

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,  
SACHIVALAY MARG, BHUBANESWAR.**

Date.....

**SHORT TENDERCALL NOTICE**

Two bid sealed tender is invited from OEM/ Authorized Partner/ Authorized dealer/ reputed firm for supply of Studio Light for two camera setup at Odisha State Archives. The detailed specification and term & conditions are available in the tender documents. The tender documents are available in the office of the undersigned on any working days during the office hours on or before **dt. 26.02.2019** by deposit of Rs. 500.00 in cash. Completely filled tender documents should be reached the undersigned on or before **dt. 27.02.2019 by 3.00 P.M.** The technical bid of the tenders will be opened on **dt. 27.02.2019 at 3.30 P.M.** in the office of the undersigned in the presence of the tenderers or their authorized representatives. Those who will qualify in technical bids will be opened their financial bid. The successful tenderer will have to deposit a refundable security deposit of 5% of the tender value in shape of Bank Draft within seven days from the date of receiving the order.

The tenderers should furnish Xerox copies of Income Tax Clearance Certificate, GST registration certificate etc. along with the tender papers and original Authorized letter from OEM to participate in tender. The authority reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason thereof. The tender documents will available at our official website <http://www.odishaculture.gov.in/advertisement.asp> & <http://www.odishaarchives.nic.in/advertisement.asp>. For any further clarification regarding the work firms may contact or meet to the undersigned on any working days during the office hours.

*S. Mantry*  
20.2.19  
Superintendent,

Odisha State Archives, Bhubaneswar.  
Phone No. 0674-2501636

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,  
SACHIVALAY MARG, BHUBANESWAR.**

**TENDER DOCUMENT**

Supply of Studio Light for two camera setup

(a)	Period of issue of Tender Document	: From 11 A.M to 4.00 P.M on any working day till <b>26.02.2019</b>
(b)	Last date and time for submission of Tender Document	: <b>27.02.2019 by 3.00 P.M.</b>
(c')	Date and time for opening of	
	(i) Technical Bids	: <b>27.02.2019 by 3.30 P.M.</b>
	(ii) Financial Bids of eligible Bidders	: <b>27.02.2019 by 4.00 P.M.</b>



## **Technical & Financial BID**

Supply of Studio Light for two camera setup  
**ODISHA STATE ARCHIVES, BHUBANESWAR**

Last Date for Submission of Tender Documents :- **27. 02. 2019 by 3.00 P.M.**

Place of Submission of Tender Documents :- Odisha State Archives,  
Sachivalaya Marg,  
Bhubaneswar-751001

Opening of Tender Documents :- **27.02.2019 by 3.30 P.M.**

**ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG, BHUBANESWAR-751001  
PHONE: 0674-2501636  
E-MAIL : [odishaarchives@gmail.com](mailto:odishaarchives@gmail.com)**

**Cost of tender papers Rs.500.00**



## **TERMS AND CONDITIONS**

1. Bidders have to ensure compliance of all clauses as described on the tender document and attached technical specification indicated at Annexure-V.
2. The Technical & financial bid will be submitted with following Annexures  
Annexure-I: - Technical Bid  
Annexure-II: - Representative Authorization Letter  
Annexure-III: - Self Declaration  
Annexure-IV: - Acceptance of Terms and conditions.  
Annexure-V: -Technical Specifications  
Annexure-VI: - Financial Bid.  
Annexure-VII: - Check list.
3. It will be imperative on each bidder to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the contract and / or the cost.
4. Sealed Tender has to be drop in the tender drop box or send by Regd. Post to the **“Superintendent, Odisha State Archives, SACHIVALAYA MARG, BHUBANESWAR, ODISHA, PIN-751001”**.  
Late tender:- Any tender received after scheduled date and time of submission of bids will not be considered.
5. Un-signed & un-stamped financial bids shall not be accepted.
6. Decision of the Conservation Committee for Conservation work of Odisha State Archives in respect of evaluation of bids and/ or award of contract shall be final.
7. Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
8. No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
9. Odisha State Archives reserves all rights to ask for any type of clarification failing which it may leads to CANCELLATION the bid.
10. Odisha State Archives will not be responsible for any misinterpretation or wrong assumption by the vendor.
11. Odisha State Archives is not responsible for non-receipt of Tender Documents within the specified date and time due to any reason including postal delay or holidays.
12. Letter of Intent (LOI) will be issued to the successful Bidder after evaluation of the tender. The firm work order will only be issued after the Bidder deposits the Performance Bank Guarantee as per clause 20 within stipulated period.
13. Odisha State Archives will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non performance in any Govt. / semi Govt./PSU or Govt. affiliated institution’s floated tender/RFP/ Eol process.

14. The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.
15. **E.M.D. Rs. 9,000/- (Refundable without interest)** in favour of Superintendent, Odisha State Archives, Bhubaneswar from any Nationalize Bank in shape of Demand Draft. The Bid securities (E.M.D.) of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid, after award of the contract. The bidders though registered as MSME NSIC will get the benefits of E.M.D. exempted. The quotation received without EMD shall be rejected and financial bid will not be opened.
16. **Penalty**  
2% of contract value will be charged per week or part thereof for delay in completion of work as per the required terms and conditions already there mentioned in earlier EOI/financial bid document subject to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.
17. **Performance Security**  
The selected agency will submit 5% of the order value of the contract within 7 days of receipt of work order/LoI by way of irrevocable and unconditional Bank Guarantee/ demand draft from Nationalized/Scheduled bank in favour of "Superintendent, Odisha State Archives" for a period of at least 6 months validity. The bank guarantee/DD should contain telephone number and contact office address of the issuing Bank so that the BG/DD can be verified. The proceeds of the Performance Security shall be payable to Superintendent, Odisha State Archives as compensation for any loss resulting from the Company's failure to fulfill its obligations under the terms and conditions of the Work Order.
18. **PAYMENT TERM**  
Payment will be made in following manner after completion of work and certified by competent authority. (The T.D.S shall be deducted @ 2% from the bill as per provision of Income tax Deptt. or as amended form time to time)
19. **Termination for Default**  
Odisha State Archives may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the company, terminate the work / task in whole or in part, after sending a notice to the Company in this regard.)
  - a) If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Technical Document/Financial Bid document.
  - b) If the bidder fails to perform any other obligations under the terms and conditions. In case of the termination of the contract, OSA shall have right to get the remaining work carried out from another vendor.

20. **Evaluation of Commercial offer**  
The Final Selection of Bidder will be done based on lowest price quoted by the bidder.  
The lowest quoted bid henceforth will be called Lowest One (L1).
21. **Validity of Offer**  
The proposals shall remain valid up to **31.03.2019** after the opening of the commercial bids. In exceptional circumstances, the Odisha State Archives may solicit the Bidder's consent for extension of the bid validity period.
22. **Taxes & Duties**
- 22.1 The prices shall be inclusive of all taxes & duties as applicable.
- 22.2 Odisha State Archives shall be authorized to deduct any income/Service tax as applicable from the Bidder.
- 22.3 No escalation of cost is allowed during the validity of bid.
- 22.4 The prices quoted shall be firm throughout the bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully take into account any such change by deduction there from.
23. **Jurisdiction**  
Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the Court of Bhubaneswar only.
24. **Right to Reject/Accept the Tender**  
Superintendent, Odisha State Archives reserves the right either to reject or accept any or all bids. The Superintendent of Archives has exclusive right to alter the requirements at the time of placing the final order. After placing the order, the Superintendent of Archives may order to defer the whole contract. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.
25. The conditional Tender shall not be considered and will be out rightly rejected in very first instance.
26. All entries in the Tender form should be legible and filled clearly. If the space for furnishing information is not insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the tender form. In such cases, the Tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

27. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested tenderers are advised to submit two separate sealed envelopes super scribbling Technical Bid "**Supply of Studio Light for two camera setup**" and Financial bid "**Supply of Studio Light for two camera setup**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Supply of Studio Light for two camera setup**".
28. The Technical bids shall be opened on the scheduled date and time at **3.30 P.M. on 27.02.2019**, in the office room of Superintendent, Odisha State Archives, Sachibalaya Marg, Unit – IV, Bhubaneswar or the date, time & venue fixed by the Authority.
29. The Financial Bid of only those tenderers will be opened whose Technical Bids are found in order. The Financial Bid shall be opened at **3.30 P.M. on 27.02.2019** in the office room of Superintendent, Odisha State Archives, Sachibalaya Marg, Unit – IV, Bhubaneswar or the date, time & venue fixed by the Authority.
30. The interested tenderers may submit the tenders with complete documents in all respects and drop the tender in the tender drop box or sent by Regd. post (should be reach on or before **27.02.2019 by 3.00 P.M.** at office of the Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001. The same will be opened on **27.02.2019 at 3.30 P.M.** or date, time & venue fixed by the Authority. The interested tenderers/their authorized representatives may like to remain present at the time of opening of the tender.
31. **Final Authority**  
The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001 whose decision on such matters shall be final and conclusive.
32. Any deviation of specification in future progression the order will be cancelled without any notice.

**N.B- Technical Bid & Financial Bid should be submitted separately along with the Tender Documents.**

**TECHNICAL BID FORM**

**(For Supply of Studio Light for two camera setup at Odisha State Archives,  
Bhubaneswar)**

1. (a) Name of the firm/agency/ \_\_\_\_\_  
Postal Address \_\_\_\_\_
2. Telephonic/telegraphic  
(a) Firm/agency: Land phone (STD) code)-Land line Number) \_\_\_\_\_  
Fax:- \_\_\_\_\_  
Mobile:- \_\_\_\_\_  
E.mail:- \_\_\_\_\_  
URL (of website) if any \_\_\_\_\_
3. PAN \_\_\_\_\_ Number (Xerox copy to be attached)
4. GSTIN/ GSTN No. .... (Xerox copy to be attached)
5. Income Tax Assessment Certificates for last 3 years. (2016-17/2017-18/2018-19) Xerox copy to be attached.
6. The bidders should have their registered office in Bhubaneswar, Odisha.
7. **Authorization letter from OEM to participate in the tender.**
8. Money receipt No. towards cost  
.....  
Of tender papers (Rs.)
9. Details of Earnest Money Deposit  
(E.M.D.).....  
.....

Place:

Date:

Counter signature of Agency/firm

**Company Seal**

**REPRESENTATIVE AUTHORIZATION LETTER**

To,

SUPERINTENDENT,  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG, BHUBANESWAR-751 001

Ms. /Mr. ....is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender reference No. OSA..... She / He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature

Signature attested

**Company Seal**

## **Self Declaration**

To,

SUPERINTENDENT,  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG,  
BHUBANESWAR-751 001.

In response to the invitation No.....OSA, Dt. ....Ms. /Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and have not declare blacklisted by any Central/State Government institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company have not defaulted in executing any Government order in the past.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

**Company Seal**

**ANNEXURE-IV**

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS  
AND FINANCIAL BID DOCUMENTS**

To,

The Superintendent,  
Odisha State Archives,  
Sachivalaya Marg Bhubaneswar – 751 001  
Odisha.

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document OSA-..... regarding For Printing of Archival Publication of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document document. OSA-..... are acceptable to my Company/Organization. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

**Terms & Conditions**

<b>“Studio light for two-camera studio set-up”</b>
<b>Description</b>
60W LED Eng Kit consisting of 3 nos. of each LED light fixture, Barndoor and AC driver unit with Battery
Lamp Power: 60 W LED
Power Supply : AC 230V-DC-24 V Adaptor
Conrtol: Manual
Dimension :0-100%
Colur Tempreture :3200K or 5600K
Beam Angle:38°
Fixture size:W150XL200XH235mm
Fixture weight :1.92 Kg
Kit Size:760X580X270 mm
Accessories:4 leaf barndoor
Lightoutput:1300Lux @ 2m-3200K : 1600Lux @2m-5600K
KIT include
60W LED light x 3 nos.
STD-1 Stand x 3 nos.
4-leaf barndoor X 3 nos.
AC Adapter X 3 nos.
Carry case-1 No.

**FORMAT FOR FINANCIAL BID**

<b>"Studio light for two-camera studio set-up"</b>				
<b>Description</b>	<b>Qty</b>	<b>Price per unit</b>	<b>Tax</b>	<b>Total Price</b>
<b>60W LED Eng Kit consisting of 3 nos. of each LED light fixture, Barndoor and AC driver unit with Battery</b>				

The price is inclusive of all taxes ,installation charges and other charges

Place:-

Date:-

**Authorized Signatory**

**Common Seal of the Company**

### Check list for Technical Bid

SL. No	Particulars	Document Submitted	Compliance (Yes/No)
1.	<b>Legal Entity</b>	Certificates of incorporation/ registration and supporting documents for Service Tax, PAN	Yes/No
2.	<b>Legal Entity</b>	Copy PAN Card	Yes/No
3.	<b>Legal Entity</b>	Copy of GST Certificate	Yes/No
4.	<b>Local Office</b>	Self-certificate by the Head	Yes/No
5.	<b>Earnest Money Deposit</b>	Rs.9000.00	Yes/No
6.	<b>Money receipt for Purchase of Tender Documents</b>	Original	Yes/No
7.	<b>Income Tax Assessment Certificates</b>	For last 3 years 2016-17 2017-18 2018-19	Yes/No
8.	<b>OEM Authorization letter</b>	Copy of ISO Certificate	Yes/No
9.	<b>Registered office in Bhubaneswar, Odisha</b>		Yes/No
10.	<b>Annexure- I to V</b>		Yes/No
11	<b>Annexure-VI</b>	Price Bid (Not to be open in the technical bid opening)	Yes/No

Place:

Date:

Counter signature of Agency/firm

Company Seal