



# CUTTACK DEVELOPMENT AUTHORITY

ARUNODAYA BHAWAN: LINK ROAD: CUTTACK-12, ORISSA, India

Telephone No: 0671-2312273/Fax No. 0671-2312299

## **TENDER DOCUMENT**

Tender Notice No. 8857/CDA, Dt.27.04.2012

**FOR**

**REQUEST FOR PROPOSAL (RFP) FOR PROVIDING, JUNIOR ENGINEERS AND ASSISTANT ENGINEERS TO CUTTACK DEVELOPMENT AUTHORITY.**

Period of availability of Tender document: Dt.28.04.12 to 08.05.12

(Downloadable from website  
[http://as1.ori.nic.in /cdacuttack](http://as1.ori.nic.in/cdacuttack))

Last date for receipt of Tender of CDA:

Dt. 08.05.12 by 15.00 hours  
(Through speed/ Registered post or  
courier. No drop box facility available)

Place of submission of Tender document:

Cuttack Development Authority  
ARUNODAYA BHAWAN: LINK ROAD: CUTTACK-12,

Date and Time of Tender opening:

General & Technical bid on 08.05.12 at  
16.00 hours. Date & time of opening of  
Commercial bid shall be intimated to the  
qualifying bidders later.  
(Bidder/ authorized representative may  
be present at the time of bid opening)

(The tender document contains total 11 no of pages including cover page)

## **SECTION – 1**

### **Instruction to Bidders**

#### **1. Location of the Work**

At: Cuttack Development Authority (CDA), Arunodaya Bhawan, Link Road, Cuttack-12, or any other location as per CDA requirement.

#### **2. Eligible Bidders**

Only Premier Service Provider Firms/ HR Firms should apply. Premier Service provider firm/ HR firm is defined as a Firm whose average annual turnover from Service provider assignments in India in the financial years 2009-10, 2010-11 and 2011-12 was not less than Rs. One crore and has a proven experience of executing similar assignments during last three years.

#### **3. Format and Signing of Tender**

3.1 The tender shall be submitted in two parts

- Part A – General and Technical Tender
- Part B – Commercial Tender

3.2 The tender shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized.

3.3 Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person or persons signing the tender prior to opening of the tender.

#### **4. Submission of Tenders – Packing, Sealing and Marking of Tenders**

4.1 The general & technical tender (Part-A) and commercial tender (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left hand corner of the envelope and super scribed in the following manner.

**Part-A** General & Technical tender for providing Junior Engineers & Assistant Engineers in Cuttack Development Authority, Cuttack.

**Part-B** Commercial tender for providing Junior Engineers & Assistant Engineers in to Cuttack Development Authority, Cuttack.

4.2 Both the envelopes i.e. envelope for Part-A and Envelope for Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

Tender Title: **RFP for Providing Junior Engineers and Assistant Engineers to Cuttack Development Authority, Cuttack.**

The Bidder's Name & address shall be mentioned in the left hand corner of the outer envelope.

4.3 The inner and outer envelopes shall be addressed to CDA, Cuttack at the following address:

**The Engineer Member,  
Cuttack Development Authority  
Arunodaya Bhawan, Link Road, Cuttack-12**

4.4 If the outer envelope is not sealed and marked as mentioned above then CDA will assume no responsibility for the tender's misplacement or premature opening.

4.5 Telex, cable or facsimile tenders will be rejected.

5. **Documents to accompany the tender:**

**PART – A (General & Technical Tender)**

The bidder must submit the following particulars/ documents along with the General and Technical tender falling which the tender may be treated as non-responsive.

- Non-refundable tender document (downloaded from <http://as1.ori.nic.in/cdacuttack> cost of Rs.600/- + 5% VAT i.e. Rs.630/- (Rupees six hundred thirty) only in shape of DD/Pay order from any scheduled commercial bank drawn in favour of F&A.M, Cuttack Development Authority, Cuttack payable at Cuttack or CDA deposit challan with OSCB Link Road Branch.\*\*\*
- EMD amount of Rs.5,500/- (Rupees five thousand five hundred only) in shape of DD/ Pay order from any scheduled commercial bank drawn in favour of F&A.M, Cuttack Development Authority, Cuttack payable at Cuttack.
- Photocopy of up to date TAN Certificate.
- Photocopy of the PAN card.
- Filled in General Bid in form G-1
- Filled in Bidder's profile in form G-2
- Previous experience of the firm in successfully executing similar types of assignments during last three years (please indicate name / address of the organization date of work order & No. description of work order and value of the work order)

(Attach photo copies of work orders along with work completion certificate)

- The commercial tenders of only those firms/ institutions fulfilling the eligibility criteria and the technical requirements of the tender (as will be decided by CDA Committee) shall be opened. The date & time of opening of the commercial tenders will be intimated to the qualifying bidders later.

## **PART – B (Commercial Tender)**

The bidder must submit the commercial tender using format C-1 with proper signature & seal of the bidder.

### **6. Deadline for submission of Tenders**

Tenders filled in all respect must reach CDA at the address, time and date specified in the cover page of the tender document **through Speed/ Regd. Post. or Courier**. If the specified date for the submission of Tenders is declared as a holiday for CDA, Cuttack. The tenders will be received up to the appointment time on the next working day.

**7. Late Tenders:** Tenders received after the deadline for submission of tenders prescribed by CDA will be rejected.

### **8. Modification and Withdrawal of Tenders**

No modifications to the tender shall be allowed once it is received by CDA, Cuttack.

### **9. Tender Opening**

9.1 CDA will open all tenders, in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location:

**CDA Conference Hall  
1<sup>st</sup> Floor, Arunodaya Bhawan,  
Link Road, Cuttack-12**

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Tender opening being declared a holiday for CDA the Tenders shall be opened at the appointed time and location on the next working day.

## **SECTION -2**

### **General Terms and Conditions**

#### **1. Scope of work**

To provide one Assistant Engineer (Civil), one Junior Engineer (Civil), One Junior Engineer(P.H) and One Junior Engineer (Electrical) to assist CDA in undertaking Engineering activities.

\* The above number may be more/less as per the requirement of CDA.

#### **2. Purchaser (CDA):**

Cuttack Development Authority,  
Arunodaya Bhawan, Link Road,  
Cuttack -12.

#### **3. Tender Document Fee**

Nonrefundable Tender Document (downloaded from <http://as1.ori.nic.in/cdacuttack>) cost in shape of Demand Draft cost of Rs.600/- + 5% VAT i.e. Rs.630/- (Rupees six hundred thirty) only in shape of DD/Pay order from any scheduled commercial bank drawn in favour of F&A.M, Cuttack Development Authority, Cuttack payable at Cuttack or CDA deposit challan with OSCB Link Road Branch is to be furnished by the bidder along with the general and technical tender. Tenders without the requisite Tender Document cost shall be treated as non-responsive and rejected.

#### **4. Earnest Money Deposit (EMD)**

EMD in shape of Demand Draft/Pay order from any scheduled commercial bank in favour of Cuttack Development Authority, Cuttack payable at Cuttack for Rs. 5,500/- (Rupees five thousand five hundred) only is to be furnished by the bidder along with the general and technical tender. The tenders without the requisite EMD shall be treated as non-responsive and rejected No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying in CDA, Cuttack is allowed.

Unsuccessful bidder's EMD will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of tender validity prescribed by the Purchaser. No interest will be paid on EMD.

The EMD may be forfeited.

- (a) if a Bidder withdraws its tender during the period of validity of the tender.
- (b) in case of a successful bidder, if the bidder fails to execute the work assigned

In case of successful bidders the EMD will be refunded after execution of work successfully on due period of six months.

**5. Validity of Tender**

Tender shall remain valid for 120 days after the date of tender opening. A tender valid for a shorter period shall be rejected as non-responsive.

**6. Contract Period.**

Contract will be for a period of one year from the date of deployment of the personnel in CDA and can be renewed on mutually agreed terms.

**7. Agreement.**

The selected firm has to sign an agreement with CDA.

**8. Termination of Contract:**

1. CDA, if required may ask for replacement of any personnel in case of non-satisfactory performance. In such case, concerned personnel shall be replaced within 30 days by the firm.
2. Either party can terminate the agreement by giving 90 days written notice.

**9. Financial proposal:**

1. The Financial proposal shall be the Quoted Fee per month and shall be submitted in the given format i.e. format C-I. All Taxes and surcharges as applicable shall be paid by the selected Service provider/firm CDA will only reimburse the service tax along with the related cess/ surcharge as applicable.
2. The Quoted Fee per month shall be paid by CDA subject to fulfillment of conditions in this RFP/ Agreement by the selected bidder.
3. The financial proposal shall separately mention the Service tax with cess/ surcharge thereon.

**10. Evaluation methodology:**

1. Non compliance in any manner with the specifications in this RFP shall lead to rejection of the bidder. The Financial bid shall be returned unopened to the bidder in the case of rejection of tender.
2. Financial proposal of only those bidders who qualify after Technical Evaluation shall be opened and the evaluation will be based on only the amount quoted for the

consultancy service (which includes the cost of deployment of one Assistant Engineer & three Junior Engineers. Service tax and cess /surcharge shall not be included in evaluation.

3. The lowest bid as specified in the financial proposal shall be invited for discussion leading to signing of the agreement with the CDA.

**11.** CDA reserves the right, without any obligation or liability to accept or reject any or all the RFPs at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

**12.** There will be no conflict of interest of this assignment with any other assignment or transaction contracted by CDA with the selected firm.

**13. Disputes**

All legal disputes are subject to the jurisdiction of Cuttack courts only.

## SECTION-3

### Schedule of Requirements

#### Functions of the Junior & Assistant Engineers

The Assistant Engineers & Junior Engineers shall carry out following works in CDA in the Engineering Wing.

- To supervise the construction work in field and in the office.
- To undertake any engineering work as and when assigned by the Engineer Member, CDA and the Executive Engineers of CDA.
- Take up any other assignments required by the Authority or officers of the Authority from time to time.  
\*\* Assistant Engineer shall check means the different Engineering works and also check up the ..... as and when required.

#### Firm specifications:

Only premier Service Provider Firms/HR Firms whose average annual turnover in the financial years 2009-10, 2010-11 and 2011-12 was not less than Rs. One crore and has a proven experience of executing similar assignments during last three years.

#### Specifications for Consultant:

The selected Service Provider Firm/HR Firm shall provide one Assistant Engineer (Civil), one Junior Engineer(P.H.), one Junior Engineer(Civil) & one Junior Engineer(Electrical) with the following qualifications to be stationed at CDA, Arunodaya Bhawan, Link Road, Cuttack-12. The personnel shall be available in all working days of a month.

#### Qualification:

- For Asst. Engineer Degree in Civil Engineering having with good academic record/ Retired Assistant Engineer of any Govt. Organisation/ Corporation/ Public Sector undertaking with adequate knowledge of rules & regulation of Govt. works.
- For Jr. Engineers: Diploma in Civil Engineering for Junior Engineer (Civil) and Diploma in Electrical Engineer (Electrical) as the case may be from a recognized institution.  
The Diploma Engineers should possess good academic record.
- Age limit: (a) Should not be less than 21 years for Jr. Engineers and 25 years for Assistant Engineer as on 31.03.2012.  
(b) Should not be more than 65 years as on 31.03.2012.
- Experience: Should possess minimum three years experience in construction related activities in case of fresh Junior Engineer and should be active & possess sound health in case of retired person, he should have good track record.



**SECTION-4**

**GENERAL BID FORMAT-G1**

(to be furnished with general 7 technical tender)

**Form of Tender**

Date \_\_\_\_\_

Tender Call Notice No \_\_\_\_\_

To

**The Engineer Member,  
Cuttack Development Authority,  
Arunodaya Bhawan, Cuttack-12, Odisha.**

Sir,

Having examined the tender documents, we the undersigned, offer to provide Junior Engineers to be deployed in CDA, in conformity with the said tender documents for the sums as specified in the price schedule contained in our commercial tender.

We undertake, if our tender is accepted, to deliver services as specified in the tender document.

We agree to abide by this tender for a period of 90 days after the date fixed for tender opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2010

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(in the capacity of)

Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

**Company/Firm Seal**

## **GENERAL BID FORMAT – G2**

(to be furnished with General & Technical Tender)

### **Bidder's Profile**

1. Name of the Service Provider:
2. Year Established :
3. Objective of Company/ Firm/ Institution:
  
4. Address of Office :
5. TAN : 6. PAN :
7. Telephone No. & Fax No. :
8. Email Address :
9. Names of Govt. Deptt/ Public Sector undertaking/ Pvt. Sector/ International clients to whom the bidder has provided similar services, if any
  - i) ii)
  - iii) iv)
  - v) vi)
10. Brief description of background of the firm for this assignment:
11. No. of years of proven experience of providing similar Services
12. Annual turnover of the Firm (in INR) from Consulting Assignments in India during last three Financial Years. (Please attach copy of the Audited Financial Statements)  
  
2009-2010 :  
2010-2011 :  
2011-2012 :

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2012

**Signature of Bidder**

**Name & Designation  
Company/ Firm Seal**

(PART – B)

**COMMERICAL BID FORMAT – C1**

(To be furnished with Commercial Bid)

Sl. No.	Item	Quoted amount per month (in Indian Rupees)
1.	i) Providing 1 no. of Assistant Engineer to work in CDA.  ii) Providing 3 no. of Junior Engineers to work in CDA. Out of which 1 will be J.E. (P.H.), 1 J.E. (Civil) and 1 J.E.(Electrical)	Rs. (Figure): Words:  Rs. (Figure): Words:
2.	Service Tax	Rs. (Figure): Words:
3.	Total amount per month	Rs. (Figure) Words:

- TDS will be deducted as per rules

Signature and seal of the Bidder: \_\_\_\_\_

Name :

Designation :

Company/ Firm :

Date :