

**Government of Odisha
Sports & Youth Services Department
C-1, Nayapalli, Bhubaneswar - 751 012
Phone No.0674 2396715 Fax 0674 2536723
Email : worldhockey.odisha@gmail.com**

**TENDER CALL NOTICE FOR PURCHASE OF GOLF CART
FOR KALINGA STADIUM, BHUBANESWAR**

Sealed tenders are invited by Sports & Youth Services Department, Government. of Odisha, Sports PMU (1st Floor) , C-1, Nayapalli, Bhubaneswar - 751012 from reputed manufacturers or their authorized Dealers/ Distributors/ Stockiest for supply 02 (Two) nos. of Four Seater Golf Cart for use in the premises of an internationally reputed Sports Complex, "Kalinga Stadium", Bhubaneswar . The detailed information may be down loaded from the Sports & Youth Services Department website (www.dsyesodisha.gov.in) along with terms & conditions of the purchase.

The tender offer in the prescribed format along with all relevant documents duly signed and sealed should reach in Sports & Youth Services Department on or before **3 PM of 21st June'2018** either by Courier/Speed post/Regd. Post or by hand. Sending of Tender documents through Fax/e-mail/electronics system shall not be accepted. Tender(s) received after due date & time shall not be accepted. This Department shall not be responsible for delay in postal delivery or similar reasons.

Sports & Youth Services Department reserves the right to accept or reject any or all tender without assigning any reason thereof. . For any queries, contact can be made at Cell No. 8178967271

Sd/-
**Director & Addl. Secretary
Sports & Y.S. Department**

TERMS & CONDITIONS FOR SUPPLY

On behalf of Government of Odisha, Sports & Youth Services Department, C-1, Nayapalli, Bhubaneswar-751012, Director-cum-Addl. Secretary to Govt. Sports & Youth Services Department, Odisha (hereinafter referred to as the Purchaser), invites tenders from established and reliable manufacturers or their authorized Dealers (having a turnover of not less than Rs.2.00 crores per annum for three financial years (2014-15, 2015-16 and 2016-17) each for the supply as set forth in the "Schedule of Requirements".

01. The Tender Documents shall be submitted in a sealed cover consisting of **two separately sealed envelopes (super scribed as A-Technical Bid and B-Financial Bid)** on the top left corner of the envelopes and both the covers should be put in one big cover duly sealed and super scribed as "**TENDER FOR SUPPLY OF GOLF CART**" and addressed to the **Director-cum- Addl. Secretary**, Sports & Youth Services Department, Government of Odisha, C-1, Nayapalli, Bhubaneswar -751012
02. **Bid Processing Fee:** Rs.2,000/- (Rupees two thousand) only in shape of Demand Draft drawn in favour of Under Secretary to Government, Sports & Youth Services Department, Government of Odisha to be deposited in Technical Bid towards cost of tender documents, which is non-refundable.
03. **Earnest Money Deposit : Rs. 20,000/-** (Rupees Twenty Thousand) in shape of Demand Draft drawn in favour of Under Secretary to Government, Sports & Youth Services Department, Government of Odisha should be submitted in the **Technical Bid towards EMD along with other documents as per Annexure-I of this tender document duly signed by the Tender or his authorised representative in Envelope 'A'**. The E.M.D of the unsuccessful bidders shall be returned within seven days of the opening of the bid document and EMD of the successful bidder shall be returned within seven days of receipt of the Performance Security.
04. **The Financial Bid** form shall be submitted in **Envelope – 'B'**.
05. Payment will be released after satisfactory supply and demonstration of the functioning of Golf Carts supplied as per supply order as well as on verification of the same by a Technical Committee to be constituted by the Department. **The duly filled in authorization letter** for release of Payment through Core Banking / RTGS must be submitted along with the bid as per **Annexure – IV**.
06. Both the Envelopes should be clearly marked as **Envelope A & Envelope B** with the words "**TENDER FOR SUPPLY OF GOLF CART**" super scribed on the top of the envelopes which should also show the name and address of the bidder.

07. **Language:** The Bid submitted by the Bidders and all subsequent correspondence and documents relating to the Bid between the purchaser and bidders shall be written in English language. However, the printed literature, if written in any other language should be submitted by an English translated version and for the purpose of interpretation of the Bid, the English translation shall prevail.
08. **Validity of Tender:** The tender so submitted should be valid for 180 days and no subsequent alternative tender proposal shall be accepted.
09. **Signing of Bid Documents:** All the documents (Except the Demand Drafts) should be signed either by the bidder or person authorised by the bidder.
10. **Bid opening:** The Technical bid shall be opened by a Committee constituted by the purchaser on **21st June'2018 at 4 PM** in presence of the bidders or their authorised representative. In case the specified date for bid opening falls on or is subsequently declared holiday or closed day for the purchaser, the bids will be opened at the appointed time and place on the next working day. The Committee shall not wait beyond the date & time of opening of Technical bid on the ground of non presence of any or all bidders.

The Technical bid shall be scrutinised and evaluated by the authorised Committee with reference to parameters prescribed in the bidding documents.

In the second stage the Price Bids of only the Technically & commercially acceptable offers as evaluated from the Technical Bid shall be opened by the authorised Committee on the same day or any other appointed date, time & venue to be declared by the Committee.

11. **Disqualification:** The Bid(s) which do not meet the required qualification criteria as per the terms & conditions shall be disqualified and out rightly rejected. The price bid of disqualified bidders shall not be opened.
12. **Corrupt or Fraudulent Practice:** All concerned such as the Consignee/Bidders/Suppliers etc should observe the highest standard of ethics during the procurement and execution of such contracts and the shall have the right to reject a proposal for award of purchase order or terminate the purchase order if issued, if it determines that the Bidder recommended for award is engaged in corrupt or fraudulent or collusion or coercive practice in competing for the contract in question. In such case the EMD shall be forfeited and the purchaser may take legal action against the fraudulent Bidder.
13. **Bid Submission:**
Envelope –I - Sealed & Super scribed as “ Technical Bid for Supply of Golf Cart”

Envelope –II- Sealed & Super scribed as “**Financial Bid for Supply of Golf Cart**”

Envelope–III- Sealed & Super scribed as “**Tender Documents for Supply of Golf Cart**” in which both the Envelope I & II shall be put and sealed.

Tender complete in all respect may be submitted to **Sports & Youth Services Department, Government of Odisha, Sports PMU (1st Floor), C-1, Nayapalli, Bhubaneswar-751012** through Courier/ Speed post/ Registered post/ By hand delivery only such that those are delivered to the address mentioned above on or before the scheduled date and time. Any tender received after the closing time for submission of tender shall be returned unopened. Tender received by Fax/e-mail/Electronic system shall not be entertained.

Sport & YS Department, Govt. of Odisha shall at its discretion, extend the date of submission of tender.

14. Qualification Criteria

The Bidder must be a Manufacturer, Distributor or its **Authorized Agent**.

Sl. No.	Qualification Criteria	
1.	Average Annual Turn Over of Bidder during the last three (03) years. (2014-15, 2015-16& 2016-17).	Rs. 2.00 Crores per annum (supporting documents to be furnished)
2.	The Bidder should have supplied Golf Carts in the past to at least to any Sports organisation, Govt. organisation or PSU etc. in the last three years	Furnish Performance Statement
3.	Golf Carts should conform to laid down specifications of reputed International/ National Brands like Yamaha, Suzuki, Polaris etc. as applicable.	Confirmation to be furnished.
4.	Bidder should be able to provide maintenance of Golf Carts whenever required.	Confirmation to be furnished.

02. In support of above, the Bidder shall furnish the required documents, Performance Statement is to be as per proforma in Section-III ‘B’.

A. PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Name and address of the Bidder : _____

Name and address of the manufacturer : _____

Order placed by(full address of Purchaser)	Order number and date	Order placed on	Description and quantity of ordered goods and services	Value of order	Date of completion of Contract		Remarks indicating reasons for delay if any	Are the goods supplied functioning Satisfactorily?
					As per contract	Actual		
1	2	3	4	5	6	7	8	9

Signature and seal of the Bidder

Note:

1. Purchaser reserves the right to ask the manufacturer as well as the Bidder to furnish Order copies and Satisfactory Completion Certificate from purchaser in respect of above.
2. The Purchaser reserves the right to ask for a free demonstration of the quoted equipment at a pre determined place acceptable to the Purchaser for technical acceptability as per the Bid specifications, before opening of Price Bid.

A certificate duly signed by any one purchaser of the Golf Cart in his letter head to the effect that the Golf Cart so purchased by him is functioning well and satisfactorily and also the supplier is looking after the regular maintenance as well as attending the call as and when required.

15. In case of any doubt with regard to the quality and genuineness of the material/ equipment supplied, the expenditure on getting such doubtful material tested by an appropriate agency will be borne by the Bidder.

16. The successful bidder is required to submit a performance Security equal to 10% of the tender value of goods in the form of an account payee Demand Draft / Bank Guarantee drawn in favour of the Under Secretary to Govt., Sports & YS Department, Bhubaneswar. The performance security shall remain valid for a period of ninety days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
17. The rate quoted should be inclusive of all of taxes, packing charges, transportation, Insurance, Installation charges and any other incidental charges and should be clearly indicated for each item separately in the Financial Bid. The equipments should be delivered at Kalinga Stadium, Bhubaneswar at supplier risk. The quoted rate should be in INR and rate in no other currency shall be accepted.
18. The selected agency shall have to supply the Golf Cart within 30 days from the receipt of the supply order from the S&YS Department and any contravention thereof shall be deemed as a breach of contract and shall attract penalties as decided by the Purchaser.
19. Sports & Youth Services Department, Odisha will have the right to reject any or all the bids without assigning any reason at any stage.
20. Sports & Youth Services Department, Odisha shall have the right of awarding the supply order/ work to one supplier or different suppliers for the supply of Golf Cart.
21. Bids received without E.M.D, and incomplete in any manner or bids having cuttings/over writings is liable to be rejected.
22. The supplies received, if found not as per the specification are liable to be rejected.
23. In case the bidder fails to supply the desired goods within the stipulated time period, the Sports & Youth Services Department shall have the right to purchase the same from other sources.
24. In case of late/ delayed supply of Golf Carts, Sports & Youth Services Department has right to accept or reject the supply or levy penalty for such late supply.
25. Sports & Youth Services Department will be legally competent to cancel the contract of supply and also take any other action against the supplier including imposing any penalty on the supplier during pendency and till the final execution of the contract of the supply, in case the supplier is ever found to have committed any fraud against Sports & Youth Services Department, Odisha, Bhubaneswar in supplying the material or indulge in any other malpractices thereof causing any financial losses during contract period.

26. The contract can be terminated or cancelled summarily by Sports & Youth Services Department, Odisha in whole or in part any time without assigning any reason, if the supply made by the manufacturer / supplier is found not according to the approved specification or in case supply is not received within stipulated time.
27. The Bidder should furnish all the information as required in the Technical Bid form.
28. Sports & Youth Services Department will have the right to forfeit Performance Security, if the terms and conditions of the Tender are not adhered to by the supplier or in case of breach of Contract.
29. In case any dispute arises in regard to the tender, the decision of the Commissioner-cum-Secretary, Sports & Youth Services Department will be final and binding.
30. In case of litigation, the courts at Bhubaneswar only will have jurisdiction for deciding case according to the relevant Indian laws in force.
31. The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose technical bid is accepted / qualified.
32. The bidders have to quote the unit price of in the prescribed format annexed.
33. The Bidder/authorized person(s) should sign on each page of the bid document as a token of authenticity of the same.

The Bidding Firm should not have been deregistered/banned/blacklisted by any Govt. Authorities

Technical Bid:

- i) Tender Fee and E.M.D
- ii) Bid Submission Form and Power of Attorney in favour of signatory of Bidding Documents.
- iii) Bidder who quotes for goods manufactured by other manufacturer shall furnish scanned copy of Manufacturer's Authorisation Form from manufacturer/ authorised distributor of quoted goods (copy of authorisation to be enclosed).
- iv) 'Performance Statement'
- v) Copy of Pan Card
- vi) Copy of documents mentioned in Qualification Criteria.
- vii) Copy of Income Tax returns filed for the last three financial years (OR) Audited statement of Accounts by a C.A Firm for the Financial Years (2014-15, 2015-16 & 2016-17).

- viii) Copy of Goods and Services Tax (GST) Registration Certificate.
- ix) Copy of Supply Orders (showing specifications, qty. & rates) of the tendered quoted items, if supplied to any Institution.

34. WARRANTY

- 34.1 The supplier shall have to clearly mention the warranty cover of the Golf Cart and individual spares as offered by the manufacturer, including extended warranty if any, in the bid document itself. The supplier is to be liable for all such warranty obligations in respect of goods supplied.

- 34.2 If the supplier, having been notified, fails to take up the warranty obligations within a reasonable period, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expenses and without prejudice to any other rights, which the purchaser may have against the supplier, under contract.

I have read and understood all the terms & conditions of the Tender Enquiry and hereby undertake to abide by the same.

**SIGNATURE OF THE BIDDER
with Address & Seal**

**Government of Odisha
Sports & Youth Services Department
C-1, Nayapalli, Bhubaneswar- 751012**

**TENDER CALL NOTICE FOR SUPPLY OF GOLF CART TO KALINGA STADIUM,
BHUBANESWAR**

**TECHNICAL BID FORM
(TO BE SUBMITTED SEPARATELY IN ENVELOPE – ‘A ‘)**

Date & Time for Submission of Tender : _____
Date & Time for Opening of Tender : _____

The following details / documents / certificates issued by the concerned Authorities in respect of the bidder are required to be submitted for qualifying in Technical Bid :-

01. Name of the Firm/Agency : _____
02. Name of the Proprietor / Partner/ Director : _____
03. Address of the Firm / Company : _____
04. Registration Number of the Firm / Memorandum & Articles of Association of the Company-attach photo copy : _____
05. Telephone / Fax No./ Email Id : _____
06. GSTIN and PAN number (attach a Photo copy) : _____
: _____
07. Proof of annual turnover in the last three fiscal.(copy of audited statement may be attached) : _____
08. Attach copies of I.T return for the last financial year. : _____
09. Documentary proof regarding Manufacturer /Authorized Distributor / Agent in prescribed form as at Annexure- V (Original copy to be attached) : _____
10. Experience in similar supply orders received from different Govt. and other organizations in the last three years, if any, with documentary evidence) : _____
11. Cost of Tender Documents (Non-refundable) Demand Draft No & Date : _____
Bank Name: _____ Amount _____
12. EMD DETAILS:- Demand Draft No & Date : _____
Bank Name: _____ Amount _____
13. Performance Certificate issued by any other purchaser (Sports organisation, Govt. organisation or PSU etc.) : _____

**SIGNATURE OF THE BIDDER
with Address & Seal**

Annexure-II

**TENDER CALL NOTICE FOR SUPPLY OF GOLF CART TO KALINGA STADIUM,
BHUBANESWAR**

FINANCIAL BID FORM
(TO BE SUBMITTED SEPARATELY IN ENVELOPE – ‘B’)

Sl. No.	Description of Items	Quantity required	Per unit cost including applicable taxes	Total cost including applicable taxes (discount on total quantity, if any)	Delivery charges at Consignee Site	Total Cost including taxes and delivery cost
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)
1	Golf Carts as per specifications mentioned in clause V (Make and Model to be specified)	2 Nos.				

Total Bid price in Rupees: (In Figure) _____

In words: _____

The above prices quoted are for supply, installation, commissioning and onsite training for operation of equipment with warranty period of **One Year** from the date of acceptance by Purchaser

Delivery Period: _____ (Insert earliest delivery period) from the date of signing of the Contract. The Time and Delivery Period shall be essence of Contract.

Signature of Bidder _____

Name & Designation _____

Place : _____

Business Address : _____

Date : _____

Seal of the Bidder : _____

Note: If there is a discrepancy between the unit price and total price, the unit PRICE shall prevail.

BANK GUARANTEE FORM FOR BID SECURITY

Whereas _____ (hereinafter called the "Bidder") has submitted its quotation dated _____ for the supply of _____ (hereinafter called the "Bid") against the purchaser's Bid Reference No. _____ Know all persons by these presents that we _____ of _____ (Hereinafter called the "Bank") having our registered office at _____ are bound unto _____ (hereinafter called the "Purchaser) in the sum of _____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. The conditions of this obligation are:

- (1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this Bid.
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of its validity:-
 - (a) Fails or refuses to furnish the performance security for the due performance of the contract.
 - or
 - (b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of Bid validity of 180 days i.e. for 225 days (180 days + 45 days) from the date of Bid Opening and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Date:

Place:

**Government of Odisha
Sports & Youth Services Department
C-1, Nayapalli, Bhubaneswar- 751012**

PARTICULARS FOR RELEASE OF PAYMENT

Payee Particulars	Name of Payee as in Bank Account	
	Address	
	Telephone / Fax No. With STD code	
Bank Details	Name of the Bank	
	Bank Branch Address (full address & telephone no.)	
	Mode of electronic transfer available	
	RTGS /NIFD/ any other	
	IFSC Code	
	MICR code	

Signature (Owner of the firm / individual)

Name _____

Account number has been verified by me
Manager (Bank branch maintaining the account)

Signature _____

Name & Designation

MANUFACTURER'S AUTHORISATION FORM

To

**The Commissioner cum Secretary,
Sports and Youth Services Department, Govt. of Odisha,
C-1, Nayapalli, Bhubaneswar – 751 012.**

Dear Sir,

Ref. Your Bidding Reference No _____, dated _____ We,
_____ who are proven and reputable
manufacturers/authorised distributors of _____ (*name and
description of the goods offered in the Bid*) having factories/office
at _____, hereby authorise
Messrs _____ (*name and address of the agent*) to
submit a Bid, process the same further and enter into a contract with you against
your requirement as contained in the above referred Bidding Documents for the
above goods manufactured/distributed by us.

We also hereby extend our full warranty of **One Year** from acceptance of
goods by Purchaser as per Clause 11 of General Conditions of Contract. We further
confirm that we shall continue to supply spare parts (it applicable), after
guarantee/warranty.

Yours faithfully,

[*Signature with date, name and designation*]

for and on behalf of Messrs _____

[*Name & address of the manufacturers*]

Note : 1. This letter of authorisation should be on the letter head of the manufacturing
firm and should be signed by a person competent and having the power of
attorney to legally bind the manufacturer.

2. Original letter may be enclosed in Technical Bid

DETAIL SPECIFICATION OF GOLF CART

Sl. No.	Product Name	Product Description		Qty.
01.	Golf Cart.	1. Battery Operated		02 Nos.
		2. Four Seater (4) forward facing Seats, having space at back to keep the items.		
		3. Length	125" Minimum.	
		4. Width	47" Minimum.	
		5. Overall Height (with Sun Top)	70 " Minimum.	
		6. Windshield	Fold-Down Clear Windshield	
		7. Weight with Battery	500 Kg. (approx.)	
		8. Battery	12 Volt..	
		9. Voltage	48 Volt.	
		10. Charger	Stationary Constant Charger.	
		11. Forward Speed	0-18 Km. Minimum.	
		12. Lights /Accessories	Head Light Tail Light, hub Cap, side Reflectors, Horn, Cable for battery Charging etc.	

Note:-

1. Golf Carts should confirm to latest laid down specifications of reputed International/National Brands like Yamaha, Suzuki, Polaris etc. as applicable.
2. Bidder should be able to provide maintenance of Golf Carts whenever required.

Part II: Required Delivery Schedule:

Stores are required to be delivered to the consignees mentioned in Part-IV below by **31st July 2018**. Time is essence of Contract. The bidders may please note that goods are to be delivered to the consignee latest within the date specified. Bidders who are not in a position to deliver the equipment within this date are advised not to participate in this tender. Date of delivery at Consignee site will be considered as the actual date of delivery.

Part III:

Required Terms of Delivery: The Golf Carts are required to be delivered at consignee site.

Part-IV: Consignee Details:

Sl. No.	Consignee
1.	Commissioner –cum Secretary Government of Odisha Sports & Youth Services Department C-1, Nayapalli, Bhubaneshwar – 751 012. E-mail: worldhockey.odisha@gmail.com

FOR: Kalinga Stadium, Bhubanswar