

**e-TENDER CALL NOTICE**  
**2024-25 FOR PROCUREMENT OF**  
**TABLET PCs-1982 No.**

**Bid identification No- 592 Date: 25.02.2025**

**Bid Processing Fee: Rs.10,000/-**  
**(Rupees Ten Thousand only)**



**GOVERNMENT OF ODISHA**  
**DEPARTMENT OF AGRICULTURE & FARMERS'EMPOWERMENT**  
**DIRECTORATE OF AGRICULTURE & FOOD PRODUCTION**

## NOTICE INVITING E-TENDER

Bid No: 592 Date 25.02.2025

The Joint Director of Agriculture (Information) invites e-Tender in the prescribed format from the interested bidders for Supply of Tablet PCs-1982 No. required under the Directorate of Agriculture & Food Production (O). The last date of submission of the complete tender is **19.03.2025** up to **5.30 P.M** through online mode and will be opened on 25.03.2025 at 11.00 A.M. The bidders can view the summary of opening of bids from any system. Bidders may remain present during the bid opening, if they so desire, in Krushi Bhawan, Odisha, Bhubaneswar-751003.

### Schedule

Bid Processing Fee	Availability of Tender Documents on the e-Tendering portal <a href="https://tendersodisha.gov.in/">https://tendersodisha.gov.in/</a> <a href="http://www.agri.odisha.gov.in">www.agri.odisha.gov.in</a>	Last Date for submission of Tender through online mode	Date of Technical Bid Opening
Rs.10,000/- (Non-Refundable)	<b>27.02.2025</b>	<b>19.03.2025 up to 5.30 P.M</b>	<b>25.03.2025 at 11.00 AM</b>

For Tender documents/forms and other details please visit the website <https://tendersodisha.gov.in/> [www.agri.odisha.gov.in](http://www.agri.odisha.gov.in). For information regarding operation of e-tendering procedure please visit website <https://tendersodisha.gov.in>

The authority reserves the right to reject / cancel the tender(s) in full or part at any moment / during process or after approval of offer in full or part without assigning any reasons thereof.

Any amendment, corrigendum, cancellation, retender please refer to the website <https://tendersodisha.gov.in/www.agri.odisha.gov.in>

  
Joint Director of Agriculture  
(Information), Odisha, Bhubaneswar

## **DISCLAIMER**

The information contains in this documents provided by or on behalf of the Joint Director of Agriculture (Information), Odisha, Bhubaneswar here in after known as JDA(Information) are based on the terms and conditions set out in this tender documents. The purpose of this document is to supply information that may be useful to prospective bidders in making their offers pursuant to the "TENDER DOCUMENT". The information given is not an exhaustive account of statutory requirements and should not be regarded as complete or authoritative statement of law. The Tender Inviting Authority or JDA (Information) makes no representation or warranty and shall have no liability to any bidder under any law, statute, rules or regulation or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise. JDA (Information) may in its absolute discretion reserves the right to reject, cancel, terminate, change or modify all or any part of the tender at any time without assigning any reason whatsoever or providing any notice & without accepting any liability for the same. The bidder interested to compete shall bear all its costs associated with or relating to the tender. Submission of Tender document by the tenderer shall be deemed to have been done after careful study and examination of the document. The proposal should be responsive and prerogative of the Joint Director of Agriculture (Information), if found otherwise suitable for the Directorate of Agriculture and Food Production, Odisha.

**Joint Director of Agriculture  
(Information) Odisha, Bhubaneswar**

## BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	<b>Joint Director of Agriculture ( Information)</b>
2.	Method of Selection	<b>Least Cost Method</b>
3.	Availability of Tender Document	Detail tender documents are available in following website: <a href="https://agri.odisha.gov.in/">https://agri.odisha.gov.in/</a> <a href="https://tendersodisha.gov.in">https://tendersodisha.gov.in</a>
4.	Date of Issue of Tender	<b>25.02.2025</b>
5.	Deadline for Submission of Pre Bid Query	<b>07.03.2025</b>
6.	Pre-Bid Meeting	<b>10.03.2025</b>
7.	Publication of Pre-Bid Clarification through Website	<b>12.03.2025</b>
8.	Last Date and Time for submission of Bid	<b>19.03.2025</b>
9.	Date of opening of Technical Proposal	<b>25.03.2025</b>
10.	Date of opening of Financial Proposal	<b>To be intimated later on</b>
11.	Pre-Bid meeting	<ul style="list-style-type: none"> <li>● Date :<b>10.03.2025</b>,</li> <li>● Venue- Ground Floor <b>Board Room, Krushi Bhawan</b>, Bhubaneswar.</li> <li>● All queries received on or before <b>07.03.2025</b> in the <b>Email: <a href="mailto:jdainfo.dag@nic.in">jdainfo.dag@nic.in</a></b> in MS Word format shall be clarified, if necessary, through suitable amendment.</li> </ul>
12.	Bid Processing Fee (Non-Refundable)	<b>Rs. 10,000/- INR</b> in shape of Demand Draft drawn in favour of the “ <b>Joint Director of Agriculture (Information), Baramunda, Bhubaneswar</b> in any Scheduled Commercial Bank payable at Bhubaneswar.
13.	Earnest Money Deposit (EMD) (Refundable)	<b>Rs 10,00,000/- (Rupees Ten Lakh Only)</b> in shape of Demand Draft drawn in favour of <b>Joint Director of Agriculture (Information), Baramunda, Bhubaneswar</b> in any Scheduled Commercial Bank payable at Bhubaneswar.

14.	<b>Performance Bank Guarantee (PBG)</b>	<b>Performance Bank Guarantee</b> amounting to <b>7%</b> of the contract value from a scheduled Commercial Bank payable at Bhubaneswar in favour of the Joint Director of Agriculture (Information), Baramunda, Bhubaneswar, as per the format at <b>Annexure-III</b> for a period of <b>18 months</b> .
15.	<b>Address for Submission of Bid Processing Fee/EMD</b>	Joint Director of Agriculture (Information), Baramunda, Bhubaneswar, Odisha, Pin-751003.
16.	<b>Mode of Submission of Proposal</b>	Through <b>online mode</b> in the <a href="https://tendersodisha.gov.in">https://tendersodisha.gov.in</a> before <b>19.03.2025, 5.30 PM</b> . Submission of bid through other mode and late bid will be out rightly rejected.
17.	<b>Place of Opening of Technical Proposal:</b>	<b>Ground Floor Board Room, Krushi Bhawan, Odisha, Bhubaneswar</b>

## GENERAL INSTRUCTIONS TO THE BIDDERS

### 1. Participation in Bid:

The Bidder intending to participate in the Bid must have valid Digital Signature Certificate ( DSC) of appropriate Class II or III to his/her unique log in ID. The bidder should Log on to e-Procurement Portal (<https://tendersodisha.gov.in>) and follow the standard process of e procurement .

### 2. Eligibility Criteria of the Bidder:

Bidders must confirm to the eligibility criteria given below and to this effect must produce the required supportive documents/information as indicated against each as part of their technical proposal:

Sl. No	Eligibility Criteria	Supporting Documents Required
1.	The bidder should be a Company/Partnership firm/proprietorship firm. <b><i>(Consortium or Joint Venture is not allowed.)</i></b>	Copy of certificate of Incorporation / Registration of the bidder
2.	The bidder should have minimum average annual turnover of <b>Rs. 3.00 Crore</b> as reflected in last 3 years Audited balance sheet. <b>(FY-2021-22, 22-23, 23-24).</b>	Certificate from a Statutory auditor / CA
3.	The bidder should have similar experience of supplying laptops/desktops/Tablet PCs to Central Govt. / State Government/PSUs during the last <b>3</b> financial years ending in 31.03.2024 with minimum value of <b>Rs. 1.00 Crore</b> in a single project.	Copies of Work Orders / Contract Document and Completion certificate/CRAC
4.	The bidder should not have been debarred/blacklisted by any State Government or Central Government or their agencies during last 5 years at the time of submission	Undertaking on stamp paper.
5.	Bidders participating in the tender must be registered under Odisha GST (OGST) act.	Copy of OGSTIN
6.	The bidder must have registered office/local office in Odisha.	Electricity bill/Telephone bill/Rent Agreement or any other relevant documents
7.	OEM must have service center in Odisha and escalation matrix (Toll Free No, online portal, Live chat, email option for service support)	Any relevant document
8.	The bidder must have bid specific OEM authorization and technical compliance from OEM.	Proper authorization from OEM in OEM letter head with name, email id, contact details of the authorized signatory
9.	The OEM must have 10 years of presence of India	Any relevant document
10.	Product datasheet and warranty details of Tablet PCs must be available in OEM website.	Details of the URL
11.	The bidder must have valid ISO 9001 and ISO 20000-1 Certificate as on date of bid submission.	Copies of the valid certificates.

### **3. EMD, Bid Processing Fees & Performance Security:**

- a. **Mode of Submission:** The Bidder is required to submit an **Bid Processing fees** of **Rs.10,000/-** (Non-Refundable) & **EMD of Rs.10,00,000/-** (Refundable) in the form of an A/c Payee Demand Draft drawn in favour of “Joint Director of Agriculture (Information)” payable at any Nationalized Bank at Bhubaneswar. Scan copy of the Bid Processing Fees & EMD has to be uploaded in the e-procurement portal (tenderodisha.gov.in) and the hard copy of both Bid Processing Fees, EMD must be submitted to the Joint Director of Agriculture (Information), Baramunda, Bhubaneswar-751003, Odisha within the deadline (24.03.2025 upto 5.00PM). The EMD of unsuccessful BIDDERS will be returned to them without any interest within thirty (30) days after awarding the contract. The EMD of successful BIDDER will be returned after submission of Performance Bank Guarantee. The EMD will be forfeited on account of the following reasons-
- i. Bidder withdraws its proposal during the Bid validity period mentioned in the RFP
  - ii. Bidder does not respond to requests for clarification of its proposal
  - iii. Bidder fails to provide required information during the evaluation process or it is found to be non-responsive or has submitted false information in support of its qualification
  - iv. If the bidder fails to, provide clarifications, agree to decisions of the contract negotiation meeting, sign the contract in time, furnish required PBG.

**b. Exemption:**

Exemption on EMD is applicable to local MSEs as per OGFR 2023. The bidders availing for EMD Exemption needs to furnish the required certificate of registration.

**c. Performance Security:**

The successful bidder has to deposit 7% of the Contract Value in shape of Performance Bank Guarantee in the prescribed format in favour of the Joint Director of Agriculture (Information), Bhubaneswar with a validity of 18 months. In case of breach of contract or any issue in supply as specified, the performance security will be forfeited.

### **4. Pre-Bid Meeting:**

A pre-bid meeting will be organized to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at **(Annexure-V)** through e-mail at

jdainfo.dag@nic.in up to 07.03.2025. Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting. The pre-bid meeting will be held on 10.03.2025 in the Ground Floor Board Room, Krishi Bhawan, Agriculture & F.E Department, Odisha. Representatives (maximum up to 2 members from each bidder) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the website [agriodisha.gov.in](http://agriodisha.gov.in) / [tenderodisha.gov.in](http://tenderodisha.gov.in) for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this Tender. Request for alternation / change in existing terms and conditions of the bid document will not be considered / entertained thereafter.

## 5. SUBMISSION OF BIDS:

The Bidder shall carefully go through the tender and prepare the required documents and upload in the e-procurement portal ([tenderdisha.gov.in](http://tenderdisha.gov.in)). The bid is having TWO BID system consisting of a Technical Bid and a Financial Bid (Price bid). Both the bids need to be submitted separately.

### a. **Technical Bid:**

The Technical bid consists of GSTIN, PAN and other required documents as per relevant Clauses of the tender and other information required by the Tender Inviting Officer. The Bidders have to upload the scanned copy/ copies of document in support of eligibility criteria and qualification information in prescribed format in PDF to the portal in the designated locations of Technical Bid.

### **Following documents are to be submitted along with the Technical Bid.**

- i) **Filled in Bid Submission Checklist**
- ii) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- iii) Copy of Certificate of Incorporation/Registration
- iv) Copy of PAN
- v) Copy of Odisha Goods and Services Tax Identification Number (**OGSTIN**)
- vi) Copies of IT Return and Balance Sheet for the last three financial years (**FY 2021-22, 2022-23 and 2023-24**).
- vii) Turnover Certificate from CA with original sign, seal and UDIN no. (**ANNEXURE-II**)
- viii) List of completed/ongoing assignments of similar nature (Past Experience Details, along with copies of contracts / work orders)
- ix) Undertaking on stamp paper for not having been black-listed/debarred by any Central / State Government

- x) Any supportive document regarding local/registered office of the bidder in Bhubaneswar
- xi) Any relevant document regarding service center of OEM in Bhubaneswar and other parts of Odisha and more than 10 years presence of OEM in India.
- xii) Bid specific OEM authorization and Technical Compliance in OEM letter head
- xiii) Valid ISO 9001 & ISO 20000-1 Certificate of the Bidder as on Date of Bid submission

b. **Financial Bid:**

Financial Bid shall consist of the Bill of Quantities (BOQ) and the format annexed to BOQ. Submission of more than one Technical bid and one financial bid by a single BIDDER shall lead to rejection of proposal of that BI. Bidders are to submit only the original Price bid/ 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. The Bidder shall write his/ her name in the space provided in the specified location in the protected Bill of Quantities (BOQ) published by the Officer Inviting Tender. The BIDDER shall type rates in figure only in the rate column of respective items without any blank cell in the rate column in case of item-rate tender. The financial bid must be inclusive of all taxes.

**NB:** Bid cannot be submitted after due date and time. The bid 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.

c. **Precaution to be taken while submitting the Bid**

- i. The bidder should check the system generated confirmation statement on the status of the submission.
- ii. The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
- iii. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
- iv. The bidder is required to upload only those documents as asked for in

relevant Clauses of the DTCN and Bill of Quantity duly filled in. It is not necessary on the part of the bidder to upload other bid documents (after signing) while uploading his/her bid. It is assumed that the bidder has referred to all the documents uploaded by the Officer Inviting the Bid and has accepted all the terms & conditions of DTCN.

- v. The bidder will not be able to submit his/ her bid after expiry of the last date and time of submission of bid (server time). The last date and time of bid submission shall remain unaltered even if the specified last date for the submission of bids is declared as a holiday for the Officer Inviting the Bid.
- vi. The bidder shall digitally sign on all statements, documents, certificates uploaded by him/her, owning responsibility for their correctness/authenticity as per ITACT 2000. If any of the information furnished by the bidder is found to be false/ fabricated/ bogus, his/her EMD/Bid Security will be forfeited and his/her registration in the portal shall be blocked and the BIDDER shall be blacklisted for 3 years.
- vii. Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
- viii. System generated acknowledgement receipt for successful bid submission: System will generate an acknowledgement receipt for successful bid submission. The BIDDER should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

#### **d. Evaluations of Bids**

- i. Technical Bids will be evaluated preliminarily on the basis of Eligibility Criteria and the documents submitted as per the requirement after Technical Bid Opening. Financial bids of the eligible bidders will only be opened after Technical Evaluation Stage. The bidder having all requisite eligibility criteria and offering L1 price will be selected as per the decision of the procurement committee.
- ii. If required by the Tender Inviting Authority, the L1 Bidder has to produce the scanned documents in original, within 3 days of the opening of Financial Proposal. Failing which, the bidder will be debarred in future from participating in tender for 3 years and will be blacklisted by the competent authority. In such a

situation, successful L2 bidder will be considered with the same conditions and negotiated price equal to L1 bidder.

- iii. **Negotiation:** Price negotiation may be made as per the discretion of the client/procurement committee after opening of Financial Bid before award of contract. In case of two or more bidders offering the same price as L1, the contract will be offered to the bidder offering the lowest after price negotiation.
- iv. **Awarding the Contract:** The Tender Inviting Authority will award the contract as per the decision of the procurement committee.
- v. **Right of the Tender Inviting Authority:** The Tender Inviting Authority reserves the right to cancel the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto.

6. **Validity of the Bid:** The technical bid and price bid validity should be for a minimum period of 180 days. The bidder should be ready to extend the validity, if required.

7. **Special terms and Conditions**

- i. The concerned authority reserves the right to verify information submitted and inspect the manufacturer's facilities, if required, to confirm their capabilities.
- ii. The authority reserves the right to revise the quantity (upward/downward) to be tendered and bidder must have the ability to supply additional quantity, if any, within the validity of the quotation period.
- iii. Decision of the Purchase Committee as constituted by the competent authority on any matter regarding shortlisting of bidders shall be final, and any applicant shall not be entertained through any correspondence & enquiry on telephone.
- iv. Bidder would be qualified based on data and documents provided by them and also based on information available with the Purchaser with regard to the bidder's credentials.
- v. The price bids of only those bidders shall be opened whose technical bids are found qualified.
- vi. The sum of the quoted price of the item will be taken for evaluating the rank of the financial bid.
- vii. This is an online bid system. Bidders may refer to Tender Odisha for the opening of the technical bid/price bid.

- viii. The Tender Inviting Authority is at liberty to increase or decrease the bid quantity of any or more items. The increase or decrease in quantity of any or more items shall not alter the accepted tender rate against that item irrespective of the place of delivery.

## **8. Disqualification of the bid**

The proposal of the bidder is liable to be disqualified in the following cases as listed below:

- a) Proposal submitted without Bid Processing Fee & EMD as applicable.
- b) Proposal not submitted in accordance with the procedure and formats as prescribed in the bid.
- c) During validity of the proposal, or its extended period, if any, the bidder modifies his quoted prices.
- d) Proposal is received in incomplete form.
- e) Proposal is received after due date and time for submission of bid.
- f) Proposal is not accompanied by all the requisite documents/information.
- g) A commercial bid submitted with assumptions or conditions.
- h) Bids with any conditional technical and financial offer.
- i) If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the highest / best value.
- j) Any deviation in the technical and financial proposal.
- k) Proposal is not conforming to the requirement of the scope of the work.
- l) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- m) Failure to agree with terms and conditions of the tender.
- n) Any other condition / situation which holds the paramount interest of the client during the overall selection process.
- o) If it becomes insolvent.
- p) Is blacklisted by any Govt. or any other Agency.

## **9. Penalty Clause**

- i. Failure to delivery within the specified delivery period (45 days) may lead to penalty of 0.5% of the contract value per week.
- ii. Failure to deliver after 60 days may lead to cancellation of the order.

## 10. **Payment Modalities:**

- No advance or part payment will be made.
- Payment will be made after complete delivery of the required materials at the designated place and verification of the specification by a Technical Expert.
- In case of any deviation in the specification as mentioned, the materials to be replaced by the bidder at his/her own cost, failing which the order may be cancelled.

## 11. **Dispute Redressal Mechanism:**

Any dispute arising out of the tender/contract will be settled under the direction of the Director of Agriculture and Food Production, Odisha. Any legal disputes arising out of any breach of contract to the whole process of the tender shall be settled in the court jurisdiction of Bhubaneswar.

## 12. **Scope of Work**

### 12.1 **Introductions**

There are a lot of IT Interventions, digital initiatives taken by the Directorate of Agriculture & Food Production under the Department of Agriculture and Farmers' Empowerment for transparency and time bound mechanism. GP Level extension officials are updating data through different portals, maintaining reports on ground. The directorate has taken an initiative to empower the GP level officials by providing handy and comfortable Tablet PCs with good specification. In this context, the directorate is interested to procure 1982 no of Tablet PCs for supply to GP Level Extension officials

### 12.2 **Requirements**

- ✓ Quantity: 1982 No. of Tablet PCs
- ✓ Period of Delivery: Within 45 days after issuance of Purchase Order
- ✓ Place of delivery:  
Joint Director of Agriculture (information)  
Baramunda, Bhubaneswar-751003, Odisha

#### 12.2.1 **Specifications of Tablet PCs to be supplied**

<b>Parameter</b>	<b>Specification</b>
Type	5G
SIM Type	SS
OS	13 or latest version
Ver	

Chipset	Qual.   SM6375 or better
CPU GHz	2.2GHz   Octa-Core
RAM	4GB or higher
ROM	64GB or higher
Expandable Memory	1TB
Inch	11.00" or higher
Resolution	1920 x 1200 (WQXGA) or better
Screen Type	TFT
Camera Rear	8 MP or better
Camera Front	5 MP or better
Weight (gm)	500 gm or lesser
Battery mAh	7040 or higher
Correct Power Support	15W or higher
Warranty	1 yr onsite warranty
Other Features	<ul style="list-style-type: none"> <li>• Dynamic Boot Logo &amp; Wallpaper of Department</li> <li>• Remotely wiped/factory data reset in case of loss of device.</li> <li>• Application installation via push mechanism in device by admin.</li> <li>• Block factory reset on device (by software/hard keys)</li> <li>• GPS always on</li> <li>• Tablet PCs will be locked single/multi app mode(kiosk mode) ,where in only applications which are enabled by department will be visible to the user</li> </ul>

**The Bidder/OEM must provide the Tablet PCs PCs along with the MDM software with following specifications:**

MDM Software	<ul style="list-style-type: none"> <li>• Capability to deploy and upgrade MOM on premises/Cloud/Private Cloud. MDM can manage app store/ applications, blacklist, whitelist apps, publish custom app in real time, manage app versions. Run device in restricted app mode with custom branding options.</li> <li>• MDM should have capabilities to push policies and configurations on the basis of geo fencing, wi-fi fencing &amp; Time fencing; apply combination of all 3 fences in</li> </ul>
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	<p>single configuration with AND/ OR relation between the fences.</p> <ul style="list-style-type: none"> <li>• MDM should manage website blocking on basis of website category, keywords blocking, specific URL blocking and MDM should have website white listing/blacklisting capabilities with browsing and phishing protection.</li> <li>• MDM should have capability to monitor, manage and protect data on device as well as data during transfer with indigenous antivirus capabilities having at least 25+years of anti-virus signature base. Ink based authorization is mandatory to participate the tender.</li> <li>• MDM should have reporting capabilities with certain default reports and custom reporting capabilities having custom field selection based on various filters. MDM should also have report scheduling capabilities.</li> <li>• MOM should have remote management capabilities that can have regional auditable administrative visibility with restrictive.</li> <li>• MDM license should be of 1 year</li> </ul>
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### 12.2.2 Supply & Delivery Commitments

- i. **Delivery Schedule** – Estimated time for delivery of Tablet PCs after order confirmation. 1982 No. of Tablet PCs should be delivered within 45 days of the receiving of awarding the contract in the address mentioned in the Tender.
- ii. **Installation & Configuration** – If required, assistance on software installation (necessary application and departmental application), OS setup, and hardware configuration will be provided by the bidder.
- iii. **Post-Sales Support & AMC** – Service-level agreements (SLA) for maintenance and support after delivery.

**BID SUBMISSION CHECK LIST**

SI no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (PART – A)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Bid Processing Fee of <b>Rs.10,000/-</b> in form of DD		
3	EMD <b>Rs. 10,00,000.00</b> (Rupees Ten Lakh) only in form of DD		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Odisha Goods and Services Tax Identification Number (OGSTIN)		
7	Copies of IT Returns for the last 3 FYs (2021-22, 22-23, 23-24)		
8	Financial details of the bidder ( <b>ANNEXURE-II</b> ) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
9	List of completed assignments of similar nature (Past Experience Details) along with the copies of work orders / contract paper for the respective assignments		
10	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies on stamp paper ( <b>ANNEXURE-IV</b> )		
11	Supporting document regarding local/registered office in Bhubaneswar		
12	Relevant document regarding service center of OEM in Odisha and escalation matrix.		
13	Bid specific OEM authorization and Technical Compliance in OEM letter head		
14	Relevant document regarding 10 years presence of OEM in India.		
15	Valid ISO 9001 & ISO 20000-1 Certificate of the Bidder as on Date of Bid submission		

**CERTIFICATE**

Certified that the information furnished above are true and correct to the best of our / my knowledge and behalf. In case, any or all the information given above is found to be incorrect at anytime, undertake the liability to be proceeded within any manner. Any change or change in regard to the furnished information will be intimated as and when such changes occur.

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**BIDDER ORGANISATION (FINANCIAL DETAILS)**

	Financial Information in INR			
Details	FY 2021-22	FY 2022-23	FY 2023-24	Average Annual Turnover
Turnover				
	<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last two FYs (<b>2021-22, 22-23, 23-24</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b>Filled-in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder with UDIN No.</b></p>			

**PERFORMANCE BANK GUARANTEE FORMAT**

To,  
**The Joint Director of Agriculture (Information)**  
**Baramunda, Bhubaneswar**

WHEREAS (Name and address of the Agency) (hereinafter called "the Agency") has undertaken, in pursuance of Bid no..... dated ..... to undertake the service (description of services) (here in after called "the contract").

AND WHEREAS it has been stipulated by \_\_\_\_\_(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of .....  
..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.  
We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .....day of ..... ,20...

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branches a written claim or demand and received by us a tour. Bhubaneswar branch on or before Dt ..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the authorized officer of the Bank)**

..... **Name and designation of the officer**  
.....

.....  
**Seal, name & address of the Bank &Branch**

**UNDERTAKING-I**

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting/non-debarment]

I/we, hereby undertake that, our agency has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs I/we are not blacklisted or debarred by any authority during the recent past during last five years as on date.....

**Yours sincerely,**

**Authorized Signature**

**[In full and initials]:**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**FORMAT FOR SUBMISSION OF PRE-BID QUERY**

The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Joint Director of Agriculture (Information), Odisha through email at [jdainfo.dag@nic.in](mailto:jdainfo.dag@nic.in) latest by **07.03.2025 up to 5.30 PM** as per the prescribed format only as mentioned below.

<b>Sl. No.</b>	<b>Reference [Section &amp; Page Number]</b>	<b>Content of Bid document requiring Clarification(s)</b>	<b>Clarification Requested</b>
1.			
2.			
3.			
4.			
5.			
6.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time as per the Instruction sheet of the Bid Document shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the Bid, project requirements.
- The Client will endeavor to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

**Authorized Signatory [*In full and initials*]:**

**Name and Designation with Date and Seal:**