

## THE HIGH COURT OF ORISSA: CUTTACK

### **NOTICE INVITING TENDER FOR SUPPLYING AND INSTALLING 17 NOS. OF WATER COOLER-CUM-PURIFIER INSIDE THE NEW BUILDING OF HIGH COURT OF ORISSA, CUTTACK**

**NOTICE NO.** 2322/2024

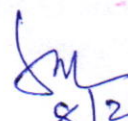
**Date.** 08.02.2024

The High court of Orissa invites tender in sealed covers from interested bidders for supplying and installing 17 nos. of Water cooler-cum-purifier inside the new building of High Court of Orissa.

The Bid Document can be downloaded from the website: <https://orissahighcourt.nic.in/>. The bidder has to submit the cost of document i.e., Rs.500/- (Rupees Five Hundred only) in shape of Demand Draft in favour of the Registrar (Judicial), the High court of Orissa, Cuttack with each technical bid. The last date of receipt of the sealed offers is up to **3:00 PM on Dtd. 29.02.2024** by **Speed Post/ Registered Post/ by hand**. The "Technical Bids" will be opened on 02.03.2024 at **11:30 AM** in the presence of the bidders or their authorized representatives. The "Financial Bids" of qualifying bidders will be opened thereafter or on suitable date and time under intimation to the qualified bidders.

The bidders have to submit the bid document in the prescribed format at ANNEXURE-1 as specified along with technical bid in conformity with the detail terms & conditions in bid documents.

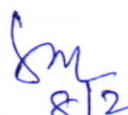
**The Authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.**

  
8/2/2024  
**Registrar (Judicial)**

**Memo No.-** 2323 (2) **Date:** 08.02.2024

**Copy forwarded to:**

1. The Superintendent, IT Cell for uploading the same in the Court's Website
2. Court's Notice Board for general information

  
8/2/2024  
**Registrar (Judicial)**



**DETAILS OF BID**

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1	Name of the Client	The High Court of Orissa, Cuttack
2	Method of selection	Lower-end Cost Selection process
3	Date of Issue of Tender	08.02.2024
4	Date of Pre bid meeting	15.02.2024
5	Deadline for receipt of Proposal	29.02.2024
6	Date of opening of Technical proposal	02.03.2024
7	Date of opening of Financial proposal	On the same date i.e. 02.03.2024 after opening of the Technical bids.
8	Expected date of commencement of assignment	As per signing of agreement
9	Tender cost (Non-Refundable)	Rs 500/- (Rupees Five Hundred only) with each bid document in shape of DD in favour of the Registrar (Judicial), High Court of Orissa, Cuttack in any scheduled commercial bank payable at Cuttack
10	Earnest Money Deposit (EMD)	Rs. 25,500/- (Rupees Twenty-Five Thousand Five Hundred only) with each bid document in shape of DD in favour of the Registrar (Judicial), High Court of Orissa, Cuttack in any scheduled commercial bank payable at Cuttack.
11	Postal Address for submission of Proposal	The Registrar (Judicial), High Court of Orissa, Cuttack Odisha-753002 Phone: 0671-2507707 Email: <b>rj.ohc-od@gov.in</b>
12	Mode of Submission of proposal	Speed Post / Registered Post/ by hand only to the address as specified at Sl. No 11 during office hours only. Submission of bid through any other mode and late bid will be rejected.
13	Place of opening of proposal	The High Court of Orissa, Cuttack
14	Website to visit for download of bid document.	<a href="http://www.orissahighcourt.nic.in">http://www.orissahighcourt.nic.in</a>
15	Contact Person	Smt Dejalin Mohanty- 7008408860 Sri Jitendra Malla- 9937497742



**NOTICE INVITING TENDER FOR SUPPLYING AND INSTALLING 17 NOS. OF  
WATER COOLER-CUM-PURIFIER INSIDE THE NEW BUILDING OF HIGH  
COURT OF ORISSA, CUTTACK**

**TERMS OF REFERENCE**

**1. ELIGIBILITY / QUALIFICATION CRITERIA:**

The agency/ organization (Joint or Individual) have to fulfill the below mentioned eligibility criteria:

- 1.1. The bidder shall have minimum 2 years experience of selling similar products to any Organization (Govt. or Non Govt) and installing the same.
- 1.2. The bidder shall have valid ISO or BIS Certification.
- 1.3. The participating bidder(s) must have annual turnover of a minimum of ₹ 15 lakh in all of preceding years during last two years.
- 1.4. The Bidder should have valid PAN Card.
- 1.5. The Bidder should furnish IT returns for the last three financial years.
- 1.6. The bidder should have a Bank Account of its own.
- 1.7. The Firm/Agency should not have been blacklisted/ debarred by any of the Central Government/ State Government Department / Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

**2. SUBMISSION OF BID:**

- 2.1. The agency/ firm must submit the proposal by **Speed Post / Registered Post/ by hand** during the office hour only on or before the last date and time for submission of proposal. The High Court will not be responsible for postal delay/ any consequence in receiving of the proposals and late bid will be rejected.
- 2.2. This bid document will be received in sealed cover superscribed "**Tender for supplying and installing 17 nos. of Water cooler-cum-purifier inside the new building of High Court of Orissa, Cuttack**" applied by bidder containing sealed Technical bid and Financial bid in separate sealed covers by the undersigned up to 3:00 PM on dtd. 29.02.2024.
- 2.3. All the bidders are required to furnish the Technical Bid and Financial Bid as per ANNEXURE-2 & 3 in two separate sealed covers.
- 2.4. Any overwriting in the figures/words showing the prices will render the bid invalid and no further query/ request as regards the bid would be entertained under any circumstances.
- 2.5. Bidders shall furnish clause-by-clause comment/response on all clauses of Bid Document including Technical Specifications and must specify the reference page number.
- 2.6. No firm will be allowed to participate in the bid, if the firm is having any pending disputes with this Court or if the firm has ever been blacklisted by any Government Organisation.



- 2.7. Copies of all relevant products literature/Brochures must be submitted along with the bid itself.

### **3. TENDER COST:**

- 3.1. A Non-refundable Tender Cost of ₹ 500/- (Rupees Five Hundred only) in shape of Demand Draft in favour of the Registrar (Judicial), High Court of Orissa, Cuttack Payable at Cuttack must be submitted along with the tender.
- 3.2. The Organization's name should be mentioned on the reverse side of the Demand Draft.
- 3.3. Bids without Tender Cost or inadequate Tender Cost shall be summarily rejected.

### **4. EARNEST MONEY DEPOSIT:**

- 4.1. A Refundable Earnest Money Deposit (EMD) of ₹ 25,500/- (Rupees Twenty-five Thousand Five Hundred only) in shape of Demand Draft in favour of the Registrar (Judicial), High Court of Orissa payable at Cuttack must be submitted along with the tender.

### **5. PERFORMANCE SECURITY:**

- 5.1. The successful bidder will be required to pay a Security Deposit of **5% of the total financial involvement** in shape of Bank Guarantee/Fixed Deposit Receipt (FDR) before supply of the required goods. The appropriate authority shall retain the right to encash the Bank Guarantee/FDR in case of any deficiency in service by the successful Bidder during the contract period. The Performance Security shall be refunded after successful completion of the event as per the Rules.

### **6. OPENING OF BIDS:**

- 6.1. The purchaser will open the bids on prescheduled time, date and venue in the presence of the bidders or their authorised representatives who choose to attend. If due to any unavoidable circumstances, the Bid is not opened in pre-scheduled date and time, the Bidders will be informed about the rescheduled date and time.
- 6.2. The bidders or their authorised representatives who will be present shall sign in the attendance sheet authenticating their presence during Bid opening.
- 6.3. The bidders' names, bid withdrawals, presence of bid security and such other details as the Purchaser at his discretion may consider appropriate will be announced at the bid opening.
- 6.4. The firms who have submitted the bids and whose offers are found technically suitable shall be informed of the opening date of the second envelop i.e. "Financial Bid".



## **TERMS AND CONDITIONS**

1. All bidders are advised to attend the pre bid meeting as per Clause-204(xiii) for Procurement of Goods and Services of O.G.F.R.-2023 which is scheduled to be held on 15.02.2024 at 11:30 AM at New Conference Hall, High Court of Orissa, Cuttack to ascertain the actual space availability in the office, Scope of work, physical verification of space, clarify issues and doubts and other allied technical requirements. The specifications above are indicative. However, the device shall have all the features as per latest technology.
2. No extra payment will be made for local delivery and packing/forwarding etc.
3. Price shall be quoted including all statutory taxes, duties.
4. All items shall be as per the Specification. No deviation will be allowed in this regard.
5. **Penalty Clause-**
  - i. The bidder shall be debarred if he/ she has been convicted of an offence-
    - a. Under the prevention of Corruption Act, 1988; or
    - b. The India Penal code or any other law for the time being on force causing any loss of life or property or causing a threat to public health as part of execution of a public procurement.
  - ii. The security deposit shall be forfeited in a proportionate manner for contractual failure under any circumstances.
6. The payment will be made after successful delivery of items and their installation.
7. The successful bidder shall have to deposit bank guarantee as per O.G.F.R-2023 rule.
8. The bidder has to submit a certificate stating that all spare parts (Consumables/Non-Consumables) of Water cooler-cum-purifier are covered under warranty for one time replacement for the entire period of one year or free on-site warrant.
9. The successful bidder should physically verify the Water cooler-cum-purifier installed in the New Building of High Court mentioned above and submit the verification report regarding the purity and output of water periodically as and when they are called for.
10. The Service Engineers should attend all complaints and rectify at his own level. He should be well behaved / mannered with the complainant.
11. The complaints lodged with the Service Engineer will be required to be attended by him on the same day. Any complaint that cannot be attended by him, will be required to be attended by the next day positively.
12. If at any point of time, the services of the Service Engineer, being provided by the firm are noticed to be unsatisfactory or not of the expected level in any manner, the firm will be responsible to change the Service Engineer immediately after such inadequacies are brought notice to the firm verbally/ writing.
13. The Competent Authority will have the authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotations will not be entertained.



**7. CLARIFICATION OF BIDS:**

7.1. During the course of evaluation of Bids, if any clarification on Technical Bid is required, the bidder have to provide suitable clarification in writing and no change in Financial Bid e.g. price or substance of the bid shall be entertained.

**8. EVALUATION OF BIDS:**

The High Court of Orissa, Cuttack will examine the bids to determine whether:

- They are complete in all respect.
- Required Tender cost, Earnest Money Deposit and Bid security have been furnished.
- The documents have been properly signed.

**9. PAYMENT:**

9.1. The payment to the firm will be made only after successful installation and a certification by the firm to that effect.

**10. DISPUTE RESOLUTION:**

10.1. Any dispute arising out of the Tender, the decision of the High Court of Orissa shall be final & binding to all.

10.2. In case of a dispute, it will be governed by the laws of the court at Cuttack.

**11. NOTICES:**

11.1. Any modification or corrigendum regarding the tender before bid opening, the same will be available on the Court's website i.e., <https://orissahighcourt.nic.in/tender-notice/>

**12. SCOPE OF WORK:**

Tender for supplying and installing 17 nos. of Water cooler-cum-purifier. The detail specification of Water cooler-cum-purifier are as below: -

Sl. No.	Item	Specification	Make	Quantity
1.	Water cooler-cum-purifier	i. Dispense Capacity- 40 to 50 litres per hour. ii. Storage – N/A iii. Colour- Any iv. High Quality systems built to meet flow requirements of the Court. v. Power Consumption- 1-750 W	Any make	17 (Seventeen) Nos.



**NOTICE INVITING TENDER FOR SUPPLYING AND INSTALLING 17 NOS. OF  
WATER COOLER-CUM-PURIFIER INSIDE THE NEW BUILDING OF HIGH  
COURT OF ORISSA, CUTTACK**

**THE HIGH COURT OF ORISSA: CUTTACK**

FORM OF TENDER

**To,**

**The Registrar (Judicial)  
High Court of Orissa, Cuttack**

**Sub:** Tender for supplying and installing 17 nos. of water cooler-cum-purifier inside High Court of Orissa, Cuttack.

**Sir,**

I am submitting the tender for providing Water cooler-cum-purifier Service in the High Court of Orissa, Cuttack as per the details given below: -

1	Name and Address of the Bidder (in block letters)	
2	Status of the Bidder (Proprietorship, Partnership, Limited Company)	
3	Registration/ License Number (Attested Photocopy)	
4	PAN Card Number (Attested Photocopy enclosed)	
5	GST Registration Number (Attested Photocopy enclosed)	

Details of Experience in the same Field: -

(Please give details of experience in separate sheet, along with documentary proof thereof)

I/We have carefully read and understood the terms and conditions which are contained in Tender Documents issued by the High Court of Orissa including the following: -

- (a) In case the Documents submitted by my/our firm along with the Tender are found inadequate/false/incorrect, the Tender of my/our firm will be liable to be rejected/cancelled without giving any reasons.
- (b) The High Court of Orissa will have the right to reject conditional offers without assigning any reason thereto.

Signature of the Bidder

Name:

Address:

Tel No.:



## TECHNICAL BID

The bidder has to submit the Technical Bid in the prescribed format i.e. covering letter along with following documents fulfilling the eligibility criteria.

SL. NO.	SPECIFICATION	DETAILS
1	Name of the Bidder	
2	Name of the Company/ Firm	
3	Form of Tender	
4	Details of Tender Cost (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.):
		Drawn on Bank:
5	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.):
		Drawn on Bank:
6	Name of the Proprietor	
7	Full Address for Communication	Address:
		Telephone No.
		E-Mail Address.
8	Name & telephone number of the authorized person signing the bid	
9	Bank Details	Name of the Account Holder:
		Bank and Branch Name:
		Account Number:
		IFSC Code:
10	PAN No. (Attach self-attested copy)	
11	GSTIN (Attach self-attested copy)	
12	ITR for Three years i.e. 2022-23, 2021-22, 2020-21 (Attach Copies)	



13	ISO/BIS Certificate (Attach self-attested copy)		
14	Experience in this field		
15	Acceptance to all the terms & conditions of the tender (Yes/ No)		
16	Submit an undertaking that no criminal case is pending with the police at the time of submission of bid as at ANNEXURE-4. (submitted/ not submitted)		
17	Financial Turnover of the bidder for the last 2 financial years/ since inception.	<b>Assessment Year</b>	<b>Turnover Amount (in INR)</b>
		FY 2022-23	
		FY 2021-22	
18	Kindly mention the total number of pages in the tender document		

I certify that, the above Particulars submitted by me are true.

Date:

Authorized Signatory

Place:

Name of the Company/Firm

Seal of the Company/ Firm



### FINANCIAL BID

The bidder shall submit the Financial Bid in the prescribed format in sealed cover.

<b>PARTICULARS</b>	<b>SPECIFICATION</b>	<b>Quantity</b>	<b>MAKE</b>	<b>Cost (Per Unit) Incl. Of GST</b>	<b>TOTAL</b>
Supply and installing of Water cooler-cum-purifier inside the 7 storied New Building of the High Court of Orissa.	<ul style="list-style-type: none"><li>▪ <b>Dispense Capacity-</b> 40 to 50 litres per hour.</li><li>▪ <b>Storage</b> – N/A</li><li>▪ <b>Colour-</b> Any</li><li>▪ High Quality systems built to meet flow requirements of the Court.</li><li>▪ <b>Power Consumption-</b> 1-750 W</li></ul>	17 nos.			

I/ We agreed to undertake the work subject to Terms and Conditions stipulated in the Tender Notice at the rate quoted above.

Signature:  
(With Name and Seal of Firm)

Date:



**AFFIDAVIT / UNDERTAKING**

*(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding the following matters)*

1. I hereby undertake that, there is no criminal case pending in any Court of Law against our agency or against the Proprietor/ Director/ Persons to be deployed by our agency. I/ we further certify that Proprietor / Director / Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.
2. I hereby undertake that, our agency has not been blacklisted/ debarred by any of the Central Government/ State Government Department / Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
3. I hereby declare that, all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to the disqualification of our proposal.

**Yours sincerely,**

**Authorized Signature  
(in full and initials)**

Name and Designation of the Signatory:

Name of the Bidder and Address: