dated 24.5.01, failing which the tender will be liable for rejection.
 - ii) The Engineer contractor shall have to execute the work if awarded to him under his direct supervision and he will not be allowed to execute such work through his Power of Attorney Holder.
 - iii) Exemption of EMD to the Engineer contractor will be allowed for a maximum of three works in a financial year and the fact to attending a work with exemption of EMD should be entered in the original Registration Certificate of the Engineer Contractor. [F.D. & LAW Deptt. UOR No.334 WE dt.5.6.98 & No.449 L dt.25.03.2000 respectively.
- (b) Adjustment of earnest money given with other tenders previously and submitted with other tenders shall not to be entertained.
- (c) Contractor exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption.
7. For a particular work a bidder can submit only one tender paper. Submission of bids through 'e'-Procurement portal the system shall consider only the last bids submitted through portal.
 8. The tender is to be submitted in sealed cover containing **EMD, Tender paper cost, APS, Registration certificate, PAN card, valid GST clearance certificate, GSTN, affidavit regarding authenticity of document & No-relationship certificate** as per the relevant clauses of this DTCN and special conditions if any. The bidder shall only submit single copy of the document. He is required to check the documents uploaded with the requirement asked for in the bid. Only after satisfying that all the documents have been uploaded, he should activate submit button. His bids shall not be considered responsive and action as per relevant clause shall be taken if he does not provide the required documents or provided illegible document. Clarity of the document may be ensured by taking out a sample printing.
The tenderers are only required to write the name of the work and authority who had issued the tenders.
 9. If any further necessary information is required the bidder can **seek clarification** on the bids as mentioned

in Table (2)-Column (6) from office of the **Municipal Council, Titilagarh Municipality, Titilagarh.** The employer's response for the quarries raised by the bidder will be posted in the portal.

10. The E.M.D. in the above form shall be from a Nationalized Bank valid for a period of **45 days** beyond the validity of the bid. Bid security in other form is acceptable if the bid documents provides for it.
11. The Deposits in any other form as mentioned in detailed tender call notice in respect of Earnest Money Deposit/ Bid Security/ APS and the Bank Draft in respect of cost of Bid are to be scanned and up loaded in portable document format (PDF) along with the bid.
12. The tender accepting authority will verify the originals of all the scanned documents of the successful lowest bidder only within **5 days of opening of the tender.** In the eventuality of failure on the part of the lowest successful bidder to produce the original documents, he will be **debarred in future from participating in tender for 3 years** and will be **black listed** by the competent authority. In such a situation, successful L-2 bidder will be required to produce **his original documents for consideration of his tender at the negotiated rate equal to L1 bidder.**
13. The bid must be accompanied by the scanned copy of security of the amount @ 1 % (One percent) of the estimated cost put to tender and APS along with tender in shape of National Saving Certificate/ Post office Term Deposit/ KissanVikas Patra/ D.D./ Deposit receipt of any **Nationalized** pledged in favour of the **Executive Officer, Titilagarh Municipality, Titilagarh** and **payable at Titilagarh** as per the terms & conditions laid down in OGFR and in no other form.
14. Bidders desirous to hire machineries or equipments from outside the State are required to furnish **2 % (Two percent)** of the amount put to tender, only in form of above shape and as per the above terms and conditions. Tender not accompanied with EMD, APS, Paper cost and security for hired machineries as specified above shall be liable for rejection.

In case the contractor proposes to engage machineries and equipments as asked for in the tender document owned or hired but deployed outside the State, he/ she is required to furnish additional 1 % EMD/ BID Security. The entire bid security including the additional bid security shall stand forfeited in case the contractor fails to mobilize the machineries within a week from the date of commencement of the work & non submission of above specified documents in proper shape, the bid document will be summarily rejected.

15. All charges towards quality control test will be borne by the contractor.
 16. The work is to be completed in all respect **within the mentioned period in Table (1)-Column (7)** from the date of issue of work order.
 17. All tenders received will remain valid for **90 (Ninety) days** from the date of receipt of tenders and validity of tenders can also be extended if agreed to by the tenderer and the Department.
 18. Tenderer, whose Tender is accepted **must submit a work programme** of work immediately after issue of work order for approval of Engineer-in-charge.
 19. The date of commencement of the work shall be as notified in work order.
 20. The Plans, specifications and scope for the work can be seen from the Govt. website during the sale and received period of tender.
 21. The tenderers shall carefully study the tentative drawing and specification applicable to the contract and documents, which will form as part of the agreement to be entered into by the accepted tenderers. The detailed standard specifications for Odisha and other said relevant specification and drawings are available for sale. Complain at a future date that plans and specifications have not been seen by the tenderers will not be entertained.
 22. Every tenderer is expected before quoting his rates to inspect the site of the proposed work. He should also inspect the quarries and locality of the work and satisfy himself about the quality and availability of materials including the medical aids, labour and food stuff etc. In every case the materials must comply with the relevant specifications.
- The tenderer will be deemed to have satisfied himself that the **Percentage** Rates quoted by him in the tender will be adequate to complete the work according to the specifications and conditions attached to and that he has taken in to account all conditions, difficulties that may be encountered during its progress and to have quoted labour rates and materials, octroi and other duties, including GST, lead lifts, delifts loading and unloading and freight for materials and all other

- charges necessary for the completion of the work to the entire satisfaction of the Engineer-in-charge of the work and his authorized subordinates. Complaints at future date that the availability of materials, labour or any other factor have been misjudged cannot be entertained. It should be understood clearly that no claim whatsoever will be entertained after wards on the plea of non-availability of proper quantity and quality of materials including food stuff or for any other.
23. Each tenderer must quote a definite **percentage** rate over the estimated cost of work which will be included in the contract. Tenders containing indefinite terms such as estimated rates will not be considered. Submission of Bids through the e-Procurement Portal, an intelligent Bill of Quantity in Microsoft Excel format shall be made available to the bidder. The bidder shall fill percentage rates in figures and words should not leave any cell blank.
 24. Sample of stone metal and chips etc to be used are to be collected and deposited quoting the name of quarry under dated initial of the tenderer and A.E. in charge in the office of the **Municipal Council, Titilagarh Municipality** before procurement for testing and acceptance. The conveyance along with all charges will be borne by the contractor.
 25. Bidder to submit only the original BOQ (in .xls Format) uploaded by Procurement Officer Publisher (Officer Inviting Tender) after entering the relevant fields without any alteration / deletion/ modification. Multiple BOQ submission by bidder shall lead to cancellation of bid. In case of item rate tender, bidders shall fill in their rates other than zero value in the specified cells without keeping it blank. In the percentage rate tender the bidder quoting zero percentage is valid and will be taken at per with the estimated rate of the work put to tender.
 26. Rates should be furnished percentage rate of work unless otherwise mentioned in the tender schedule.
 27. The bidder shall write his name in the space provide in the specified location in the Protected Bill of Quantities (BoQ) published by the Officer inviting Tender. The bidder shall type rates in figure only in the rate column of respective item(s) without any blank cell in the rate column in case of item rate tender and type percentage excess or less up to two decimal place only in case of percentage rate tender.
 28. The percentage rate should be written in figures in decimal coinage and the units in words. The tender should also show the grand total of the whole tender.
 29. Submission of Bids through the e-Procurement Portal, the bidder can submit the scanned copy of the documents in the designated locations of Technical Bid and Financial Bid. Submission of document shall be effected by using DSC of appropriate class and thus shall be in encrypted form.
 30. The online bidder shall digitally sign on all statements documents, certificates uploaded by him, owning responsibility for their correctness / authenticity as per IT Act 2000, If any of the information furnished by the bidder is found to be false / fabricated / bogus, his EMD / Bid Security shall stand forfeited & his registration in the portal shall be blocked and the bidder is liable to be blacklisted.
 31. The tender may not, at the discretion of the competent authority, be considered unless accompanied by scanned attested true copies of Registration Certificate, PAN card, GST Clearance & No Relationship Certificate, Affidavit regarding authenticity of documents. The original certificates are also to be produced at the time of opening of the tender. **Copies of Registration Certificate, PAN CARD & GST Clearance Certificate, GSTN, NRC, and Affidavit** given with other tender previously or with other tender on the same day will not be taken in to consideration.
 32. The tender containing extraneous condition not covered by the tender call notice are liable for rejection and quotations should be strictly in accordance with the tender call notice, any change in the wording will not be accepted.
 33. Submission of Bids through the e-Procurement Portal, it is allowed to modify the bid. The bidder shall have to log on to the system and resubmit the documents as asked for by the system including the price bid. In doing so, the bids already submitted by the bidder will be removed automatically from the system and the latest bid only will be admitted. But the bidder should avoid modification of bid at the last moment to avoid system failure or malfunction of internet

or traffic jam. If the bidder fails to submit his modified bids with in the designated time of receipt, the bids already in the system shall be taken for evaluation.

Submission of Bids through the e-Procurement Portal, withdrawal of bid is allowed. The bidder has to click on the "withdraw" button and record the necessary justification for the same in the space provided. In addition to this, he has to write a letter addressed to the Officer inviting the bid and up load the scanned document to portal in respective bid. The system shall not allow any withdrawal after expiry of the closure time of the bid.

34. Items of work not covered by the tender notice shall be paid at the current schedule of rates of the state and those not covered by the said schedule rates will be paid, on actual analysis approved by the competent authorities.
35. *If the rate quoted by the bidder is less than 15 % of the tendered amount then such a bid shall be rejected and the tender shall be finalised basing on merits of rest bids. But if more, than one bids are quoted at 14.99 % (Decimals up to two numbers will be taken, for all practical purposes) less than the estimated cost, the tender accepting authority will finalise the tender through a transparent lottery system, where all bidders/ their authorised representatives, the concerned Tender committee members will remain present.*
The S.C./ S.T. candidates, availing price preference, are required to furnish the differential amount of A.P.S. within 3 days from opening of tender.
36. On no account, the contract work should be sublet to anybody without the prior approval of the competent authority of the Department. In such an event the contract may be rescinded with penalty as will be deemed proper as per decision of the competent authority.
37. Letters etc. raising and lowering the rates or dealing with any point in connection with the tender will not be considered.
38. Schedule of quantity accompanies Tender Notice: - It shall be definitely understood that the Government does not accept any responsibility for the correctness and completeness of this schedule and this schedule is liable for alternations or omissions, deductions or additions as set forth in the condition of contract and such omission, deductions additions or alternations shall in no way invalidate the contract and no extra monetary compensation will be entertained.
39. The authority reserves the right to make such increase or decrease in the quantity of items of works mentioned in the schedule attached to the tender notice as may be considered necessary for the satisfactory completion of the contract work. All such increase or decrease shall in no way invalidate the contract rates. The contractor shall not be entitled for any compensation on this account, except extension of time where considered necessary.
40. Tenders not accompanied by the scanned copy of **EMD @ 1 %** will be summarily rejected. No **EMD** will be accepted after closing hour of the tender. The bidder shall furnish, as part of his Bid, a bid security in the amount as shown in bid notice of the table of Invitation of Tender for this particular work. Submission of Bids through the e-Procurement Portal, the bidder shall scan all the written pages of the bid security and up load to the system in designated place. The on line bidder shall have to deposit the 'bid security' in original with the "officer inviting the Bid" prior to opening of technical bid. The officer inviting the bid shall not be responsible for any postal delay and / or non-receipt due to any frivolous reasons. Non-submission of bid security within the specified period shall debar the bidder from participating in the on-line bidding system and his portal registration shall be cancelled. His name shall also be informed to the registering authority for cancellation of his registration. The bid security shall be in shape of National Savings Certificate/ Post Office Savings Bank Account/ Post Office Time Deposit Account/ KissanVikas Patra/D.D./ Deposit Receipt of Nationalized Bank only duly pledged in favour of **Executive Officer, Titilagarh Municipality.**
41. All taxes, fees, royalties payable under the local rule including GST, Income taxes etc. will be borne by the contractor.
42. The earnest money will be retained in the case of successful tender and will be dealt with as per the terms and conditions of the O.P.W.D code and will not carry any interest. The earnest money of the unsuccessful tender will be refunded on application after the tender is finally accepted.

43. The work may be splitted up and distributed among several contractors if considered necessary on the emergency of the circumstances of the work and the contractor is not entitled to any compensation on this account.
44. The Department reserves the right of authority to reject any or all tenders received without assigning any reason whatsoever.
45. **The tender inviting officer is not responsible for any failure, malfunction of breakdown of the electronic system used during the e-procurement process.**
46. That for the purpose of jurisdiction in the event of any dispute if any the contract would be deemed to have been entered in to within the State of Odisha and it is agreed that neither party to the contract will be competent to bring a suit in regard to the matter by this contract at any place outside the state of Odisha.
47. The tenderer whose tender is selected for acceptance and who has no fixed deposit with the Govt. of Odisha, shall within a period of seven days upon intimation being given to him of acceptance of his tender make an initial security deposit in the form of National Saving Certificate/ Post office Term Deposit/ KissanVikas Patra/D.D./ Deposit receipt of any Nationalized Bank duly pledge **in favour of The Executive Officer, Titilagarh Municipality** and in no other form which including the amount already deposited as earnest money shall be 2 % of the value of the tendered amount and sign agreement in the P.W.D. Form No. F₂ / P₁ (Schedule XLV No.61) for the fulfillment of the contract in the office of the **Municipal Council, Titilagarh Municipality** or as directed. Submission of Bids through the e-Procurement Portal, the system shall generate the award of Contract letter and intimate the bidders in his e-mail.

The security deposit together with the earnest money and the amount withheld according to the provision of F₂/ P₁ agreement shall be retained as security for the due fulfillment of this contract. Failure to enter in to the required agreement and to deposit the security as above shall entail forfeiture of the earnest money. No tender shall be finally accepted until the required amount of security money is deposited. The written agreement to be entered in to between the contractor and the Govt. shall be the foundation of the rights of both the contractor and the Govt. and the contract shall be deemed to be in-complete until the agreement has first been signed by the contractor and then by the proper officer authorized to enter into the contract on behalf of the Govt. The security will be refunded one year after completion of the work and payment of the final bill and will not carry any interest.
48. Under section 12 of contract labour (Regulation and Abolition Act, 1970) the contractor who undertakes execution of work through labour, **should produce valid license from licensing authority of labour department (Labour License) before commencement of the work.**
49. The contractor shall be liable to fully indemnify the department of any compensation under workmen compensation Act-VIII of 1993 on account of the workmen employed by the contractor and full amount of compensation paid will be recovered from the contractor.
50. Tenderers are required to abide by the fair wages clause as introduced by Govt. of Odisha and will not pay less than the fair wages fixed by Govt. to the labourers engaged by him for the work.
51. In case of any complaint by the labourers working about the non-payment of his wages as per latest minimum wages Act, the **Executive Officer** will have the right to investigate and if the contractor is found to be in default he may recover such amount from the contractor's dues and pay such amount to the labourer directly under intimation to the local labour officer to the govt. The decision of the Executive Officer is final and binding on the contractor.
52. The contractor will have to submit the Executive Officer, Titilagarh Municipality, Titilagarh monthly return of labourer both skilled and unskilled employed by him on the work.
53. The contractor should keep himself in touch with the Engineer in charge for smooth execution of the work and arrange adequate labour depending on the workload and working space available. No claim for detention for labour on any account will be entertained.
54. No compensation will be paid by the department for any damage done by rain, flood, cyclone, tide or by any other natural calamities during the execution of the work.
55. It should be understood clearly that no claim what-so-ever will be entertained in regard to extra items of work or extra quantity of any item besides estimated amount, unless written order is

obtained from the Engineer-in-charge and rates settled before the extra items of work or extra quantity of any item of work is taken up.

56. The tenderers shall have to abide by the C.P.W.D. safety code rules introduced by the Govt. of India, Ministry of works Housing and supply in their standing order no.44150 dt.25.1.1957 which can be seen in the office of the **Municipal Council, Titilagarh Municipality, Titilagarh** undersigned on working day, during office hours.

The tenderers shall bear various incidentals sundries and contingencies necessitated by the work in full within the following or similar category.

- a) Rent, Royalties and other charges of materials, octroi duty, entry tax all other taxes including GST, ferry tolls, conveyance charges and other cost on account of land and building & temporary electric connection to worksite as well as maintenance of coffer dam, service road, diversion road till completion of work required by the tenderer for collection of materials, storage, housing of staff or other purpose of the work to be arranged by the contractor at his own cost. No tenderer will however be liable to pay for temporary occupation of land owned by Govt. at the site of the work.
- b) Labour camps or huts necessary to a suitable scale including conservancy and sanitary arrangements there in to the satisfaction of the local health authorities.
- c) Suitable water supply including pipe water supply wherever available for the staff and labour as well as for the work.
- d) Fees and duties levied by the canal or water supply authorities.
- e) Suitable equipment and wearing apparatus for the labour engaged in risky operations and medical aid to the labourer engaged for the work.
- f) Suitable fencing, barriers, signals including paraffin and electric signals where necessary at work and approaches in order to protect public and employees from accident.
- g) Compensation including cost of any suit for injury to persons or property due to neglect of any major precautions also becomes payable due to operation of the workmen compensation Act.
- h) The contractor has to arrange adequate lighting arrangement for the work wherever necessary at his own cost.

57. All preliminary works such as vats, mixing platforms etc. are to be done by the contractor at his own cost. No payment will be made for bench marks, level pillars, profiles, benching and leveling the ground where require. The rates to be quoted should before finishing items of work inclusive of carriage of all materials and incidental items of works.

58. After the work is finished all surplus materials & debris should be removed 100 m. clear away from the site of the work. Preliminary work such as vats, mixing platforms etc. should be dismantled and all materials removed from the site and premises left neat and clean and this should be inclusive of the rates.

59. If any further necessary information is required, Executive Officer, Titilagarh Municipality, Titilagarh will furnish such, but it must be clearly understood that the tender must be received in order and according to instruction.

60. In case of delay in acquisition of land no compensation will be admissible but extension of time will be allowed.

61. The department will have the right to supply at any time in the interest of the work any departmental material to be used in the work in addition to those mentioned in clause No-54 and the contractor shall use such materials at the stock issue rate fixed by the Department or market rate whichever is higher.

62. Over and above these condition including the Technical specifications the terms, conditions, rules and regulations and specification laid down in Odisha standard specification code are also binding on the part of the contractor.

63. Submission of bids through e-Procurement portal, the bidder shall upload the scanned copy / copies of License, GST clearance, Pan-card, Affidavit regarding authenticity of documents & No-relationship certificate. The on line bidder shall have to produce the original documents in support of scanned copies & statements up-loaded in the portal to the Executive Officer, Titilagarh Municipality, Titilagarh before opening of Bid.

64. **No Relation Certificate:**

The contractor shall have to furnish certificate along with the tender to the effect that he is not related to any officer in the rank to an Asst. Engineer and above in the state P. W.D., or Asst. Secy, and above in the H & UD Department. If the fact subsequently proved to be false the contract will be rescinded. The earnest money and the total security will be forfeited and shall be liable to make good the loss of damage resulting from such cancellation. The proforma for no relation certificate is contained in a separate sheet of D.T.C.N. in Annexure-'A'.

65. The contractor shall sign as a token of final acceptance of the plans, sections and agreements for the work prior to take up the work for execution.
66. The contractor is to supply necessary labour and materials for the purpose of alignment laying whenever required at his own cost.
67. The contractor should arrange necessary tools and plants such as Pumps, Road Rollers etc. required for the efficient execution work at his own cost. The running charges of such plant and cost of consumables and conveyance are to be borne by the contractor.
68. In the event of delay in supply of design reasonable extension of time will be granted on the application of the contractor. But no claim for monetary compensation will be entertained under any circumstance.
69. Under no circumstance, Interest chargeable for the dues to any additional dues, if any payable for the work.
70. Conditional tenders will not be taken into consideration.
71. The EMD will be forfeited if the tenderer backs out from offer before acceptance of tender by the competent authority as concurred in by law Deptt. & Finance Deptt. in their UOR No. 848/L 31.5.97 & UOR No.202/WFD Dt.6.3.98 respectively. (Works Deptt. Memo No. 9101/Clt.30.3.98) also the EMD will be forfeited if the tenderer failed to sign the agreement after acceptance and not willing to deposit the required ISD and additional performance security for the unbalance tender items.
72. **Protection against flood:**

In case of untimely floods in the river during the working season resulting in overtopping of coffer dam and flooding of the work area, the contractor shall make his own arrangement at his cost to shift the machineries, equipment's, materials, labour and departmental machineries if hired by the contractor to a safe place. The work shall have to be resumed after resending of floods and necessary strengthening of coffer dam and dewatering will be done by the contractor at his cost. Extension of time for the completion of the work may be considered by the department if the discontinuance of the work is beyond the all reasonable attempts of the contractor to such eventualities.

The debris and other materials accumulated in the working area during floods or regular floods and necessary strengthening of coffer dam and dewatering will be done by the contractor at his cost. Extension of time for the completion of the work may be considered by the department if the discontinuance of the work may be considered by the department is beyond all reasonable attempts of the contractor to such eventualities.

The debris, and other materials accumulated in the working area during floods or regular floods in the monsoon shall be removed by the contractor as required for continuing the work at his own cost. By any chance, if any excavated portion that could not be filled with concrete by the contractor, gets filled up during the monsoon period with earth such removal will not be paid for again. The contractor will have to re excavate the same at his own cost.

It shall be distinctly understood that it is entirely the responsibility of the contractor to make such arrangements as may be required from time to time to protect the men, machinery, materials and the work under progress and work for which the measurements were recorded and payment made against damages either during working season or during the flood season. The flood includes the high tides, cyclonic effects and saline ingress which should be clearly understood by the contractor and no extra payment for the damage, re-excavation etc. shall be paid in any circumstance. The department accepts no liability what -so-ever for any damage or loss of men, materials, machinery and work of hindrance caused to the progress of work. The contractor should provide at his own cost adequate protection measures to the

- completed works at the end of working season or work in progress against the probable flood during monsoon till completion and handing over of the entire work.
73. Dewatering from the foundation for bridges, culverts, building worksites etc. and watering for consolidation in roads embankments when and where necessary during execution will have to be done by the contractor and no extra payment will be made on that account. The term dewatering shall mean the execution or operation of the items due to standing water as well as due to percolation water.
74. 1.0 % of the gross amount of the bill is deducted from the contractor's bill towards income tax & as amended from time to time.
75. (a) The percentage rate quoted by the contractor shall be deemed to be inclusive of GST on all the materials that he will have to purchase for performance of this contract.
 (b) The percentage rate quoted by the contractor in the tender for works shall include GST that may be levied on turnover on works contract according to the Laws and Regulations as applicable from time to time & as amended from time to time.
 (c) VAT on works contract will not be deducted from the bill .As per **H & UD Dept.Letter NO.15365/HUD.,Bhubaneswar,Dt. 10.07.2017.**
76. The contractors are required to pay the Royalty as fixed by the Govt. and amended if any from time to time.
77. **Additional Performance Security:**
 Shall be deposited by the bidder at the time of submitting their Tender when the bid amount is less than the estimated cost put to tender. In such an event the bidders who have quoted less bid price/ rates than the estimated cost put to tender shall have to deposit the exact amount of differential cost i.e., estimated cost put to tender minus the quoted amount as Additional Performance Security in shape of National Saving Certificate/ Post office Term Deposit/ KissanVikas Patra/D.D./ Deposit receipt of any Nationalized Bank duly **pledged in favour of Executive Officer, Titilagarh Municipality payable at Titilagarh** failing which the tender in his favour shall be liable for rejection. The time period of such fixed deposit must be one year or above.
If situation so arises for lottery, the S.C./ S.T. candidates, availing price preference, are required to furnish the differential amount of A.P.S. within 3 days of opening of tender.
78. For availing incentive clause in any project which is completed before the stipulated date of completion, subject to other stipulation it is mandatory on the part of the concerned Executive Officer to report the actual date of completion of the project as soon as possible through fax or e-mail so that the report is received within 7 days of such completion by the concerned Secretary and the Administrative Department.
 The incentive for timely completion should be on a graduated scale of 1 % to 5 % of the contract value. Assessment of incentives may be worked out for earlier completion of work in all respect in the following scale.
- Before 30 % of contract period = 5 % of Contract value
 - Before 20 to 30 % of contract period = 4 % of Contract value
 - Before 10 to 30 % of contract period = 3 % of Contract value
 - Before 5 to 10 % of contract period = 2 % of Contract value
 - Before 5 % of contract period = 1 % of Contract value.
79. The quantities in respect of the items for which quoted rates are more than 25 % of the estimated rates are not allowed to be varied by more than five percent. In case if it, exceeds the limit approval of the competent authority shall be obtained from the competent authority and no financial compensation shall be paid for delay in transit of sanction.
80. The bidder may be asked in writing / online (in their registered e-mail IDs) to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents. The authority inviting bid may reserve the right to accept any additional document.
81. **Miscellaneous:**

- a) The department will have the right to inspect the scaffolding and centering made for the work and reject partly or fully such structures if found defective in their opinion.
 - b) Shuttering and centering shall be made with seasoned Sal wood planks the inside of which shall be lined with suitable sheeting and make leak proof and water tight or alternatively steel shuttering and centering may be used.
82. Tenderers are also required to go through each clause of P.W.D. form F₂/P₁ carefully in addition to the clause mentioned herein before tendering.
83. **An affidavit from a 1st class Magistrate** shall be furnished by the contractor at the time of submission of tender paper about the authentication of tender documents including bid security. The scanned copy of the affidavit is to be uploaded through the e-procurement portal along with the bid. The affidavit in original is to be produced before the officer inviting tender prior to opening of the bid.
84. All the forms are available in ANNEXURE-'A' of this DTCN must be filled in properly along with the authenticated documentary evidence required therein, failing which the bid shall be treated as 'Non-responsive' and be rejected.
85. **1 % (One Percent)** of the gross amount of the bill will be deducted from the contractor bill towards cess as per Odisha building and other construction workers (RE & CS) rules 2002 and Amendment during 2008 and as amended by Govt. from time to time.

86. **Definitions :**

In the contract (as hereinafter defined) the following words and expressions will have the meanings here by assigned to them.

- a) Approved / Approval - Means approved in writing.
 - b) Construction Plant - Means all equipment, appliances or a thing of whatsoever nature required for the execution, or completion, maintenance of the works or temporary works but does not include materials or other things intended to form or forming part of the permanent work.
 - c) Contract - means the instruction and information for tenderers General and Special conditions of the contract, Technical Specification, drawings, tender (including the schedule of quantities and tender prices) the formal agreement and all agenda and attachment related to the above.
 - d) Contractor - means the particular person, firm or Corporation with whom the contract has been made for executing the work.
 - e) Drawing - Means the drawings referred to in the specifications, any modifications of such drawings approved in writing by the Executive Officer, Titilagarh Municipality, Titilagarh and such other drawings as may from time to time be furnished or approved in writing by the Engineer-in-Charge.
 - f) Engineer-in-Charge - Means the Executive Officer, in-charge of the work specified or parts of the works under the contract, or such other departmental assistants or sub-ordinates to whom the Executive Officer, in-charge may have delegated certain duties, acting separately within the scope of particular duties entrusted to them.
 - g) Government - Means Government of Odisha, Department of Water Resources.
 - h) I.S.S. / B.I.S. -Means Indian Standard Specifications / Bureau of Indian Standard.
 - i) Temporary Works - Means all temporary works of every kind required for the performance of the contract.
 - j) Specification - Whenever the term "Specification" is used, apart from a specified standard specification, it shall mean the specification or plan prepared for a particular site as instructed to the contractor in executing that item of work.
87. The contractor will write *percentage Excess or Less* upto one decimal point only if he writes the percentage excess or less upto two or more decimal point, the first decimal point shall only be considered without rounding up.
88. **Engineer contractor** desirous to avail the exemption of EMD is required to submit an affidavit to the effect that he/she has not yet availed the facility for more than two works during the current financial year. The name of work for which and the authority to whom the tenders have been

- submitted, must be mentioned in the affidavit & he should produce his original registration certificate at the time of opening of tender failing which the tender will be rejected.
89. **Before acceptance of tender, the successful bidder will be required to submit a work program and milestone basing on the financial achievement so as to complete the work within the stipulated time and in case of failure on the part of the agency to achieve the milestone liquidated damage will be imposed.**
90. The Schedule Caste / Schedule Tribe / Contractors desirous to avail the facility of preference as per Govt. rule should enclose the copy of their registration certificate stating the fact of caste by their registration authority with the bid, failing which they will not get price preference as per above rule.
91. **The single tender received in the first call shall be cancelled without opening of the bid. The acceptance of a single tender received, even after retendering should have prior approval of the next higher authority as per Work Department Memorandum No.16 dated 01.01.2015. (Attached for Section-7, Govt. Circular)**

Sd/- 
Executive Officer,
Titilagarh Municipality.

INFORMATION AND INSTRUCTION TO TENDERERS

1. Preparation of Tender Documents

The intending tenderer shall log in to the e-procurement portal identified as <http://tendersodisha.gov.in> and download the bid and price bid in shape of an intelligent bill of quantity in MS Excel format. As per the requirement of the bid document the bidder will fill up the required information's and fill-up the **percentage rate tender** in figures on the intelligent MS Excel sheet. The bidder is to scan his registration certificate, GST clearance Certificate, PAN Card, Affidavit, No relation certificate and certificate issued by competent authorities required for full-filling the minimum qualification criteria specified in the bid document for the work. The bidder is also required to scan the RC Books and other papers relating to the machineries and other documents as specified in the bid document.

2. Method of submission of Tender Documents

- 2.1 The tenderer shall upload the scanned copy / copies of the documents and informations as per requirement of the bid documents through the e-procurement portal. All documents and scanned copies are to be uploaded in the designated location of the bid except the filled up intelligent excel sheet. The filled up intelligent bill of quantities in Excel format will be uploaded in the designated location of price bid. The bidder is required to upload the required documents in appropriate location of Technical and Financial bid failing which the bid will be rejected. All the uploaded documents should be clear and legible. Before activating the submit button the clarity of the document may be ensured by taking out a sample copy. In the e-procurement tendering system the bidder is required only to submit the required informations as per bid document instead of submitting the entire technical bid document. The "online" bidder shall digitally sign on all statements, documents, clarifications uploaded by him owning responsibility for their corrections / authenticity. If any of the information furnished by the bidder is found to be false / fabricated / bogus, the bidder will be black listed and his EMD / Bid Security forfeited.
- 2.2 The informations required as per bid documents may be provided in the specified format annexed to the bid document.
- 2.3 Contractors are not required to write their name on the outer cover containing the bid documents. They are only required to write the name of the work and authority who had issued the tenderers. The tender shall not be taken into consideration and item of which no rate has been entered will not be paid for by the employer when executed and shall be deemed covered by the other rates and prices in the Bill Quantities.

- 2.4 If the intending tenderer is an individual, the documents shall be signed by the individual above his full type written name and current address.
- 2.5 If the intending tender is a proprietary firm it shall be signed by the proprietor above his full name and with his current address.
- 2.6 If the intending tenderer is a firm in partnership it shall be signed by a partner holding the power of attorney for the firm in partnership in which case a certified copy of power of attorney shall accompany in the pre-qualification documents.
- 2.7 If the intending tenderer is a limited company or Corporation, it shall be signed by a duly authorised person holding the power of attorney in which case certified copy of power of attorney shall accompany.
- 2.8 All witness and sureties shall be of person of status and probity and their full names, occupation and address shall be stated below their signatures.
- 2.9 As the period of execution is mentioned in Table (1)-Column (7), so **there is no provision of payment of escalation** as per details given in Clause-32 (a) of Condition of Contract. As such the increased cost on cement, rod & bitumen will not be considered.
- 2.10 The agency will install display board mentioning information about the work at worksite after drawl of the agreement at his own cost.
- 2.11 The tender documents duly filled in and signed by the intending tenderer should be submitted in on-line through prescribed website only.

3. **Opening of Tender Documents:**

The tender documents **will be opened as mentioned in Table (2)-Column (7)** in the office of the Municipal Council, Titilagarh Municipality, Titilagarh in the presence of tenderers or their authorised representative, who wish to be present.

4.

- a) Submission of bids through e-Procurement portal, the bidder shall upload the scanned copy/copies of License, GST clearance, Pan Card, Affidavit regarding authenticity of documents & No-relationship certificate. The on line bidder shall have to produce the original documents in support of scanned copies & statements up-loaded in the portal to the Executive Officer, Titilagarh Municipality, Titilagarh before opening of Bid.
- b) A class contractor shall employ under him one Graduate Engineer or two Diploma Holders belonging to state of Odisha. The contractor shall pay to the Engineer personnel monthly emoluments, which shall not be less than the emoluments of the personnel of equivalent qualification employed under the State Govt. of Odisha. The Engineer-in-Chief (Civil), Odisha may however assist the contractor with names of such unemployed Graduate Engineers and Diploma Holders if such help is sought for by the contractor. The names of authority along with the tender as to who would be supervising the work. Each bill of the Super class, Special Class or 'A' Class Contractor shall be accompanied by an employment Roll of the Engineering personnel together with a certificate of the Graduate Engineer or Diploma Holder so employed by the contractor to the effect that the work executed as per the bill has been supervised by him. (Vide Works Department No. Codes M-22/91-15384 dated 9.7.1991). The required certificate is to be furnished in the proforma contained in a separate sheet vide Schedule-B.
- c) Sub-contractors experience and resources shall not be taken in to account in determining the bidder's compliance with the qualifying criteria.

5. **Final Decision making authority**

The competent authority reserves the right to accept or reject or disqualify any of the tender of pre qualification without assigning any reasons and its decision shall be final.

6. **Further Clarification**

The Executive Officer, Titilagarh Municipality, Titilagarh may be contacted during office hours on any working days for any further clarification.

7. Odisha Bridge & Construction Corporation Ltd. will be allowed price preference up to 3 % over the lowest quotation or tender laid down in Works & Transport Department Resolution No.-285, dt.17.04.1974. The Odisha Construction Corporation will be allowed a price preference to the extent up to 3 % over the lowest tender amount (where their tender is not the lowest) provided they express willingness to execute the work after reduction of rates by negotiation.
8. **Sample of all material:** The contractor shall supply sample of all materials fully before procurement for the work for testing and acceptance at his own cost as may be requiring by the concerned Executive Officer.
9. From the commencement of the works to the completion of the same, they are to be under the contractors charge. The contractor is to be held responsible to make good all injuries, damages and repairs occasioned or rendered necessary to the same by fire or other causes and they hold the Govt. of Odisha harmless for any claims for injuries to person or structural damage to property happening from any neglect, default, want of proper care or misconduct on the part of the contractor or any one in his employment during the execution of the work. Also no claim shall be entertained for loss due to earth quake, flood, cyclone, epidemic, riot or any other calamity whether natural or incidental damages so caused will have to be made good by the contractor at his own cost.
10. Where it will be found necessary by the Department, the Officer-in-Charge of the work shall issue an Site Order Book to the contractor to be kept at the site of the work with pages serially numbered. Orders regarding the work whenever necessary are to be entered in this book by the PWD Officer-in-Charge with their dated signatures and duly noted by the contractor or his authorized agents with their dated signature. Orders entered in this book and noted by the contractor's agent shall be considered to have been duly given to the contractor for following the instructions of the Department. The site order book shall be the property of the PWD and shall not be removed from the site of work without written permission of the Engineer (Assistant Engineer) and to be submitted to the Engineer-in-Charge every month.


Sd/-
Executive Officer
Titilagarh Municipality.
21/3/25

ODISHA PUBLIC WORKS DEPARTMENT

(FORM P₁)

PERCENTAGE RATE TENDER AND CONTRACT FOR WORKS GENERAL RULES & DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

1. The work proposed for execution by contract will be notified in a form of invitation to tender posted through Govt. web site <https://tendersodisha.gov.in>
This notice will state the work to be carried out, the items and approximate quantities thereof as well as the date for submitting and opening tenders also the amount of earnest money to be deposited and the amount of the security deposit by the successful tenderer and the percentage if any to be deducted from bills. Copies of the specifications, designs and drawings and any other documents required in connection with the submission of tender signed for the purpose of identification by the Executive Officer shall also be open for inspection by the contractor at the office of the Municipal Council during office hours.
2. In the event of the tender being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so.
3. Receipts for payment made on accounts of works, when executed by a firm must also be signed by the several partners, except where the contractors are described in their tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipts for the firm.
4. The memorandum of work tendered for and the memorandum of materials to be supplied by the Public Works Departments and their issue rates shall be filled in and completed in the office of the Municipal Council before the tender form is issued if a form is issued to an intending tender without having been so filled in and completed, he shall request the office to have this done before he completes and delivers his tender.
5. The amount of earnest money to be deposited will be 1 %.
6. Any person who submits a tender shall fill up the usual printed form stating at what rate he willing to undertake each item of the work. Incomplete tender and tender rate he willing to undertake each item of the work specified in the said form of invitation to tender or which contain any other conditions of any sort, or omit to note the time within which the work can be finished or which are not accompanied by a treasury Challan for the required earnest money will be liable to rejection. No single tender shall include more than one work, but contractors who wish to tender for two or more work shall submit a separate tender for each tender. Tender shall bear the name of the work to which they refer written outside the envelope, cash deposited for earnest money therein before mentioned shall be made in Government treasuries and the Challan thereof should be enclosed with the tender.
7. The Engineer-in-charge or his duly authorized assistant will open the tenders in the presence of any intending contractors who may be present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of tender being rejected the Challan for the earnest money forwarded therewith shall thereupon be returned to the tenderer with pay order for the amount of the earnest money.
8. The Executive Officer shall have the right of rejecting all or any of the tenders.
9. In the event of a tender being selected for acceptance the Engineer who opened the tenders will, if he is competent to accept the tender, inform the tenderer of the selected tender who shall there upon sign copies of the specification and other documents with the tender. The tenders to the selected tenderer shall also deposit the required amount of the security money within the prescribed time. If the tenderer fails to deposit the required amount of the security money within the prescribed time the Executive Officer may reject the tender.
If the Executive Officer is not competent to accept the tender himself, he will inform the tenderer of the tender which he decides to recommended for acceptance, such tender shall thereupon sign forthwith copies of the specification and other documents mentioned in rules 1 and 4 and shall deposit the required amount of the security money within the prescribed time. The tender with the specification and other documents signed by the tenderer will then be

forwarded for acceptance to the Executive Officer who is competent to accept the same. If the said Executive Officer rejects the tender the security money deposited shall be refunded to the tenderer.

10. When a tender is selected for acceptance, the tenderer shall deposit the required amount of the security money in cash in any treasury and shall forward the Challan to the Executive Officer. Government securities may be endorsed to the Executive Officer in lieu of cash deposit of the required amount of the security money. No tender shall be finally accepted until the required amount of the security money has been deposited.
11. The amount of security money to be deposited by the tenderer whose tender is selected for acceptance shall be 2 % of the estimated value of the work and towards this amount the earnest money already deposited by him shall be credited. At least half of this security inclusive of the earnest money shall be deposited by the tenderer within such time as may be notified to him in writing by the officer opening the tender, failing which tender shall be liable to rejection.
Any balance of the security money outstanding after completion of the contract with the tenderer may be made up by deduction of 5 % of the amount of each payment to be made to him under clause 7 of the condition of contract for work done under the contract.
Taxes as per provisions of Government shall be deducted from the bills of tenderer.
12. When tender has been selected for acceptance and the required amount of the security money has been deposited, the Executive Officer shall scrutinize the pages of the form of item, Rate Tendered and Contract for works to see that the form has been properly filled up and signed by the contractor and the signature witnessed. He shall then, if he is competent to accept the tender, sign the acceptance of the tenders or if he is not so competent to, shall send the form for signature of the acceptance to the officer competent to accept it.
13. All tenderers are required to submit a list of works, which are in hand at the time of submitting their tenders. The list of works are required to be submitted in the proforma by the Executive Officer under whom he has executed the work in order to judge their past performance (vide Works Department Circular No. 15443 dt.01.08.2005.)
14. The earnest money deposited is liable to be forfeited to Govt. if the tenderer backs out from the offer before acceptance of the tender by the competent authority.
15. GST will be deducted at the rate prescribed in the GST Act..

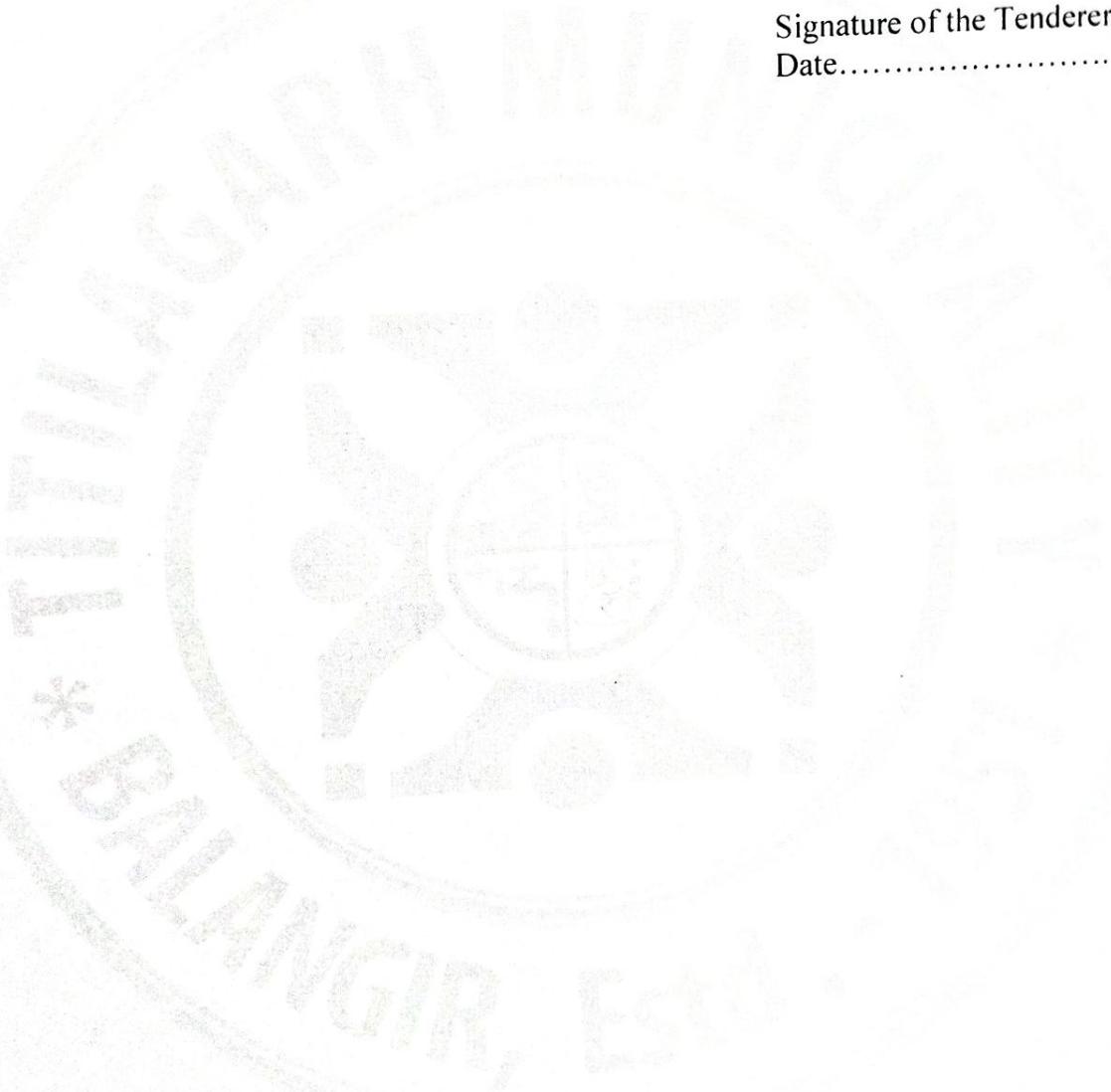
Sd/ 
Executive Officer,
Titilagarh Municipality.

CERTIFICATE OF NO RELATIONSHIP

I/We hereby certify that I/We* am/are* **related / not related** (*) to any officer of Municipality of the rank of Assistant Engineer & above and any officer of the rank of Assistant / Under Secretary and above of the Housing & Urban Department, Govt. of Odisha. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We* shall be liable to make good the loss or damage resulting from such cancellation.

(*) - Strike out which is not applicable

Signature of the Tenderer
Date.....

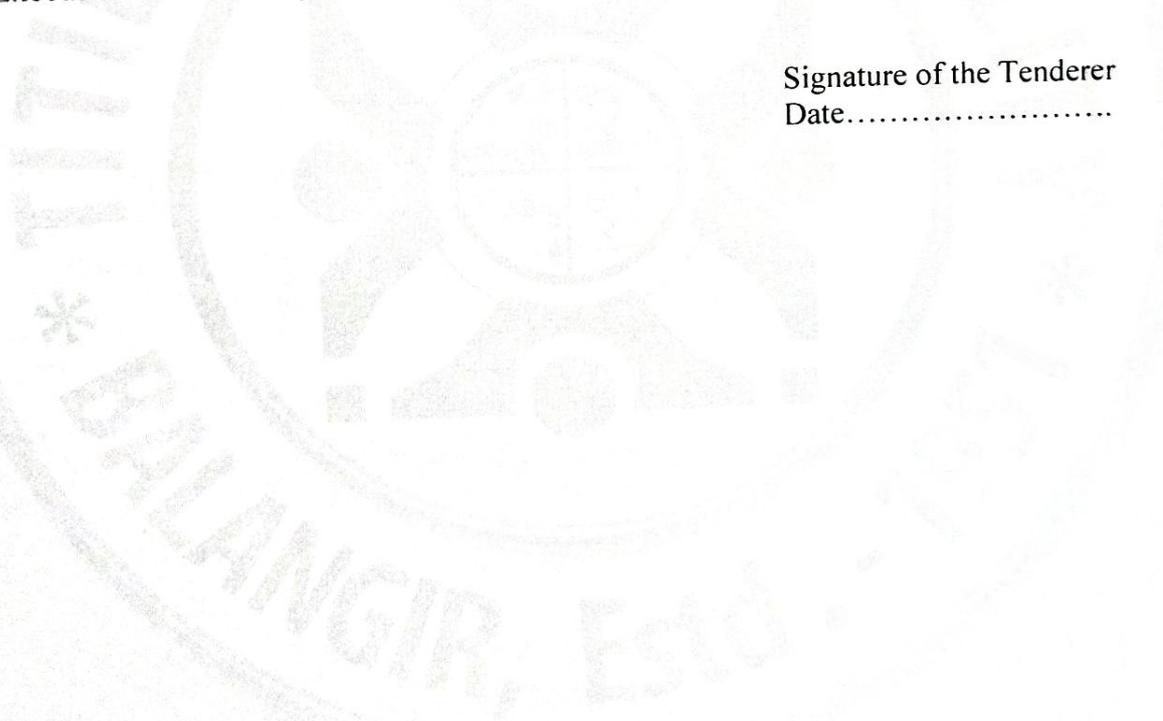


EXISTING COMMITMENTS AND ON-GOING WORKS:

Description of Works	Place & State	Contract No.	Name & Address of the Employer	Value of Contract (INR in Lakhs)	Stipulated Period of Completion	Value of Works Remaining to be Completed (INR in Lakhs)	Anticipated Date of Completion
1	2	3	4	5	6	7	8

Note : The above information is to be certified by the Engineer in Charge / Employer not below the rank of Executive Officer or equivalent.

Signature of the Tenderer
Date.....



CERTIFICATE OF TOOLS AND PLANTS

I/We hereby certify that the following tools and plants, machineries and vehicles are in my/our possession and in working order.

Sl. No.	Type of Equipment	No. of Machines Required	No. of Machines		
			Owned	Leased	Hired
1	Water Tanker				
2	Truck / Tractor/ Tipper				
3	JCB				
4	Generator				
5	Concrete mixer				
6	Concrete vibrator type: Needle and plate				
7	Complete Staging, Shuttering, Centering Arrangement .				

Declaration :

I/We also note that, non-submission of this certificate will render my/our tender liable for rejection.

Signature of the Tenderer

Date.....

WORK EXPERIENCE

LIST OF SIMILAR NATURE OF PROJECTS EXECUTED

Name of Employer	Name of Location and Name of Work	Contract Price in Indian Rupees/Agreement No.	Major Items of Works	Date of Starting The Work As Per Agreement	Stipulated Date of Commencement / Completion of The Work As Per Agreement	Completion of The Work Actual Date of	Reasons for Delay in Starting/Completion (If Any)
1	2	3	4	5	6	7	8

Note: The above information is to be certified by the Engineer in Charge // Employer not below the rank of Executive Engineer/Executive Officer.

Signature of the Tenderer
Date.....

**INFORMATION REGARDING CURRENT LITIGATION,
DEBARRING EXPELLING OF TENDERER OR
ABANDONMENT OF WORK BY THE TENDERER**

1. a) Is the tenderer currently involved in any litigation relating to the works. Yes / No
- b) If yes, give details :
2. a) Has the tenderer or any of its constituent partners been debarred/ expelled by any agency in India during the last 5 years. Yes / No
3. a) Has the tenderer or any of its constituent partners failed to perform on any contract work in India during the last 5 years. Yes / No
- b) If yes, give details :

Note: If any information in this schedule is found to be incorrect or concealed, qualification application will summarily be rejected.

Signature of the Tenderer
Date.....

AFFIDAVIT

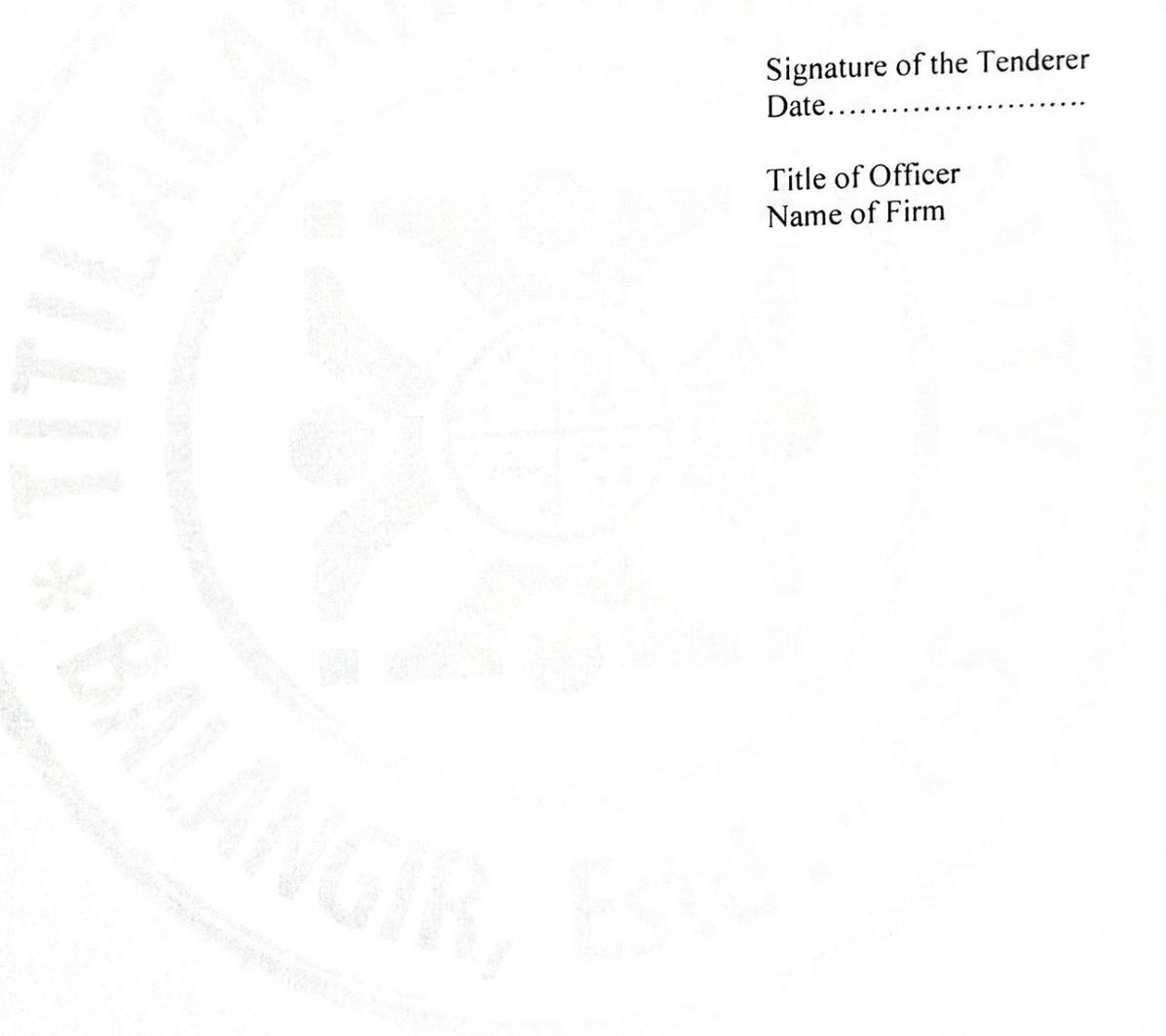
1. The undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither my / our firm / company / individuals _____ nor any of its constituent partners have abandoned any road/ bridge/Irrigation /Buildings or other project work in India nor any contract awarded to us for such works have been rescinded during the last five years prior to the date of this bid.
3. The undersigned hereby authorize(s) and request(s) any bank, person, firm or Corporation to furnish pertinent information as deemed necessary and as requested by the Department to verify this statement or regarding my (our) competency and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested and agree to furnish any such information at the request of the Department.

Signature of the Tenderer

Date.....

Title of Officer

Name of Firm



**CERTIFICATE OF EMPLOYMENT OF UNEMPLOYED
GRADUATE ENGINEER / DIPLOMA HOLDERS
(For Super Class / Special Class / 'A' Class Contractors only)**

I / We hereby certify that at present, the following Engineering personnel are working with me / in our firm / company and their bio-data are furnished below.

Sl. No.	Contractor's Name of Engineering Personnel Appointed for Supervising Work with Address	Qualification	Date of Appointment	Monthly Emolument	Whether Full Time Engagement and Continuous	If They are Superannuated /Retired /Dismissed or Removed Personnel from State Govt./Central Govt./Public Sector Undertaking /Private Companies and or Any One Ineligible for Government Service
1	2	3	4	5	6	7

Signature of the Tenderer
Date.....

SAMPLE FORMATS
UNDER TAKING

This is to certify that :-

1. My firm has neither been associated, directly or indirectly, with the Consultant or with any other entity that has prepared the design, specifications, and other documents for the Project nor has any person associated with been proposed as Project Manager for the Contract.
2. My firm has not engaged any agency and any of its affiliates engaged by the Executive Officer to provide consulting services for the preparation or supervision of this work.
3. My firm has not engaged any Engineer of gazetted rank employed in Engineering or Administrative duties in an Engineering Department of the Government of Odisha or other gazetted officer retired from Government service during last two years without prior permission of the Government of Odisha in writing on or before submission of this tender. I am aware that my contract is liable to be cancelled if either I or any of my employees is found any time to be such a person who had not obtained the permission of the Government of Odisha as aforesaid.

Signature of the Tenderer

Date.....

Note: i. Strike out whichever is not applicable
ii. In case any person is under his employment with due permission from Government, the same may be cited in a separate letter.

