

BIHAR GOVERNMENT
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPARTMENT)
2nd Floor, Pant Bhawan, Patna - 800001
Phone No. - 0612-2522082. Fax NO.- 0612-2522311
(Website - www.bsDMA.org)

(Short Tender Notice)

This Short Tender Notice and Call For Proposal is issued by the BIHAR STATE DISASTER MANAGEMENT AUTHORITY (BSDMA) to obtain proposals from reputed and registered agencies/firms to enter into a contract for carrying out annual maintenance of Air Conditioners, Stabilizers, Desktop Computers/Laptop, Printers, Photocopiers, Fax machines, Fire Extinguishers, Sound System etc. installed in BSDMA office.

BSDMA is presently working with 24 no. of Air Conditioners of Voltas/Samsung/LG brand with different capacity and with equal no. of Stabilizers, 12 no of Desktop Computers of different brands viz. HP, Dell, Lenovo, 12 no. of Printers of different brands & models; 06 no. of water/foam/gas filled in fire extinguishers, 02 Photocopiers, 01 Fax machine and a sound system which have already completed warranty period but they are still functional.

Requisite eligibilities of the Agency/ Firm

Eligibility Criteria & Conditions -

- 1- The agency should be registered under Income Tax /Service Tax, as applicable, and has filed up-to-date returns for last 3 years .
- 2- The agency should have experience of working in the relevant area for a minimum of 3 years as on 31st March, 2017.
- 3- The agency must not be blacklisted by State/Central Govt. Deptt. or any other govt. bodies. An affidavit to this effect shall be furnished by the bidder with the bid document.
- 4- The agency should not have been penalized for delay in completion of work.
- 5- Applicants must submit their proposals in two parts. The first part shall contain the Technical Proposal. The second part shall contain the Financial Proposal.
- 6- The Technical Proposal containing name and complete contact details with address, Phone numbers and E-mail ID of the agency/ firm, should be kept in a separate, sealed envelope marked with "Technical Proposal". The Financial Proposal should be kept in another separate sealed envelope marked with "Financial Proposal".
- 7- The two sealed envelopes should then be kept in one bigger sealed envelope superscribed with the wording "To be opened by Authorized Person Only ". The applicant/agency/ firm should clearly indicate its name and contact details with address, phone no. and E-mail ID on the outer portion of bigger envelope.
- 8- The contract may be terminated with one month notice subject to delay/ unsatisfactory performance in the work after deducting the cost/ expense. In such case the work shall be allotted to next suitable bidder.
- 9- Contract document with the successful bidder shall be executed within 21 days of the issue of the letter of acceptance. Non fulfilment of this condition of executing a contract by the contractor or supplier would constitute a

sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit.

- 10- BSDMA has right to reject the consignment of goods supply to BSDMA which do not conform to the specification.
- 11- **Bid security :-** The bid security of Rs. 5,000/- shall be accepted in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee from any of the notionalised banks payable to Secretary, BSDMA in an acceptable form. Bid security of the unsuccessful bidders shall be returned to them after expiry of the final bid validity latest on or before the 30th day after the award of the contract.
- 12- **Performance security:-** The performance security of Rs 5,000/- is to be obtained from the successful bidder and shall be accepted in form as discussed in sl.no. 11.
- 13- Late bids i.e., bids received after the specified date and time of receipt shall not be considered.

Note :-

- I. The Short Tender Notice is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This does not necessarily contain all relevant information. BSDMA reserves the right to amend its requirements or the information contained in this notice at any time during the selection process. Rate contract shall be valid for 2017-18/2018-19.
- II. The submission of bid document by bidder is supposed to confirm his/her acceptance of all terms and conditions of this notice.
- III. Only bid document submitted strictly in accordance with this notice or as may be required by the BSDMA, will be considered as valid proposals.
- IV. This notice is not a work order. A separate work order will be issued only after the selection of the preferred bidder (s).
- V. All information supplied by the BSDMA in connection with this notice shall be treated as confidential.
- VI. Payment after deducting applicable taxes shall be made to agency after satisfactory completion of the work to the best satisfaction of BSDMA.

Mandatory list of documents to be attached in Technical proposal

- 1- Service Tax/Income Tax Return as applicable and filed for the last 3 Years.
- 2- A copy of valid registration if any with other Deptt./Organization
- 3- List and profile of office bearers, staff, experts with qualification, experience and assigned functions.
- 4- A short write up about the Agency.

Last Date for submission of Bid Document :

The Technical bid and Financial bid (as stated above) in separate envelopes must reach the office of BSDMA on or before 30-06-2017 latest by 05:00 PM on any working day. The complete document should be sent by courier/registered post/speed post to Secretary, Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Bailey Road, Patna- 800001. Phone No.- 0612-2522032.

The Technical bid/Financial bid will be opened on 05-07-2017 at 12:00 noon by the competent authority at BSDMA. The applicant agencies, if interested, can remain present at time of opening of proposals. The proposal will be opened and scrutinised on the basis of eligibility criteria (including list of mandatory documents). Proposal will be shortlisted on the basis of technical and financial evaluation of their proposals.

Evaluation of Technical & Financial Bid Proposal

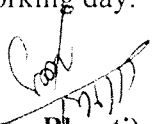
In Phase I, the Technical Evaluation Committee/Internal Purchase Committee of BSDMA will first open the Technical proposal and will assess the proposal on merit on the basis of technical competence, capability, prior experience and understanding of the work. All the tax returns shall be scrutinized properly. Short write up of agency shall be taken into consideration.

In Phase II of evaluation, the financial bids of only those agencies will be opened which qualify the technical evaluation.

Right to accept any bid, and to reject any or all bids :

BSDMA reserves the right to accept any bid, and to annul the Tender Process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected agency or any obligation to inform the affected agency of the grounds for its action.

For any further details, the interested parties/agencies may visit the BSDMA website : www.bsdma.org or visit the office/ or contact the Secretary, BSDMA during any working day.


(Sanwar Bharti),
Secretary,
BSDMA