

Berhampur Municipal Corporation



Procurement of Ladies Bi-cycles for providing Institutional Mobility

Location: Berhampur, Ganjam, Odisha

Date: 03 -01-2023

Issued by:

BERHAMPUR MUNICIPAL CORPORATION
Infront of Town Police Station,
Rama Lingeswara Tank Road, Berhampur
Ganjam, Odisha-760002

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DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Berhampur Municipal Corporation(BeMC)**.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither BeMC nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the Project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The BeMC, Berhampur shall be the sole and final authority with respect to selection of a consultant through this RFP.

Berhampur Municipal Corporation

In front of Town Police Station, Ram Lingeswar Tank Road
Berhampur, Ganjam, Odisha-760002
Email-mcbemc08@gmail.com, Web- www.berhampur.gov.in

RFP No: 04

Date: 03.01.23

Request for Proposal

Procurement of Ladies Bicycles for providing Institutional Mobility to Different Stakeholders under urban initiatives of Berhampur Municipal Corporation.

- On behalf of Berhampur Municipal Corporation, Commissioner, BeMC invites Bid from the eligible Bidders in two Bid system "For supply of Ladies Bicycles to provide Institutional Mobility to Different Stakeholders under urban initiatives" of Berhampur Municipal Corporation. The detail about Eligibility criteria and conditions of the selection process can be viewed and downloaded from www.berhampur.gov.in.
- The Key event critical dates relating to above RFP/Bid process are as bellows

Event Description	Scheduled Date
Availability of RFP/Bid document in the website www.berhampur.gov.in	from dated 03.01.23 11:00 Hrs. to 17.00 Hrs. on dated 13.01.2023
Last date for submission of application	Up to 17.00Hrs on dated 16.01.2023
Date and Time of opening Technical Bid	at 11:30 Hrs. on dated 17.01.2023
Date and Time of opening Financial Bid	To be intimated latter on to the successful bidder.
Place of opening of Bid	At Conference Hall, Berhampur Municipal Corporation

- The Proposal duly completed in all aspect as specified in the RFP/BID document accompanied with financial instrument towards Bid processing fee (non-refundable), and documents as sought in the prescribed format shall be submitted in separate sealed envelope super scribing "**Supply of Ladies Bicycle**" against RFP number _____ on or before the due date of submission as mentioned in the data sheet of RFP/Bid document through Registered Post/Speed Post addressed to

Commissioner

Berhampur Municipal Corporation
In front of Town Police Station, Ram Lingeswar Tank Road
Berhampur, Ganjam, Odisha-760002
Email-mcbemc08@gmail.com, Web- www.berhampur.gov.in

- Proposal submissions must be received not later than the due date specified in the data sheet in the manner specified in the RFP document. The Proposal received beyond the stipulated will be out rightly be rejected. The proposals should be valid for a period not less than 180 days from the due date.
- Clarifications and Amendments, if any, to this RFP will be uploaded only in BeMC website www.berhampur.gov.in
- The authority reserves the right to reject any or all proposals without assigning any reason thereof.

Sd/
Commissioner,
Berhampur Municipal Corporation

Memo No. 05

Dated. 03.01.23

Copy submitted to the **Collector & D.M, Ganjam** for kind information with request to display the Tender Call Notice in the Office Notice Board for wide circulation.

Sd/
Commissioner,
Berhampur Municipal Corporation

Memo No. 06

Dated. 03.01.23

Copy to Steno to Mayor/ All Officers/ All HMOs/ DA, Receive for information and necessary action.

Sd/
Commissioner,
Berhampur Municipal Corporation

SECTION 1

INVITATION FOR BIDS

1. INTRODUCTION :

- Odisha is one of the pioneering states in the field of Community Participation in urban governance. Accomplishing the vision and mission of the Govt. Community Based Organization (MS-SHGs & Transgender Groups) have been engaged under various urban initiatives.
- Further to enhance the capability of the community partners, it is proposed to provide Institutional Mobility Infrastructure support in shape of Ladies Bicycles to the Institution formed under Aahaar, Water Supply Management (WATCO & PHEO), Urban Sanitation and Shelter for Urban Homeless which shall be further distributed to the working members of the groups for day-to-day use.

2. OBJECTIVES

- Berhampur Municipal Corporation has intended to invite sealed bids, in **two cover system**, from eligible bidders for providing institutional mobility infrastructure support to various urban facilities as mentioned above in shape of providing of **Ladies Bi-Cycles To The Stake Holder** as per the technical specification, quantity specified in the tender document.

3. ABOUT THE RFP DOCUMENTS

The Tender document comprises of the following.

- (I) SECTION- I INVITATION FOR BIDS
- (II) SECTION- II TECHNICAL SPECIFICATION & SCHEDULE OF REQUIREMENT AND DATA SHEET
- (III) SECTION- III INSTRUCTION TO BIDDERS
- (IV) SECTION- IV FINANCIAL PROPOSAL SUBMISSION FORMS
- (V) SECTION- V TENDER FORMS & ANNEXURES

4. SCHEDULE OF THE TENDER PROCESS

- **The Tender will have 2 (Two) Parts viz., Technical Bid & Price Bid.**
- The tender document can be viewed and downloaded from the website www.berhampur.gov.in w.e.f. the dates as mentioned in data sheet.
- Receipt of Bids - **On or before the due as specified in the Data Sheet.**
- **Opening of Bids – as specified in the data sheet** in the Conference Hall, Berhampur Municipal Corporation, In front of Town Police Station, Ram Lingeswar Tank Road, Berhampur, Ganjam, Odisha-760002 in the presence of bidders.

5. While all information/data given in the RFP are, to the best of the client's knowledge, accurate within the consideration of scope of the proposed assignment, client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The client reserves the right to reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

6. AMENDMENT OF INVITATION

In case of any seeming discrepancy between the Press Advertisement, other detailed provisions of the Tender print-document and the updated version on the web, the web-version will prevail. At any time prior to the deadline for submission of bids, the BeMC reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to the all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.

6. Proposals complete in all respect must be delivery in the specified address as mentioned in the Bid Data Sheet through Registered Post/Speed Post before the due date of submission. BeMC will not held responsible for postal delay or any consequences. Submission of proposal through any other mode will be rejected.

7. Notwithstanding anything else contained to the contrary in this tender document, the Berhampur Municipal Corporation reserves the right to cancel / withdraw / modify fully or partially the "Invitation for Bids" or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

Sd/
Commissioner
Berhampur Municipal Corporation

Section II: Technical Specification & Schedule of Requirement

A) TECHNICAL SPECIFICATIONS FOR LADIES BICYCLE

TYPE – NON-GEARED
GENDER - FEMALE
STEEL FRAME WITH INBUILD CARRIER
TYRE 26 X 1.75
STEEL HALF CHAIN COVER
STEEL BASKET & PLASTIC DRESS GUARD
COMFORTABLE PU SADDLE
CALIPER BRAKE
SWAN NECK HANDLE.

Branding of Bicycle - prototype Decal (high quality stickers meant for vehicles) of size 8 x 8 inches made of water-proof durable material shall be placed in the middle of the Basket for distinct visibility in annexure-I to Section II should be embossed on the frame of the bicycle and on a metallic plate on the front side of the Basket.

Copy of the Test certificates obtained from accredited lab confirming the relevant IS Standard as specified in the technical specification should be submitted by the bidder on behalf of the manufacture.

B) SCHEDULE OF REQUIREMENT

Sl. No.	Description	Qty.	Delivery Scheduled in months from placement of purchase order/Signing of contract
1	20" Ladies Bicycle complete with all accessories, all taxes, delivery etc.	272	45 days

Place of Delivery

The place of delivery will be at the Central Store located inside the premises of **Berhampur Municipal Corporation** In front of Town Police Station, Ram Lingeswar Tank Road, Berhampur, Ganjam, Odisha-760002.

BIDDERS DATA SHEET

S. No.	Particular	Details
1.	Name of the Client	Berhampur Municipal Corporation
2.	Method of Selection	Least cost method of selection
	Availability of RFP	www.berhampur.gov.in
3.	Date of Issue of RFP	03.01.2023
4.	Last date and time for submission of RFP	16.01.2023 up to 17.00 Hrs.
5.	Date of opening of Pre-qualification Proposal	17.01.2023 at 11:30 AM
6.	Tentative Date for opening of Financial Proposal	to be intimated
7.	Expected Date for Commencement of Assignment	January 2023
8.	Bid Processing Fee (Non-Refundable)	Rs. 6000/- +18% GST(Rs. 7080/-) in INR, in shape of Banker Chaque / Demand Draft in favour of "Commissioner, Berhampur Municipal Corporation" drawn in any Nationalized Bank/ scheduled commercial bank payable at Berhampur.
9	Address for Submission of Proposal	Mode of Submission: Speed Post / Registered Post to the address as specified above. Submission of proposal through other mode will be rejected. Commissioner Berhampur Municipal Corporation In front of Town Police Station, Ram Lingeswar Tank Road Berhampur, Ganjam, Odisha-760002 Email-mcbemc08@gmail.com, Web- www.berhampur.gov.in
10	Place of opening of Technical and Financial Proposals	Conference Hall Berhampur Municipal Corporation In front of Town Police Station, Ram Lingeswar Tank Road Berhampur, Ganjam, Odisha-760002

For details, please visit www.berhampur.gov.in

SECTION III

INSTRUCTIONS TO BIDDERS

1. GENERAL INFORMATION

- There are two parts of this Tender Document namely, Technical Bid and Price Bid. The bidder is required to fill out all the technical bid and Financial Bid of the Tender Document and place them in separate sealed envelopes, which should be superscribed as "**Technical Bid and Financial Bid for Supply of Bi-cycles respectively**". The documents can be viewed and downloaded from the website www.berhampur.gov.in.
- Tenders shall be fully in accordance with the requirements of the General Terms and Conditions. Appropriate forms furnished with this tender document shall be used for filling the tender. **Incomplete, illegible and unsealed** tenders will be rejected. **Telegraphic** tenders will not be accepted and no correspondence will be made in this matter.
- All offers should be made in **English**. Conditional offers and offers qualified by such vague and indefinite expression such as "**Subject to immediate acceptance**", "**Subject to prior sale**" etc. will not be considered.
- Submitted tender forms, with **overwritten or erased or illegible rate or rates** not shown in **figures and words in English**, will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender and between unit rates and the total amount, the decision of the tendering authority will be final and binding on the tenderers. Total of each item and grand total of whole tender should be clearly written. Corrections in the tender, if unavoidable, should be made by rewriting with dated initial of the tenderer after scoring out of the wrong entries. **Clerical and arithmetical** mistakes may result in **rejection** of the tender.
- Request from the tenderer in respect of **additions, alterations, modifications, corrections** etc. of either terms & conditions or rates after opening of the tender will not be considered.
- Any attempt by any bidder to bring pressure of any kind, **may disqualify** the bidder for the present tender and the bidder may be liable to be debarred from bidding for the BeMC, Berhampur in future for a period of three years.
- The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Proforma in the tender are not fully furnished.

2. PRICE

The prices quoted shall be in **Indian Rupees** only. The Unit price quoted in the tender shall be inclusive of all charges such as charges of fitting, assembling, freight charges, transportations, loading, unloading, shipment, demurrage, Insurance and all levies such as excise duty, custom duty if any or any other charges incidental to the delivery of the cycles at the location of supply.

3. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the client shall be written in the **English** language.

4. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. Bid Processing Fee

The bidder must furnish as part of pre-qualification proposal, the required cost towards bid processing fee amounting to **Rs. 6000/- +18% GST = 7080/- (Seven thousand Eighty Only) in INR**, in shape of Banker Cheque / Demand Draft in favour of "**Commissioner, Berhampur Municipal Corporation**" drawn in any Nationalized Bank/ scheduled commercial bank payable at Berhampur. Proposals received without bid processing fee will be rejected.

6. Validity of the Proposal

Proposals shall be remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the bid. The client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process within the bid validity period. The bid validity period may be extended on mutual consent.

7. Pre-Qualification Criteria

To participate in the selection process, the eligible bidders must possess the following specified criteria and to this effect must produce supportive documents /information as part of their pre-qualification proposal:

- a. **Status:** Single legally entity/ Partnership firm/Limited liability Partnership firm from Odisha registered under appropriate authority. **Consortium or Joint Venture is not allowed.**
- b. Authorisation should be submitted from Principal Manufacturer specific to this RFP.
- c. Existence in business for more than **5 years** from the date of Incorporation on the last date of submission of the proposal.
- d. Must have successfully completed at least **2 assignments** under Central / State Govt. / and Autonomous bodies operated under Govt. administrative control during the last **3 years****.
- e. Annual Financial Turnover of more than **Rs.1 Crore** and positive Net-Worth of during each of the last 3 financial years. **(FY 2021-22, 20-21 & 19-20).**

8. Submission of Proposals:

Bidders must submit their proposals through **Registered Post / Speed Post** only at the specified address on or before the last date and time for receipt of proposals as mentioned in **Bidder Data Sheet**. The client will not be responsible for postal delay / any consequences in receiving of the proposal. The proposal must have to be submitted in two parts. **Each part should be separately bound with no loose sheets.** Each page of all the two parts should be page numbered and in conformation to the eligibility qualifications, should be clearly indicated using an index page.

The procedure for submission of the proposal is described below:

- i) **Pre-qualification Proposal (Original)**: The envelope containing pre-qualification proposal shall be sealed and superscripted as "supply of Ladies Bicycle" should contain the list of formats and statutory documents as mentioned in the clause No. 7 of RFP.
- ii) **Financial Proposal**: The envelope containing financial proposal shall be sealed and superscripted as "Financial Proposal" "supply of Ladies Bicycle" . The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and must have to be furnished as per the prescribed format only.
- iii) Both the envelope must be sealed and placed inside a third main envelope with proper leveling of following information in bold Bid for supply of Ladies Bicycle in the proposals complete in all respect must be delivered in the address given below. Through Registered Post/Speed Post on or before the due date as specified in data sheet.

Commissioner

Berhampur Municipal Corporation
In front of Town Police Station, Ram Lingeswar Tank Road
Berhampur, Ganjam, Odisha-760002

Any deviation from the prescribed procedures / formats/conditions shall result in outright rejection of the proposal. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidders falling which the bid will be rejected.

9. Requisite Documents to be submitted along with the Pre-Qualification Proposal:

The bidders have to furnish the following documents duly signed in along with their Pre-qualification proposal:

- a. Authorized dealership/distributorship of the original equipment manufacturer.
- b. Covering letter (**Annexure-1**) on bidder's letterhead requesting to participate in the selection process.
- c. Bid Processing Fee as applicable
- d. Copy of Certificate of Incorporation/ Registration
- e. Copy of PAN
- f. Copies of Income Tax Clearance Certificate for the last three financial years (**FY 2021-22, 20-21 & 19-20**).
- g. General Details of the Bidder (**Annexure-2**)
- h. Financial Details of the bidder (**Annexure-3**) along with all the supportive documents as applicable
- i. Power of Attorney (**Annexure-4**) in favour of the person signing the bid on behalf of the bidder.
- j. Technical Compliance (**Annexure-5**)
- k. List of completed assignments (Past Experience Details) along with copies of contract / work order from previous clients
- l. Undertaking for not have been black-listed by any Central / State Govt./Any other bodies during the recent past.
- m. Technical catalogue/Brochure of the Bicycle illustrating the include, model and detail specification.
- n. Copy of ISO certification of the manufacturer.

Failure to submit any one of the documents as mentioned above along with the Pre-Qualification Proposal will result in outright rejection of the bid.

10. Opening of the proposal :

- The **FIRST ENVELOPE** containing "**PRE-QUALIFICATION AND TECHNICAL PROPOSAL**" will be opened in the initial stage by the client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The client will constitute a Evaluation Committee to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the each bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing "**FINANCIAL PROPOSAL**" only of the technically qualified bidders will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance. The bids will be opened on the scheduled date and time even in case of absence of the tenderers or their authorized representative.

11. Evaluation of Proposals:

- A. Two stage process will be adopted as explained below will be followed in evaluating of the proposals during the overall selection process.
 - a. **Pre-qualification Evaluation:** Preliminary scrutiny of pre-qualification proposals will be done to determine whether the proposals are generally in order & complete and whether the requisite documents have been properly furnished by the bidder or not. Proposals not conforming to the preliminary requirements will be rejected from further selection process.
- The tender is liable to be rejected or the bidder disqualified at any stage on account of the following :
 - If the bid is received by Telex/Telegram/Facsimile (Fax)/email.
 - If the bid or its submission is not in conformity with the instruction mentioned herein.
 - **If the bid is not accompanied by the requisite tender fees/ in any form other than in the manner as prescribed in Bid document.**
 - If it is received after the expiry of due date and time.
 - If it is incomplete and the required documents as specified in the tender document are not furnished.
 - If misleading or false statements/ representations are made as part of prequalification requirements.
 - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced financial failures etc.

(B) FINANCIAL EVALUATION AND SELECTION CRITERIA

- The Price bid of only those bidders whose technical bid is found to be responsive as per the tender requirement will only be opened. All other price bids will be ignored. **Least-Cost Selection method shall be followed. The firm quoting the lowest price will be considered for award of contract** Subject to the fulfillment of the required criteria.
- **The comparison of Price Bids shall be done as follows:**

For price bid evaluation, in determining the lowest evaluated bidder, the price shall include the price of bi-cycles with all accessories, all duties such as customs duty, excise duty, all charges of assembling, transportation cost to the

point of delivery, insurance, any other expenditure incidental to the delivery and the sales tax and any other taxes.

Note: *The Bidder shall not quote prices subject to certain conditions. Bids containing any conditional prices may be rejected or the purchaser may take a final decision about such conditionality at its discretion.*

12. RANKING OF BIDDERS:

Least-Cost method of selection shall be followed. The Bidders will be ranked in order of the cost in Price bids after qualifying the Technical bid.

The purchaser reserves the right to negotiate with other bidders to match the L1 price and to procure part quantities in the ascending order of price quoted by the bidder, in order to ensure the supply of the required quantity within the stipulated time.

13. Contract Negotiation:

Contract Negotiation will be held at the date, time and address as intimated to the selected bidder. The invited bidder will, depute a representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical negotiation, financial negotiation and ability perform the contract in specify time limit.

14. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing a Letter of Intent for signing of the contract and promptly notify the all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the letter of intent. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **6 months** from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting is not allowed under this assignment.***

15. COMPENSATION FOR TERMINATION OF CONTRACT

If the bidder fails to carry out the award / work order in terms of this document within the stipulated period without any valid reasons acceptable to the Purchaser, he/she may terminate the contract after giving 7 (seven) days notice, and the decision of the Purchaser on the matter shall be final and binding on the bidder. Upon termination of the contract, purchaser shall be at liberty to get the work done at the risk and expenses of the bidder through any other agency, and to recover from the bidder compensation or damages.

16. LIQUIDATED DAMAGES

In the event of delay in supply, beyond the stipulated time specified in this Contract, the bidder shall be liable to a **penalty @0.5% of the value of work**, for every week of delay upto a maximum of 10%, after which the purchaser shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week.

17. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the client as this would amount to their disqualification and breach of contract.

18. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

19. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, may result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the client shall blacklist the bidder.

20. Confidentiality :

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. Corrupt or fraudulent Practices

The Purchaser requires that the Tenderers under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser defines the terms set forth as follows:-

Corrupt Practice means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and

Fraudulent Practice means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of the free and open competition; The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The Purchaser will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

22. Warranty Terms

The bidder shall warrant workmanship of the bi-cycles offered to be free from any defects for a period of **one years** from the date of delivery. A **Warranty Card shall be supplied along with Each Cycle.**

The bidder shall be fully responsible for warranty in respect of proper design, quality and workmanship of all material, accessories etc. covered by the offer. During the warranty period, the supplier shall maintain the equipment and repair/replace all the defective components at the delivery point, at no additional charge within one week from the date of intimation by the individual user.

23. Quantity Variation

Purchaser reserves the right to modify, increase or decrease the quantity as per requirements at the time of ordering or by issue of amendment subsequently without involvement of any additional cost. Variation in supply venue also will not attract any additional cost within the jurisdiction of Berhampur.

24. Payment Terms

No advance payment shall be made.

Payment will be made only after completing the supply of entire quantity at all the delivery places. Part payment will not be made for part supply of the bi-cycles.

100% payment will be made by the Purchaser after receipt of the bi-cycles conforming to the specifications and acceptance by the concerned authorities at the delivery places.

a. Force Majeure

i. This clause shall mean and be limited to the following in the execution of the contract placed by the Purchaser.

- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is

beyond the control of the supplier, which prevent or delay the execution of the order by the supplier.

- The supplier shall advise Purchasers in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the *force majeure* conditions. In the event of a delay lasting for more than one month, if arising out of clauses of *force majeure*, Purchasers reserves the right to cancel the contract without any obligation to compensate in any manner for whatsoever reason, subject to the provision of clause mentioned.

b. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of court of law situated at Berhampur.

- Purchaser has **Right to Accept any Bid and to Reject any or all Bids:**
- Notwithstanding anything else contained to contrary in this Tender Document, Purchaser reserves the right to accept or reject any Bid or to annul the bidding process fully or partially, or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.
- The liability of the successful bidder to perform the services will commence from the date of notification of Award. **The Completion Period shall be counted from the date of Notification of Award of work'.**

SECTION V

**TENDER FORMS
& ANNEXURES**

PROPOSAL SUBMISSION FORM

(To be submitted with Technical Bid)

To
**Commissioner,
Berhampur Municipal Corporation,
In front of Town Police Station,
Ram Lingeswar Tank Road,
Berhampur, Ganjam, Odisha-760002.**

Dear Sir,

I/We, the undersigned, offer to supply the bi-cycles for the Tender of **Supply of Bi-cycles for BeMC**. I/We are hereby submitting our bid, which includes this **Technical bid**, sealed under a separate envelope.

I/We hereby declare that all the information and statements made in this bid are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

Our bid is valid for a period of **180 (One Hundred Eighty) days** after the date of Bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the bid, we undertake to carry out the same as per the terms and conditions of this tender document.

I/We have carefully gone through the Terms & Conditions contained in the Tender Document and I declare that all the provisions of this Tender Document are acceptable to my/our Company.

I/We further certify that I/We am an authorised signatory of my company and am, therefore, competent to make this declaration.

Yours truly,

Authorized Signatory [*In full and initials*]: Name and Title of Signatory:
Name of Firm:
(Company
Seal)

(To be submitted in the Letter Head of the Bidder)**GENERAL INFORMATION ABOUT FIRM/COMPANY**

Sl. No.	Particulars	Details to be furnished		
Details of the Bidder(firm/company)				
01.	Name			
02.	Address			
03.	Telephone		Fax	
04.	E-mail		Website	
Details of Authorised person				
05.	Name			
06.	Address			
07.	Telephone		E-mail	
Information about the Bidder				
08.	Status of Bidder (Public Ltd./Pvt. Ltd./Partnership Fund)			
09.	Details of Registration of firm/company (enclose the necessary documentary proof)	Date		
		Ref#	Furnish the copy of the Certificate of Incorporation/Registration Certificate	
10.	Annual Average Turnover of the Company/Firm for the last three years	Rs. (Furnish the copy of the Certificate of Statutory Auditor)		
11.	Original Equipment			
12.	GST Registration Number	(Enclose the copy of the up-to-date GST clearance certificate)		
13.	PAN	(Enclose the copy of the PAN)		
14.	ISO(9001-2000) Certificate No.	(Enclose the copy of the ISO 9001-2000 Certificate)		

Authorised Signatory(in full and initials) :Name
and Title of Signatory :
Name of Firm : (Company
Seal)

CERTIFICATE OF ANNUAL TURNOVER & NET WORTH

(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD)

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statements of M/s (Name of the Bidder) bearing PAN for the last three (3) completed accounting years upto..... (as the case may be) are correct.

YEAR	TURN OVER In INR (Rs.)	NET WORTH In INR (Rs.)

Place:
Date:

Seal:
UDIN:
Membership No. :
Registration Code. :

Signature

**POWER OF ATTORNEY
(On Non Judicial Stamp paper)**

Know all men by these presents, We..... (name and address of the bidder) do hereby constitute, appoint and authorize Mr./Ms..... (name and residential address) who is presently employed with us and holding the position of, as our attorney, to do in our name and on our behalf,

1. All such acts, deeds and things necessary in connection with or incidental to our bid for _____ including signing of bid documents, all supporting documents, letters and providing information/responses to BeMC in all matters in connection with our bid for the said Assignment and signing of contract in the event of selection.
2. To apply for, obtain and renew all licenses, permits, registrations etc. that are necessary for carrying on the said business.
3. To submit all statements, returns, reports etc. to proper authorities as required by any law or rule in force and to verify the same by production of documents and papers.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the----- Day of----- 2022

Accepted

Name & signature of Attorney Holder

- 1.
- 2.

(Bidder / Members with name & designation)

Note:

- 1 The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
 2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
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TECHNICAL COMPLIANCE STATEMENT

(To be submitted with Technical Bid)

TYPE – NON-GEARED

GENDER - FEMALE

STEEL FRAME WITH INBUILD CARRIER

TYRE 26 X 1.75

STEEL HALF CHAIN COVER

STEEL BASKET & PLASTIC DRESS GUARD

COMFORTABLE PU SADDLE

CALIPER BRAKE

SWAN NECK HANDLE.

- Note:**
1. Please enclose copies of technical brochures of the bicycle offered in support of the technical specification Compliance provided in Form T3.
 2. Please enclose the test certificates conforming to IS 10613:2004, IS 623-1963, IS 624-1991, IS 3404-1966 in support of the technical specification Compliance provided in Form T3
- Authorized Signatory (in full and initials):
Name and Title of Signatory :
Name of Firm :
(Company seal)
-

SUPPLY OF BI-CYLES FOR BeMC

TENDER ENQUIRY NO._____

TENDER FORMS

PRICE BID

(To be furnished in the **Price Bid**)

PRICE BID SUBMISSION FORM

(On the letterhead of the
firm)[*Location, Date*]

To

**Commissioner,
Berhampur Municipal Corporation,
In front of Town Police Station,
Ram Lingeswar Tank Road,
Berhampur, Ganjam, Odisha-760002.**

Ref.: Tender Enquiry No. _____

Dear Madam,

We, the undersigned, offer to supply the bi-cycles for the Tender of **“Supply of Bi-cycles for providing institutional mobility”** in accordance with your RFP/Bid referenced above and our Technical Proposal.

Our proposal is valid for a period of 180 days after the date of Bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signatory [*In full and initials*]: Name and Title of Signatory:

Name of Firm:

Address:

(Company

Seal)

PRICE FORMAT

(To be submitted with **Price Bid**)

Sl. No.	Item Description of Complete & assembled bi-cycle as per Specification	Make & Model	Qty. & Unit	Unit Price (Rs.)	Total Price (Rs.) (4 X 5)
1	2	3	4	5	6
1	20" Ladies Bicycle complete with all accessories including all taxes, delivery etc.				

[Note: In case of discrepancy between unit price & total price, the unit price shall prevail]

Total Price in Rs. (in figures) _____

Total Price in Rs. (in words) _____

Authorized Signatory [*In full and*

initials]: Name and Title of Signatory:

Name of Firm:

(Company Seal)