

**SUPPLY AND INSTALLATION OF 36 LAPTOP & 36 LASER PRINTER TO  
ODISHA TOURISM DEVELOPMENT CORPORATION**



**TCN No.3243    Date: 25.06.2026**

**Odisha Tourism Development Corporation (OTDC)**  
Panthanivas Old Block, Lewis Road,  
Bhubaneswar-751014

Website: <https://otdc.odisha.gov.in>

Email: [otdcdmhs@gmail.com](mailto:otdcdmhs@gmail.com)/ [otdc.hs@odisha.gov.in](mailto:otdc.hs@odisha.gov.in)

# CONTENTS

Notice Inviting Tender .....	3
CONTRACT DATA .....	4
ELIGIBILITY OF BIDDER.....	5
BID VALIDITY .....	5
AMENDMENT IN TENDER .....	5
TECHNICAL EVALUATION CRITERIA .....	5
FINANCIAL EVALUATION CRITERIA .....	6
SUBMISSION OF PERFORMANCE BANK GUARANTEE (PBG) .....	6
FORFEITURE OF BID SECURITY.....	6
PAYMENT TO THE SELECTED FIRM/AGENCY .....	7
PROCEDURE FOR SETTLEMENT OF DISPUTES .....	7
CONFLICT OF INTEREST AMONG BIDDERS/AGENTS.....	7
NOTIFICATION OF AWARD .....	8
RIGHT TO ACCEPT ANY PROPOSAL & REJECT ANY / ALL PROPOSAL(S).....	8
LIQUIDATED DAMAGES .....	8
FORCE MAJEURE.....	9
TERMINATION .....	9
OTHER TERMS & CONDITIONS .....	9
FINANCIAL TURNOVER .....	17
AUTHORIZATION CERTIFICATE .....	18
UNDERTAKING FORM FOR NOT BLACKLISTED .....	19
SUBMISSION OF BID .....	22
PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS: .....	24
FORMAT AND SIGNING OF BID:.....	25
EXEMPTION CLAUSE: .....	26
SUBMISSION OF BIDS: .....	26
SECURITY OF BID SUBMISSION:.....	27
DEADLINE FOR SUBMISSION OF THE BIDS: .....	28
RESUBMISSION AND WITHDRAWAL OF BIDS:.....	28

## Notice Inviting Tender



### ODISHA TOURISM DEVELOPMENT CORPORATION LIMITED

(A Govt. of Odisha undertaking)

Lewis Road, Bhubaneswar - 751014, Odisha, India

Phone : 0674 - 2430764 / 2435618, Fax : 0674 - 2431053

E-mail : otdc@panthanivas.com, Website : www.panthanivas.com

CIN : U55101OR1979SGC000839

No. 3243 /HS/VI-80/22-23

Dtd: 02/06/2026

### Tender Call Notice for Supply of Laptop & Laser Printer to Odisha Tourism Development Corporation

Odisha Tourism Development Corporation Ltd. a Govt. of Odisha Undertaking invites Request for Proposal for Supply of Laptop & Laser Printer to Odisha Tourism Development Corporation. For details please visit website [www.otdc.odisha.gov.in](http://www.otdc.odisha.gov.in) & [www.tenderodisha.gov.in](http://www.tenderodisha.gov.in) web portal

The bids shall be submitted in online mode only in the portal [www.tenderodisha.gov.in](http://www.tenderodisha.gov.in) latest by 25.06.2026, 02:00 PM. OTDC reserve right to accept/ reject any/ all bids with our assigning any reason thereof.

Sd/-

General Manager

Online bids are invited from reputed and eligible vendors for the supply, installation, and commissioning of IT equipment and licensed software as per the specifications detailed below. The procurement is intended to support enterprise-grade computing and document management requirements.

Sr No	Product	Quantity	Specification
1	Laptop	36 Nos	As per Annexure B
2	Multifunction Printer	36 Nos	As per Annexure B

## CONTRACT DATA

S.N.	Information	Details
1.	Date of issue of Online Tender document	26.06.2026
2.	Last Date of Submission of bid	07.07.2026 at 05:00 PM
3.	Date of opening of tender	08.07.2026 at 11:30 PM
4.	Date of opening of Financial Bid	Will be intimated later
5.	Address & Contact for Communication	OTDC HQ, Panthanivas Old Block, Lewis Road, Bhubaneswar Email: <a href="mailto:otdcdmhs@gmail.com">otdcdmhs@gmail.com/</a> <a href="mailto:otdc.hs@odisha.gov.in">otdc.hs@odisha.gov.in</a>
6.	Cost of tender document	Rs 10,000/- (+ 18% GST)
7.	Earnest Money Deposit (EMD)	Rs 1,00,000/-

## ELIGIBILITY OF BIDDER

1. The bidder should have at least **3 (three) years of experience** in supplying computer-related hardware items to any Government / Semi-Government Department / PSU, with an annual supply value of not less than **Rs. 50 Lakh**.
2. The firm must be a **legal entity** having valid **PAN/TAN** and registered **GST number in the state of Odisha**.
3. The bidder should attach a valid **Manufacturer Authorization Form (MAF)** with the Technical Bid, duly certified by the OEM/ Authorized Distributer letter head.
4. In OEM must have authorized service station within Odisha necessary documentary evidence to be submitted.
5. This Bidder should have +ve net worth as on 31.03.2026
6. The Annual Average Turnover of the agency should be more than 50 Lakh.
7. As per Government of Odisha procurement policy, **MSME / MSE units registered in Odisha and recognized Startups under Startup Odisha** are eligible to participate and shall be **exempted from payment of EMD** subject to submission of valid supporting documents along with the Technical Bid. However, the authorization, MAF, service centre and other terms are mandatory

## BID VALIDITY

The bid shall be valid for a period of 90 days as indicated in "Tender Call Notice (TCN)" after the date of opening of the tender.

## AMENDMENT IN TENDER

- a. Any addenda/corrigendum related to this tender will be uploaded only on the official website of **Odisha Tourism Development Corporation (OTDC) Ltd.** at <https://otdc.odisha.gov.in>. No separate information will be published in newspapers.
- b. Bidders are required to visit the OTDC website regularly to keep themselves updated with any amendments, clarifications, or corrigenda issued regarding this tender

## TECHNICAL EVALUATION CRITERIA

The proposal evaluation committee will evaluate the proposals submitted by the bidders with a detailed scrutiny. During evaluation of proposals, OTDC, may, at its discretion, ask the bidders for clarification of their Proposals. Only those proposals meeting the pre-qualification criteria will be selected for technical evaluation. Financial bid of those bidders who qualify in Technical proposal shall be opened. The product specifications are mentioned in detail in Annexure -B in detail technical specification.

Please refer to the same for required sizing. Bidder should propose products in order to comply the requirement.

## **FINANCIAL EVALUATION CRITERIA**

- a. The bid with lowest Financial (L1) i.e., “lowest price quoted” in Grand total as mentioned in the Financial Bid/Commercial Table (as above) will be considered as the Successful bid i.e., Lowest Bid (L1 Bid)
- b. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- c. The bid price will be inclusive of all taxes and levies and shall be in Indian Rupees.
- d. Any conditional bid would be rejected.
- e. Errors & Rectification- Arithmetical errors will be rectified on the following basis:
  - i. If there is a discrepancy between the unit price and the total price of any item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly.
  - ii. In case of multiple items, grand total price shall be corrected adding the sub-total costs of each item.
  - iii. If there is a discrepancy between words and figures in respect of unit price, the amount in words will prevail.

## **SUBMISSION OF PERFORMANCE BANK GUARANTEE (PBG)**

- a. The successful bidder shall furnish a **Performance Security** equivalent to 5% of Quoted amount in shape of **Kissan Vikash Patra / Post Office Saving Bank Account / National Saving Certificate / Post Office Time Deposit Account / Bank Guarantee** in favour of the Managing Director, OTDC Ltd. from any Nationalized / scheduled Bank in India counter guaranteed by its local branch at Bhubaneswar The PBG must be submitted within **15 (fifteen) days** from the date of issuance of the **LoA**.
- b. The validity of the PBG shall be for a period of **36 months** from the date of supply of the material/hardware items.
- c. EMD shall be returned to the bidder upon selection of the successful bidder without any interest.

## **FORFEITURE OF BID SECURITY**

The Bid Security (EMD) deposited by a bidder shall be forfeited in the following cases:

1. If the bidder withdraws or modifies its bid after the opening of bids.

2. If the bidder, after being declared successful, fails to submit the required **Performance Bank Guarantee (PBG)** within the specified period.
3. If the bidder breaches any provision of the **Code of Integrity**. In such cases, the bidder shall be liable to refund any amount received from OTDC up to that date, along with interest at the rate of **12% per annum**, within **30 (thirty) days** of issuance of notice by OTDC. Any further delay beyond 30 days shall attract an additional **penal interest of 1% for every subsequent 30-day period**.

## **PAYMENT TO THE SELECTED FIRM/AGENCY**

- I. The bidder shall supply the required material at the consignee address within **21 days** from the date of issue of the Purchase Order.
- II. Payment to the bidder shall be made only after submission of the **inspection report** by the competent committee certifying that the delivered material is fully functional and in accordance with the specifications.
- III. If any item/material is found damaged or faulty at the time of inspection, the bidder shall replace such material immediately at their own cost (including freight and handling charges). No payment shall be made by OTDC for replacement of faulty material.

## **PROCEDURE FOR SETTLEMENT OF DISPUTES**

Disputes arising during supply of material or payment to the successful bidder shall be settled through **amicable resolution** or, if required, by **arbitration** under the provisions of the **Arbitration and Conciliation Act, 1996**, as amended in 2015.

Any legal dispute shall fall under the jurisdiction of the **Courts at Bhubaneswar, Odisha** only.

## **CONFLICT OF INTEREST AMONG BIDDERS/AGENTS**

A bidder shall not have any conflict of interest with other bidders. If found, the bidder shall be disqualified. A bidder may be considered to have a conflict of interest if:

- a. They have controlling partners in common.
- b. They receive or have received any direct or indirect subsidy/financial stake from another bidder.
- c. They have the same legal representative/agent for purposes of this bid.

- d. They have relationships (direct or through third parties) that give access to information or influence over another bidder's bid.
- e. A bidder participates in more than one bid in this process. Participation in multiple bids will result in disqualification of all such bids.
- f. The bidder or its affiliates participated as a consultant in preparation of design/specifications of this tender.
- g. In case of a holding company with multiple manufacturing units or closely related sister companies, only one unit shall quote. Bidders must proactively declare such relationships in the Technical Bid.

### **NOTIFICATION OF AWARD**

- a. Prior to the expiry of the validity period, OTDC will notify the successful bidder in writing or by fax or email (in shape of issuing Letter of Intent), that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, OTDC may like to request the bidders to extend the validity period of the bid.
- b. The notification of award will constitute the formation of the contract. Upon the successful furnishing the Performance Bank Guarantee i.e., 5% of the contract value excluding taxes.

### **RIGHT TO ACCEPT ANY PROPOSAL & REJECT ANY / ALL PROPOSAL(S)**

OTDC reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

### **LIQUIDATED DAMAGES**

If the bidder fails to supply the required material within the stipulated time or fails to comply with the terms and conditions of the TCN, OTDC reserves the right to impose a **penalty of 5%** on the total bill amount.

For continued delay, an additional penalty of **3% on the total bill amount** shall be imposed for every subsequent **10-day delay**.

## **FORCE MAJEURE**

The supplier shall not be liable for forfeiture of Performance Security, liquidated damages, or termination for default if the delay or failure to perform obligations is due to **Force Majeure events** beyond the supplier's control (such as war, natural disasters, pandemics, strikes, riots, etc.).

In such cases, the supplier must promptly notify OTDC in writing, stating the cause and expected duration of the delay.

## **TERMINATION**

- I. Termination by Default: OTDC may terminate the tender in whole or part if:
  - a. The supplier fails to deliver goods/services within the specified period.
  - b. The supplier fails to perform obligations under the DNIT.
  - c. The supplier violates the Code of Integrity or engages in fraud/corruption.
- II. Termination for Insolvency: OTDC may terminate the tender if the supplier becomes bankrupt or insolvent. No compensation shall be payable in such cases.
- III. Termination for Convenience: OTDC reserves the right to terminate the tender, in whole or in part, at any time for its convenience by giving written notice to the supplier.

## **OTHER TERMS & CONDITIONS**

- I. Custom clearance, demurrage charges, octroi, and other statutory taxes/duties (if applicable) shall be borne entirely by the supplier.
- II. The bidder must submit an undertaking on the firm's letterhead (attached with the Technical Bid) declaring that the firm/agency is not blacklisted by any Government Department/PSU and that no criminal case is registered against the firm/agency.
- III. The bidder must provide complete details of their office address, contact numbers (landline and mobile), and email ID along with the bid documents.
- IV. Bidders are advised to submit tenders well before the due date and time. OTDC shall not be responsible for any delay in submission of bids.
- V. In case of any damage or loss of material during transit, the supplier shall replace the goods immediately at their own cost and risk. OTDC shall not bear any liability for such losses.
- VI. The firm/agency shall not assign or sublet the work or any part thereof to any other party.
- VII. Violation of any term or condition of the TCN shall lead to penalty, forfeiture of security deposit, or cancellation of the tender/bid at the cost of the bidder, as decided by the competent authority of OTDC.

VIII. A pre-inspection of the material (if required by OTDC) shall be conducted before delivery to ensure compliance with the standards required by OTDC. All expenses towards such activity, as deemed appropriate by OTDC, shall be borne by the agency. The inspection and verification shall be carried out at the bidder's location within Bhubaneswar.

## (Technical Bid)

Date of Bid Submission: \_\_\_\_\_

Tender Call Notice (TCN) No.: \_\_\_\_\_

To:

Managing Director,  
Odisha Tourism Development Corporation (OTDC) Ltd.  
Lewis Road, Bhubaneswar – 751014, Odisha

**Declaration by Bidder**

We, the undersigned, declare that:

1. We have examined the Bidding Document, including any Addenda/Corrigenda issued, and have no reservations thereto.
2. We meet the eligibility requirements as specified in the tender document.
3. We offer to supply, in conformity with the Bidding Documents and in accordance with the delivery schedule specified in the Schedule of Requirements, the following goods/services:

Sr No	Product	Quantity	Specification / Details
1	Laptop	36 Nos	
2	Multifunction Printer	36 Nos	

4. **Bid Validity Period:** Our bid shall remain valid for the period specified in the tender document from the date of bid submission deadline, and it shall remain binding upon us until expiry of that period.
5. If our bid is accepted, we commit to furnish the required **Performance Security** in accordance with the tender conditions.
6. We undertake that all information submitted in our bid is true and correct. Any false information shall lead to disqualification and further action as per applicable laws and OTDC procurement rules.
7. We hereby certify that we have **no conflict of interest** with any other bidder in this tender process.
8. We, along with our subcontractors/suppliers/consultants/manufacturers/service providers (if any), are **not blacklisted or debarred** by OTDC/Government of Odisha, Government of India, or any other State Government/PSU/Autonomous Body.

9. We certify that we have duly complied with all applicable tax obligations under the **Income Tax Act, GST laws, and Odisha State taxation rules.**
10. We authorize OTDC to seek references from our bankers, financial institutions, firms, or corporations regarding any information deemed necessary.
11. We confirm that we are not participating in more than one bid in this tender process.
12. We certify that we have taken steps to ensure that no person acting on our behalf engages in activities contravening the **Code of Integrity** or indulges in fraud/corruption.
13. We understand that this bid, together with your written acceptance thereof, shall constitute a binding contract until a formal agreement is executed.
14. We understand that OTDC is not bound to accept the lowest evaluated bid or any other bid received.
15. We accept the provisions in the contract regarding amicable settlement of disputes through **Arbitration under the Arbitration and Conciliation Act, 1996 (as amended in 2015 and subsequent amendments)**, with jurisdiction confined to **Courts at Bhubaneswar, Odisha.**
16. If awarded the contract, the person named below shall act as the Agency/ Bidder's **Representative:**

**Name of Bidder:** .....

**Authorized Signatory:** .....

**Designation/Title:** .....

**Signature with Seal:** .....

**Date:** .....

**Note:**

- The bidder must prepare this **Letter of Bid** on the firm's official **letterhead**, clearly showing the bidder's complete name and address.
- All italicized text in this format is for guidance only and must be deleted before submission.

## Detail Technical Specification

LAPTOP NOTEBOOK TECHNICAL SPECIFICATION		
MAKE/MODEL-		
Sno	Parameter	Specification
<b>Processor</b>		
1	Processor Make	Intel
2	Processing Unit	Neural Processing Unit
3	Number of Cores per Processor	Minimum 2 P-cores and 8 E-cores
4	Processor Base Frequency (GHz)	1.8 or Higher
5	Processor Description	Intel Core i7 155U or Higher
6	Cache (MB)	12 or Higher
<b>Graphics</b>		
7	Graphics Type	Integrated
8	Graphic Card Description	Intel UHD Graphics or equivalent
<b>Operating System</b>		
9	Operating System (Factory Pre-Loaded)	Windows 11 Professional
10	Recovery Image Media	CD/USB/Online from OEM
11	OS Certification	Windows
<b>Memory</b>		
12	Type of RAM	DDR5
13	RAM Size (GB)	24 or Higher
14	RAM Speed (MHz)	5600
15	Total Number of DIMM Slots Available	Minimum 2
16	Number of DIMM Slots Populated	1 or 2
17	RAM Expandability upto (using spare DIMM slots in GB)	64
<b>Storage</b>		
18	Type of Drives used to populate Internal Bays	SSD
19	Number of Internal Bays populated with SSD	1
20	Total SSD Capacity (GB)	1024
<b>Display</b>		
21	Display Size (Inches)	14
22	Display Type	Non-Touch
23	Display Technology	IPS/TFT
24	Panel Technology	LED HD Backlit Anti-glare
25	Display Resolution (Pixels)	1920 x 1080
26	Availability of Webcam integrated with Display	Yes
27	If Yes, Resolution of Webcam	FHD
<b>Connectivity</b>		
28	Wireless Connectivity	Yes
29	If Yes, Type of Wireless Connectivity	Intel® Wi-Fi 6E AX211 or higher
30	Number of Ethernet Ports	1
31	Type of Ethernet Ports	10/100/1000 onboard Gigabit Port
32	Bluetooth Connectivity	Yes

33	If Yes, Version of Bluetooth Available	5.3 or higher
<b>Ports</b>		
34	Number of USB Type-C® 20Gbps	2
	USB Type-A 5Gbps	2
35	Number of HDMI Ports	1
<b>Miscellaneous</b>		
36	Chassis Material	Aluminium
37	Internal Speaker (Dual)	Yes
38	Headphone Out	Yes
39	Microphone-in	Yes
40	Type of Keyboard	Standard Spill-Resistant Keyboard
41	Spill Resistant Keyboard	Yes
42	Pointing Device/Touchpad	Touchpad with multi-touch gestures enabled
43	Carry Case	Yes
44	If Yes, Type of Carry Case	Backpack
45	Security Lock Slot	Yes
46	If Yes, Availability of Cable Lock	No
47	Battery Type	Li-ion
48	Battery Capacity (Watt Hour)	45-65
49	Battery Backup Time (Hours)	8-13 Hours
50	Security	TPM 2.0
<b>Certification</b>		
51	BIS Registration under CRS of MeitY	Yes
52	BEE Energy Star for the given Model	Yes
53	Other Certifications	ISO 9001,14001,20000,27001, UL, CE, FCC, RoHS, BIS
<b>Operating Conditions</b>		
54	Operating Temperature	Minimum 0°C-35°C
55	Operating Humidity (%RH)	Minimum 10 -95
<b>Warranty</b>		
56	On Site OEM Warranty (Years)	3
<b>Additional Software</b>		
57	Microsoft Office	Microsoft Office Suite (Latest Version)
58	Antivirus Description	OEM have PAN India presence, 10+ registered offices with GST number in India. AV-Test certificate of offered product. Solution must have Vulnerability Scan, Boot Time Scan, Data backup and restore, Application Control, Internet Browsing Control, Safe Mode Protection, Hijack Restore, PCTUNER, DATA THEFT PROTECTION, Safe Banking, Browser Sandbox, TRACK YOUR LAPTOP, Create Emergency Disc,

	Screen Locker Protection , IDS/IPS and Customizable data backup feature.
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<b>MULTIFUNCTIONAL PRINTER TECHNICAL SPECIFICATION</b>		
<b>Sno</b>	<b>Item</b>	<b>Specification</b>
1	Print Technology	Laser
2	Type of Machine	Multifunction Machine
3	Type of Printing	Mono
4	Cartridge Technology	Composite Cartridge
5	Platen/Flatbed Size	A4
6	Paper Size (Original/Image)	A4/A4
7	RAM size (MB)	64
8	Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-Mono	29
9	Scanning Feature Availability	Yes
10	Duplexing Feature Availability	Yes
11	Networking Feature Availability	Yes
12	If yes, Type of Network Interface	Ethernet 10/100
13	Wi-Fi Availability	Yes
14	If yes, Wi-Fi Type	Wi fi 802.11 b/g/n & Wi Fi Direct
15	Original Document Feeder Type	Platen
16	Feeder Capacity (Number)	1
17	Number of Main Paper Tray	1
18	Each Main Paper Tray Capacity (Number)	Minimum 150
19	(Number of prints)	Minimum 1000
20	Duty Cycle (No of Prints/month)	Minimum 20000
21	Operating Temperature (Degree C)	Minimum 15 -30
22	Operating Humidity (%RH)	Minimum 10 - 90
23	BIS Registration under CRS of Meity	Yes
24	BIS Registration Number	Yes
25	Other Certifications Available	UL, CE, RoHS
26	On Site OEM Warranty (Year)	3

**Details of Bidder  
(on Bidders Letter head)**

Sl. No.	Particulars	Details	Supporting Documents required to be submitted along with this Form
1.	Name of the Firm		
2.	Firm's Constitution (Proprietorship/ Private Limited/ Public Limited/ LLP)/MSME/MSEs etc		
3.	Address of the Firm		Address Proof
4.	Date of incorporation and/or commencement of business		
5.	GST No.		Attach supporting document
6.	PAN No.		Attach supporting document
7.	BID Cost as mentioned in the tender		Copy to attach
8.	EMD Details as mentioned in the tender		Copy to attach
9.	Firm was ever blacklisted	Yes / No	As per format attached
10.	Confirm to carry out assignment as per the T&C and Scope of RFP	Yes / No	Sign on each page of RFP
11.	Experience in carrying out supply, installation, maintenance of similar tender	In Years	Attach supporting document
12.	Bank Details		Furnish the Bank Name/ IFSC Code/ Bank address

Signature of Authorized Person and Seal  
Name and Designation  
Name of the Entity/ Firm

## FINANCIAL TURNOVER

Name of the Bidder:

SN	Particulars	FY 2022-23	FY 2023-24	FY 2024-25
1.	Annual Turnover (INR)			
2.	Average Annual Turnover for 03 FY (INR)			
3.	Net Worth (INR) as on 31.03.2026			

*Note:*

- i. Attach certified copies of Annual Audited Balance Sheets, Profit & Loss statement and IT Returns Certificate for last 03 (Three) years.*
- ii. The above data must be submitted by Bidder, duly certified by either Statutory Auditor or Chartered Accountant.*

Signature of CA / Statutory Auditors  
(Name of the Authorized Signatory)

(with seal & registration no.)

Place:

Date:

**AUTHORIZATION CERTIFICATE**

Know all men by these presents, We ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (name) ..... son / daughter / wife of ..... and presently residing at ....., who is (presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for the " \_\_\_\_\_ " proposed to be developed by the OTDC including but not limited to signing and submission of all Application and other documents and writings, participate in pre-proposal and other conferences and providing information / responses to OTDC, presenting us in all matters before OTDC, signing and execution of all contracts including the Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with OTDC in all matters in connection with or relating to or arising out of our bid, for the tender and/ or upon award thereof, to us and / or till the completion of the project.

AND

We hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

For  
.....

Accepted  
\_\_\_\_\_ (signature)  
(Name, Title and Address) of the Attorney

**Note:**

- i. The mode of execution of the authorization certificate 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.*
- ii. Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of authorized person in favour of the person executing this certificate for the delegation of power hereunder on behalf of the Bidder.*

## UNDERTAKING FORM FOR NOT BLACKLISTED

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date: Authorized Signatory

Name:

Place:

Designation:

Contact No.:

## Experience Certificate

Sl. No.	Name of Firm/Company	Description of Items Supplied	Purchase Order/Work Order No.	Date of Supply/Completion	Total Value of Work (in INR)	Remarks (if any)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**Note:**

- An extra column shall be added in the experience certificate format to capture the **work value and relevant experience details**.
- OTDC may arrange a call with the concerned client organization to verify the authenticity of the work order and the information provided.
- Supplying **false or misleading information** will lead to **rejection of the tender** and may attract further action as per the **Termination Clause** of the tender document.

Date: Authorized Signatory

Name:

Place:

Designation:

Contact No.:

### Pre-bid Query Format

Sr No	Clause/ Page No	Printed in TCN	Required Changes	Justification
1				
2				
3				
4				
5				

***Note: in case a bidder desires to add any extra clause or point, they are requested to refer to the appropriate laws, rules, or regulations associated with the suggestion. Any such inclusion must be supported with valid legal references to ensure compliance with the tender terms and conditions.***

## **PROCEDURE TO APPLY ONLINE BID**

### **SUBMISSION OF BID**

1. **PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL:** The Agency/ Bidder intending to participate in the bid is required to register in the Portal using his /her active personal/ official e-mail ID as his Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL etc. He/ She has to submit the relevant information as asked for about the Agency/ Bidder. The portal registration of the Agency/ Bidder is to be authenticated by the State Procurement Cell after verification of original valid certificates/ documents such as (i) PAN and (II) Registration Certificate (RC)/ GST Registration Certificate and GSTIN (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC/ GST Registration Certificate and GSTIN. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication bidder can participated in the online bidding process.
2. Agency/ Bidder not registered with Government of Odisha, can participate in the e-procurement after necessary enrolment in the portal but have to subsequently register themselves with the appropriate registering authority of the Sate Government before award of the work as per prevalent registration norms of the State.
  - a. To log on to the portal the Agency/ Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
  - b. The tender documents uploaded by the Tender Inviting Officer in the website <https://tendersodisha.gov.in> will appear in the section of "Upcoming Tender" before the due date of tender sale. Once the due date has arrived, the tender will move to "Active Tender" Section of the homepage. Only a small notification will be published in the newspaper specifying the work details along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or down load the bid documents from the web site.
  - c. Agency/ Bidder exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption.

- d. The software application has the provision of payment of cost of tender document through payment gateways of authorized bankers by directly debiting the account of the bidders.
- i. Furnishing scanned copy of such documents is mandatory along with the tender documents otherwise his/her bid shall be declared as non-responsive and thus liable for rejection. Bidders participating through Joint Venture shall declare the authorized signatory through Memorandum of Understanding duly registered and enroll in the portal in the name and style of the joint venture company. It is mandatory that the DSC issued in the name of the authorized signatory is used in the portal.
  - ii. In the case of any failure, malfunction, or breakdown of the electronic system used during the e-procurement process, the tender inviting officer shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.
  - iii. Any third party/company/person under a service contract for operation of e-procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.
  - iv. For submission of Bids through the E-Procurement Portal, the bidder shall upload the scanned copy/copies of document in prescribed format wherever warranted in support of eligibility criteria and qualification information. The on-line bidder shall have to produce the original documents in support of the scanned copies and statements uploaded in the portal before the specified date as per DTCN.
  - v. Each bidder shall submit only one bid for one package. A bid is said to be complete if accompanied by cost of bid document and appropriate bid security. The system shall consider only the last bid submitted through the E-Procurement portal.
  - vi. The bidder may ask question related to tender online in the e-procurement portal using his/her DSC, provided the questions are raised within the period of seeking clarification as mentioned in tender call notice/Bid. The Officer inviting the Bid/ Procurement Officer Publisher will clarify queries related to the tender.
  - vii. The details specification and documents pertaining to the supply of material is available with the officer inviting the Bid as well as in the office of the Divisional Manager (HS) as mentioned in the Contract Data will be open for inspection by the bidders. The bidder is required to download all the documents for preparation of his bid. It is not necessary for the part of the Bidder to upload other Bid documents (after signing) while uploading his bid. He is required to upload documents related to his eligibility criteria and

qualification information and Bill of Quantities duly filled in. It is assumed that while participating in the bid, the bidder has referred all the requirement and documents. Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all documents provided in the Bid by the Officer Inviting the Bid will be construed as plea to disrupt the bidding process and in such cases the bid security shall be forfeited / Action will be taken as per Bid Security Declaration.

- viii. Any addendum / corrigendum/ cancellation of tender shall be published in the website <https://tendersodisha.gov.in> , notice board and through paper publication and such notice shall form part of the bidding documents.
3. The system generates a mail to those bidders who have already uploaded their tenders and those bidders if they wish can modify their tenders. The bidders are required to which the website till last date and time of bid submission for any addendum/ corrigendum/ cancellation thereof. Tender inviting authority is not responsible for communication failure of system generated mail.
4. All the volumes/documents shall be uploaded / provided in the portal by the Officer inviting the bid. The bidder shall carefully go through the document and prepare the required documents and up load the scanned documents in Portable Document Format to the portal in the designated locations of Technical Bid. He will fill up the rates of items or percentage in the BOQ down loaded for the work in designated Cell and up loads the same in designated locations of Financial Bid. Bidders are to submit only the original BoQ uploaded by publisher after entering the relevant fields without any alteration/deletion/modification. Multiple BoQ submission 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. In the percentage rate tender, the bidder quoting Zero value is valid and will be taken as Schedule of Rates. Submission of document shall be affected by using DSC of appropriate class.

#### **PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS:**

- a. The Bidder shall furnish, as part of his Bid, a Bid security for the amount mentioned under IT/ Contract Data in online mode. Non-submission of bid security within the designated 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.
- b. 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 (price bid). In the eventuality of failure on the part of the lowest successful bidder to procedure 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 as 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.

- c. Agency/ Bidder exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption (refer exemption clause).
- d. Government of Odisha has introduced e-payment gateway in to the portal for payment of cost of Bid and Bid Security/ Earnest Money Deposit. The process of using e-payment gateway is mentioned in the “Procedure for Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids”.

#### **FORMAT AND SIGNING OF BID:**

- a. (Logging to the Portal)-The Agency/ Bidder is required to type his/her Login ID and Password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user’s DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, Password and DSC combination and authenticates the login process for use of portal. The bidder can download the tender of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed tender at his convenience within the final date and time of submission. The bidder shall only submit single copy of the required documents and Price Bid in the portal. In the Financial bid, the bidder cannot leave any figure blank. He has to only write the figures, the words will be self-generated. The Bidders are advised to up load the completed Bid document well ahead of the last date & time of receipt to avoid any last moment problem of power failures etc.
- b. The Bidder shall go through the Bid carefully and list the documents those are asked for submission. He shall prepare all documents including Declaration form, price bid etc. and store in the system.
- c. The bidder shall log on to the portal with his DSC and move to the desired tender for up loading the documents in appropriate place one by one simultaneously checking the documents. Once the Bidder makes sure that all the documents have been up-loaded in appropriate place, he clicks the submit button to submit the bid to the portal.
- d. The bids once submitted cannot be retrieved or corrected. Tender cannot be pre-opened and cannot be submitted after due date and time. Therefore, only after satisfying that all the documents have been uploaded, the Bidder should activate submit button.
- e. In the e-procurement process each process is time stamped. The system can identify each individual who has entered in to the portal for any bid and the time of entering in to the portal.
- f. The Bidder should ensure clarity of the document up loaded by him to the portal especially the scanned documents by taking out sample printing. Non-submission of legible documents may render the bid non-responsive. However, the Officer inviting the Bid if so, desires can ask for legible copies or original copies for verification with in a stipulated period provided such document in no way alters the Bidder’s price bid. If

the Bidder fails to submit the original documents with in the stipulated date, his bid security shall be forfeited.

#### **EXEMPTION CLAUSE:**

- I. As per the Government of Odisha procurement policy, MSME / MSE units registered in Odisha and recognized Startups under Startup Odisha are exempted from payment of EMD and Tender Fee.
- II. Such bidders must submit valid supporting documents (MSME registration certificate / Startup Odisha recognition certificate) along with the Technical Bid to claim exemption.
- III. Bids without proper exemption documents will be treated as non-compliant.

#### **SUBMISSION OF BIDS:**

- a. The bidder shall carefully go through the tender and prepare the required documents. The bid shall have a Technical Bid and a Financial Bid. The Technical bid generally consists of GSTIN, PAN, Registration Certificate, Affidavits, Profit Loss statement, Joint venture agreement, List of similar nature of works, work in hand, list of machineries and any other information required by OIT. The Financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information/ undertaking including rebates.
- b. Bidders are 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 items 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 par with the estimated rate of the work put to tender.
- c. The bidder shall upload the scanned copy/ copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BOQ) published by the Officer Inviting Tender.
- d. The bidder shall type rates in figure only in the rate column of respective items(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 places only in case of percentage rate tender.
- e. The bidder shall log to the portal with his/ her DSC and move to the desired tender for up loading the documents in appropriate place one by one simultaneously checking the documents.

- f. Bids cannot be submitted after due date and time. The bids once submitted cannot be viewed, retrieved or corrected. The Bidder should ensure correctness of the Bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.
- g. Each process in the e-procurement is time stamped and the system can defect the time of log in of each user including the Bidder.
- h. The Bidder should ensure clarity/ legibility of the document uploaded by him to the portal.
- i. The system shall require all the mandatory forms and fields filled up by the Agency/ Bidder during the process of submission of the bid/ tender.
- j. The bidder should check the system generated confirmation statement on the status of the submission.
- k. The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
- l. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
- m. The Bidder is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantity duly filled in. It is not necessary for the part of the bidder to upload the drawing and the other Bid documents (after signing) while uploading his bid. It is assumed that the bidder has referred all the drawings and documents uploaded by the Officer Inviting the Bid.
- n. The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time). The date and time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer Inviting the Bid.
- o. 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 and his registration in the portal shall be blocked and the bidder is liable to be blacklisted.

#### **SECURITY OF BID SUBMISSION:**

- a. All bid data uploaded by the Bidder to the portal will be encrypted by the DSC of the opener(s). The system shall require all the mandatory forms and fields filled up by the Agency/ Bidder during the process of submission of the bid/tender.
- b. The Bid shall be received in encrypted format by the system which can only be decrypted / opened by the authorized openers only on or after the due date and time.

**DEADLINE FOR SUBMISSION OF THE BIDS:**

- a. The online bidding will remain active till the last date and time of the bid submission. Once the date and time (Server date and time) is over, the bidder will not be able to submit the bid. The date & time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer inviting the Bid.

**RESUBMISSION AND WITHDRAWAL OF BIDS:**

- a. Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.
- b. Resubmission of bid shall require uploading of all documents including price bid afresh.
- c. If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

**LATE BIDS:**

- a. The system shall reject submission of any bid through portal after closure of the receipt time. For all purpose the server time displayed in the e-procurement portal shall be the time to be followed by the bidder and concerned officers.

**MODIFICATION AND WITHDRAWAL OF BIDS:**

- a. In the E-Procurement Portal, it is allowed to modify the bid any number of times before the final date and time of submission. 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 or power failure. If the bidder fails to submit his modified bids within the designated time of receipt, the bid already in the system shall be taken for evaluation.
- b. In the E-Procurement Portal, withdrawal of bid is allowed. But in such case, he has to write a letter with appropriate reasons for his withdrawal addressed to the Officer inviting the bid and up load the scanned document to portal in the respective bid before the closure date and time of receipt of the bid. The system shall not allow any withdrawal after expiry of the closure time of the bid.

**OPENING OF THE BID:**

- a. Bid opening date is specified during tender creation or can be extended with corrigendum. This date is available in IFB, tender document as well as the home page of portal. Bid opening can be done by the authorized users which are defined during the tender publication / approval stage. The bids are encrypted using their public keys and can be decrypted only on or after the Bid Opening due date and time. The bid

openers private key will be required to open the bids and all the openers have to log on to the portal during that time.

- b. The bidders who participated in the on-line bidding can witness opening of the bid from any system logging on to the portal with the DSC away from opening place. Agency representatives are not required to be present during the bid opening at the opening location if they so desire.
- c. Each activity is date and time stamped with user details. For time stamping, server time is taken as the reference.
- d. In the event of the specified date of bid opening being declared a holiday for the Officer inviting the Bid/Tender In charge, the bids will be opened at the appointed time on the next working day.
- e. In case bids are invited for more than one package, the order for opening of the "Bid" shall be that in which they appear in the "Invitation for Bid".
- f. The Bid openers; who have been pre-defined shall log on to the portal with their respective DSC. Unless all the Officers who have been declared as Opening officers, log on the portal with their DSC the Tender cannot be opened.
- g. In case of non-responsive tender, the officer Inviting tender should complete the e Procurement process by uploading the official letter for cancellation/ re-tender.

#### **EVALUATION OF BIDS: -**

- a. All the opened bids shall be downloaded and printed for taking up evaluation. The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that "the documents as available in the portal containing..... nos. of pages".
- b. After opening of technical bid, the bidder may be asked in writing / online (in their registered e-mail ID) to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents required for Technical Evaluation. The Officer Inviting Tender may ask for any other document of historical nature during Technical Evaluation of the tender. Provided in all such cases, furnishing of any document in no way alters the bidders price bid. Non-submission of legible documents may render the bid non responsive. The authority inviting bid may reserve the right to accept any additional document.
- c. The bidders will respond in not more than 7 days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit.
- d. Immediately, on receipt of these clarifications, the Evaluating Officers; predefined in the system for the bid, will finalize the list of responsive bidders. They will log on to the site with their DSC and record their comments on the technical evaluation page in the system. The Officer Inviting the Bid if also the accepting authority, shall log on to the system with his digital signature and check the technical evaluation. He can either accept or pass on to the evaluating officers for re-evaluation. Upon acceptance of technical evaluation by the Accepting authority in the system, the system shall

automatically generate letter to all the responsive bidders and the system shall forward the letter to all the responsive bidder that their technical bid has been evaluated responsive with respect to the data/information furnished by him and the letter shall also intimate him the date & time of opening of financial bid. The system shall also inform the non-responsive bidders in their e-mail ID that their bid has been found non-responsive.

- e. The Technical evaluation of all the bids shall be carried out up as per the information furnished by the Bidders. But evaluation of the bid does not exonerate the bidders from checking their original documents and if at a later date the bidder is found to have misled the evaluation through wrong information, action as per relevant clause of DTCN shall be taken against the bidder/their representatives.
- f. The Procurement Officer-Evaluators will evaluate bid and finalized list of responsive bidders. Opening of price bid and evaluation of lowest bidder is subject to satisfaction of other qualification information.
- g. The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer-Openers shall log on to the system in sequence and open the financial bids.
- h. The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorised representative who wish to be present.
- i. At the time of opening of "Financial Bid", the names of the bidders whose technical bids were found responsive will be announced and the bids of only those bidders will be opened. The remaining bids will be rejected.
- j. The responsive bidders' name, the bid prices, the item wise rates, the total amount of each item in case the item rate tender and percentage above or less in case of percentage rate tenders will be announced. any discounts and withdrawals, and such other details as the officer inviting the tender may consider appropriate, will be announced by him or his authorized representatives at the time of opening.
- k. Rebate/discount offer if any uploaded to the system shall be declared and recorded first.
- l. The Financial bid of the bidders shall be opened one by one by the designated officers. The system shall auto-generate the Comparative statement.
- m. The Bidder can witness the principal activities and view the documents/summary reports for that particular work by logging on to the portal with his DSC from anywhere.
- n. Procurement Officer-Openers shall sign on each page of the download BOQ and the Comparative Statement and furnish a certificate to that respect.
- o. System provides an option to Procurement Officer Publisher for reconsidering the rejected bid with the approval of concern General Manager, O.T.D.C. Ltd., Odisha/ Head of Department.

## **CLARIFICATION AND NEGOTIATION OF BIDS:**

- a. For examination, evaluation, and comparison of bids, the officer inviting the bid may, at his discretion, ask the lowest bidder for clarification of his rates including reduction of rate on negotiation and breakdowns of unit rates.
- b. On opening of the price bid the system shall arrange the financial bids in order of their value (L1 first, followed by L2, L3 ....) for subsequent evaluation. The evaluation status (Sheet) will be visible to all the participating bidders after opening on their respective logins. Each activity is recorded in the system with date and time stamping.

## **NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:**

- a. In the E-Procurement Portal, the system shall generate the template of award letter and the Officer Inviting the Bid shall mention the amount of Performance Security and additional security required to be furnished in the letter and intimate the bidders in his e-mail ID.
- b. The Section shall notify acceptance of the work prior to expiry of the validity period by cable, telex or facsimile or e-mail confirmed by registered letter. This letter of Acceptance will state the sum that the General Manager will pay the Agency/ Bidder in consideration of execution and completion of the works by the Agency/ Bidder as prescribed by the contract and the amount of performance security and Additional Performance Security required to be furnished. The issue of the letter of Acceptance shall be treated as closure of the Bid process and commencement of the contract.
- c. The Agency after furnishing the required acceptable Performance Security and Additional Performance Security, "Letter of Proceed" or "Work Order" shall be issued by the General Manager with copy thereof to the Procurement Officer-Publisher. The Procurement Officer Publisher shall up load the summery and declare the process as complete.
- d. If the L1 bidder does not turn up for agreement after finalisation of the tender then he shall be debarred from participation in bidding for three years and action will be taken to blacklist the Agency/ Bidder. Besides the consortium/ JV/firm where such an agency/ firm already happens to be or is going to be a partner/ member/ proprietor, he/ they shall neither be allowed for participation in bidding for three years nor his/ their application will be considered for registration and action will be initiated to blacklist him/ them. In that case, the L2 bidder, if fulfils other required criteria would be called for drawing agreement for execution of work subject to condition that the L2 bidder negotiates at par with the quoted by the L1 bidder, otherwise the tender will be cancelled.

## **BLOCKING OF PORTAL REGISTRATION**

- a. If the registration Certificate of the agency/ bidder is cancelled/ suspended by the registering authority/ blacklisted by the competent authority his portal registration shall be blocked automatically on receipt of information to that effect.
- b. The portal registration blocked in the ground mentioned in the above Para shall be unblocked automatically in receipt of revocation order of cancellation/ suspension/ blacklisting from the concerned authority.
- c. The Officer Inviting Tender shall make due inquiry and issue show cause notice to the concerned Agency/ Bidder who in turn shall furnish his reply, if any, within a fortnight from the date of issue of show cause notice. Thereafter the Officer Inviting Tender is required to issue an intimation to the defaulting bidder about his unsatisfactory reply and recommend to the General Manager, OTDC for blocking of portal registration within 10 days of intimation to the defaulting bidder regarding his unsatisfactory reply with intimation to the Registering Authority and concerned Divisional Manger HS/ Procurement Officer, O.T.D.C. Ltd., Odisha / Heads of Office if any of the following provisions are violated.
- d. Fails to furnish original Technical Documents before the designated officer within the stipulated date and time.
- e. Backs out from the bid on any day after the last date of receipt of tender till expiry of the bid validity period (including till the extended bid validity period)
- f. Fails to execute the agreement within the stipulated date.
- g. If any of the information furnished by the bidder is found to be false/ fabricated/ bogus. Accordingly, the officer Inviting Tender shall recommend to the General Manager, Odisha for blocking of portal registration of bidder and simultaneously action shall also be initiated by OFFICER INVITING TENDER for blacklisting as per Appendix-XXXIV of OPWD code Volume-II. The minimum period of blocking of Portal Registration shall in no case be less than 180 days.