

Request For Proposal  
for  
Empanelment of Firm for Supply of  
Weighing Machine & Hardware Accessories  
for  
**Bio-Medical Waste Management &  
Tracking System of**



Health & Family Welfare Department, Govt. of Odisha



**ODISHA COMPUTER APPLICATION CENTER**

(Technical Directorate of E & I.T. Department, Government of Odisha)

**Tender Ref No.: OCAC-SEGP-SPD-0001-2021 -22013**

N-1/7-D, Acharya Vihar, P.O. - RRL, Bhubaneswar - 751013  
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## **1. Background:**

### **➤ About Bio-Medical Waste Management System.**

Medical care is vital for our life and health, but the waste generated from medical activities represents a real problem of living nature and human world. Improper management of waste generated in health care facilities causes a direct health impact on the community, the health care workers and on the environment. Every day, relatively large amount of potentially infectious and hazardous waste are generated in the health care hospitals and facilities around the world. Indiscriminate disposal of BMW or hospital waste and exposure to such waste possess serious threat to environment and to human health that requires specific treatment and management prior to its final disposal. It also intends to create awareness amongst the personnel involved in health care unit.

Biomedical waste management has recently emerged as an issue of major concern not only to hospitals, nursing home authorities but also to the environment. The Bio-Medical Wastes generated from health care units depend upon a number of factors such as waste management methods, type of health care units, occupancy of healthcare units, specialization of healthcare units, ratio of reusable items in use, availability of infrastructure and resources etc.

The proper management of biomedical waste has become a worldwide humanitarian topic today. Although hazards of poor management of biomedical waste have aroused the concern world over, especially in the light of its far-reaching effects on human, health and the environment.

Now it is a well-established fact that there are many adverse and harmful effects to the environment including human beings which are caused by the "Hospital waste" generated during the patient care. Hospital waste is a potential health hazard to the health care workers, public and flora and fauna of the area. The problems of the waste disposal in the hospitals and other health-care institutions have become issues of increasing concern.

According to Biomedical Waste (Management and Handling) Rules, 1998 of India

"Any waste which is generated during the diagnosis, treatment or immunization of human beings or animals or in research activities pertaining thereto or in the production or testing of biological.

The Government of India (notification, 1998) specifies that Hospital Waste Management is a part of hospital hygiene and maintenance activities. This involves management of range of activities, which are mainly engineering functions, such as collection, transportation, operation or treatment of processing systems, and disposal of wastes.

World Health Organization states that 85% of hospital wastes are actually non-hazardous, whereas 10% are infectious and 5% are noninfectious but they are included in hazardous wastes. About 15% to 35% of Hospital waste is regulated as infectious waste.

➤ **Classification of Bio-Medical Waste:**

The World Health Organization (WHO) has classified medical waste into eight categories:

- ✓ General Waste
- ✓ Pathological
- ✓ Radioactive
- ✓ Chemical
- ✓ Sharps
- ✓ Pharmaceuticals
- ✓ Pressurized containers
- ✓ Infectious to potentially infectious waste

➤ **Biomedical Waste Management Process**

There is a big network of Health Care Institutions in India. The hospital waste like body parts, organs, tissues, blood and body fluids along with soiled linen, cotton, bandage and plaster casts from infected and contaminated areas are very essential to be properly collected, segregated, stored, transported, treated and disposed of in safe manner to prevent nosocomial or hospital acquired infection.

- 1) Waste collection
- 2) Segregation
- 3) Transportation and storage
- 4) Treatment & Disposal
- 5) Transport to final disposal site
- 6) Final disposal

➤ **Categories of Bio-Medical Waste**

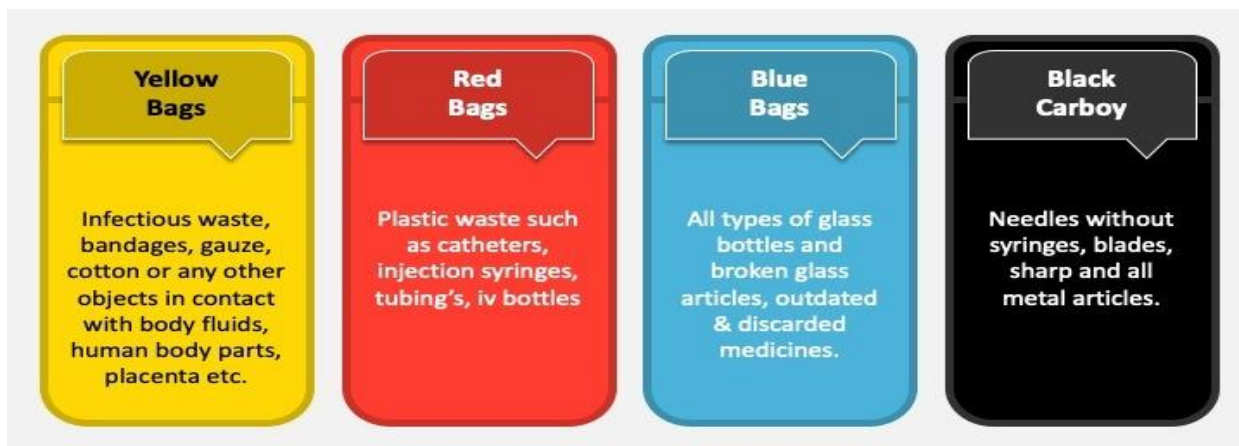
Health care waste is a heterogeneous mixture, which is very difficult to manage as such. But the problem can be simplified and its dimension reduced considerably if a proper management system is planned.

Category	Treatment & Disposal	Waste Type
1	Incineration /deep burial	Human Anatomical Waste (human tissues, organs, body parts)
2	Incineration /deep burial	Animal Waste Animal tissues, organs, Body parts carcasses, bleeding parts, fluid, blood and experimental animals used in research, waste generated by veterinary hospitals /colleges, discharge from hospitals, animal

		houses)
3	Local autoclaving/ micro waving/ incineration	Microbiology & Biotechnology waste (wastes from laboratory cultures, stocks or specimens of micro-organisms live or attenuated vaccines, human and animal cell culture used in research and infectious agents from research and industrial laboratories, wastes from production of biological, toxins, dishes and devices used for transfer of cultures)
4	Disinfections (chemical treatment /autoclaving/micro waving and mutilation shredding	Waste Sharps (needles, syringes, scalpels blades, glass etc. that may cause puncture and cuts. This includes both used & unused sharps)
5	Incineration / destruction & drugs disposal in secured landfills	Discarded Medicines and Cytotoxic drugs (wastes comprising of outdated, contaminated and discarded medicines)
6	Incineration, autoclaving/micro waving	Solid Waste (Items contaminated with blood and body fluids including cotton, dressings, soiled plaster casts, line beddings, other material contaminated with blood)
7	Disinfections by chemical treatment autoclaving/ micro waving & mutilation shredding	Solid Waste (waste generated from disposable items other than the waste sharps such as tubing, catheters, intravenous sets etc.)
8	Disinfections by chemical treatment and discharge into drain	Liquid Waste (waste generated from laboratory & washing, cleaning, housekeeping and disinfecting activities)
9	Disposal in municipal landfill	Incineration Ash (ash from incineration of any bio-medical waste)
10	Chemical treatment & discharge into drain for liquid & secured landfill for solids	Chemical Waste (chemicals used in production of biological, chemicals, used in disinfection, as insecticides, etc)

➤ **Colour Coding and Type Of Container for Disposal of Bio-Medical Wastes**

<b>Color Coding</b>	<b>Type of Containers</b>	<b>Waste Category</b>	<b>Treatment Options as per Schedule 1</b>
Yellow	Plastic bag Disinfected	1,2,3,6	Incineration/deep burial
Red	Disinfected Container/Plastic bag	3,6,7	Autoclaving/Micro waving/ Chemical Treatment
Blue/White Translucent	Plastic bag/puncture proof container	4,7	Autoclaving/Micro waving/chemical treatment and destruction/shredding
Black	Plastic bag	5,9,10 (solid)	Disposal in second landfill



## 2. Purpose:

The main purpose and objective of this Request for proposal is to empanelled suitable and eligible bidders for supply, installation and integration of Weighing Machine, Label Printer, Barcode scanner, GPS device with BMW application and give support service on 24X7 basis at client site all over the state. The bidder shall provide hassle free services at the premises of the hospital authority without reaching any harm. The bidder is also responsible for providing all spare parts for the said purpose.

## 3. Venue & Deadline for Submission of proposals:

Proposals, in its complete form in all respects as specified in the RFP, must be submitted to OCAC at the website specified below:

<b>Website</b>	<a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a>
Date of Publication	( <a href="http://www.ocac.in">www.ocac.in</a> , <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> & <a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a> )
Last Date of submission of Pre-bid queries	12/04/2022 at 5:00 PM
Pre-bid meeting	13/04/2022 at 11:30 AM through Virtual Meeting on MS Teams Platform
Last date & Time of Bid Submission:	27/04/2022 at 2:00 PM
Opening of Technical Bid	27/04/2022 at 4:30 PM
Demonstration of products and its feature	28/04/2022 at 4 PM
Opening of Commercial bid:	To be intimated later

Clause Reference	Topic
Prebid	A Pre-Bid meeting will be held on <b>13.04.2022</b> , at <b>11.30 AM</b> in virtual mode using MS Teams Platform. All the queries/request for VC link should be received on or before <b>12.04.2022, by 5:00 PM</b> through e-mail ( <a href="mailto:gm_ocac@ocac.in">gm_ocac@ocac.in</a> ) to General Manager (Admin) with a copy to <a href="mailto:subrat.mohanty@ocac.in">subrat.mohanty@ocac.in</a> & <a href="mailto:soumya.biswal@semt.gov.in">soumya.biswal@semt.gov.in</a>

#### 4. Pre-Qualification-Cum-Technical Bid:

- The bidder should be a company incorporated under Companies Act, 1956/2013 or a Partnership firm registered under LLP Act, 2008 and Company Incorporation/ GST Registration/MSME Registration/EPF Registration must be in of Odisha.
- The bidder participating in the BID is required to submit copies of Registration Certificate, PAN, GST, EPF & ESI registration document along with the Bids.
- The Bidder should have registered office in Odisha more than 5 years.
- The bidder to be submit ISO 9001, 20000, 27001, FCC, CE, ROHS certificate
- The Bidder has to submit BIS certificate for Barcode Printer & 2D Barcode Scanner of OEM. The Barcode Scanner and printer to be from Same Brand.
- The bidder should not under blacklisted by any state / central government department agency, corporation, urban local body, PSU, at the time of submission of the bid.
- The bidder should have minimum 50 Nos Full Time Technical Resources on their own payroll as on 28.02.2022 in EPF (Attach ECR Copy).
- The annual average Turnover of the company from IT/ITES during last 3 years ending with 31.03.2021 should be ₹1 crore.
- The Bidders shall furnish Tender fee ₹ 5,000/- (Rupees Five Thousand only) in favor of “Odisha Computer Application Center”. Tender fee is non-refundable and paid through ePayment gateway of eNivida Portal
- The Bidders shall furnish EMD of ₹50,000/- (Rupees Fifty Thousand only) in shape of Demand Draft or Bank Guarantee (BG) in favor of “Odisha Computer Application Center”, payable at Bhubaneswar, Odisha.
- The companies/entities registered as MSMEs are exempted from submission of EMD. A copy of valid MSME registration certificate/Udyog Aadhaar is to be submitted for seeking exemption from EMD.



- Manufacturer Authorization Form (MAF) should be submitted positively by the selected bidder while submitting the response to RFP, failing which the bid is subject to rejection.
- The bidder should submit the Model Approval Certificate of the Weighing Scale from Legal Metrology Department, GoI.
- The consortium bids are not allowed.
- The validity of empanelment is for a period of 3 years.

## **5. Instructions for submission of Responses:**

- a) The bidders should submit their responses, as per the format given in this RFP in the following manner.
- b) All submission process will be done on the said (eNivida) portal only for any information or help you may refer the Help Manuals or Dial us on, 01149606060 (Helpdesk Number).
- c) Please Note that Prices should not be indicated in the Pre-Qualification - Cum-Technical Proposal but should only be indicated in the Commercial Proposal. Any Bidder found to indicate prices in the Pre-Qualification – Cum – Technical Proposal are liable to be rejected.
- d) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Page references should be identified easily. If required, All the relevant parts should be highlighted in the bid documents. Any deficiency in the documentation may result in the rejection of the Bid.
- e) Bidders may modify their prices till closing/submission date & time of this RFP in the prescribed excel format available on the eNivida portal and upload the scan copies in the portal.
- f) The Bidder(s) must submit the Compliance Sheet for Technical Proposal) in their official letterhead along with the Datasheet of the equipment quoted. Bidder(s) should upload the scan copy in the portal.

## **6. Specification of Weighing Machine & Hardware Accessories:**

### **A. Weighing Machine:**

- Device Type: Electronic Hanging Weighing Machine
- Capacity: Maximum 50 Kg
- Device must have Wi-Fi Enable device (LCD Display- showing Internet Connectivity, Wi-Fi internet configuration Setup)
- Device must have On/Off Button, Reset Button and Data Send Button
- Device Must have facility for MAC & IP binding with BMW application
- Device Must have facility for secure IP base synchronization of data to server
- Data Send from Device to Server JSON/API Encrypted format
- Response Time: 10 sec
- Load Cell Type: S type Beam Load cell



- Excitation Voltage of Load cell 10 VDC – Maximum 15VDC
- Environmental Protection class of Load Cell – IP67
- Output of Load cell 3.0 m V/V
- Operating Temperature: 0° to 50° C
- Power Supply: 230 V AC ±10%, 50 Hz
- Device Must have facility for Data Send button send weight data to Meity approved Data Center or Government Server
- Data Transmission: Wi-Fi
- Display: LCD
- Battery capacity: 3000mAh
- Data format: Data Send to server in following sequence- Device ID, MAC ID and Weight.

**B. Barcode/QR Code Mobile Printer:**

- Print Method-Direct Thermal
- Print Speed-Up to 60mm/s or better
- Print Resolution-203 dpi
- Print Width-Up to 72 mm or higher
- Sensing-Paper End Gap Black Mark Paper Cover Open
- Media Characteristics Media Type Label- Media Width 80 mm
- Media Thickness-0.07 ~ 0.15 mm Supply Method Easy Paper Loading
- Electrical-7.4 V Li-ion, 2600mAh,
- Rechargeable Charging time-Up to 4.0 hrs
- Memory- RAM : 512KB ROM:8MB
- Interface Standard- USB & Bluetooth
- Temperature Operating -0 ~ 56°C Storage: -20 ~ 60°C
- Humidity Operating -10 ~ 80% RH Sealing IP54 Drop Rate 1.8 m (6 ft.)
- Driver / Utility- Android SDK
- Operating System :Android , IOS , Windows
- Codepage, GBK,UTF-8,Arabic, Unicode
- Barcode Type: UPCA, JSN(EAN13)/JAN8(EAN8)/CODE39/ITF/CODEBAR/ CODE 93/ CODE128/QR CODE, Etc.

**C. 2D Barcode/QR Code Scanner:**

- Scan mode: Automatic / Manual
- Image (Pixels) : 1280 pixels (H) x 800 pixels (V),1 Million Pixels
- Scan angle: 28°(Horizontal),20°(Vertical)
- Battery capacity: 2500mAh
- Interfaces: 2.4G, Bluetooth
- Roll / Pitch / Yaw : 360°(Roll), ±65°(Skew) , ±65°(Pitch)
- Scan depth of field: Code39(5mil): 40mm-210mm , Code39(13mil): 60mm-380mm QR(20mil): 25mm-260mm , EAN-13(5mil): 55mm-170mm
- Barcode type :1D: UPCA, JSN(EAN13)/JAN8(EAN8)/CODE39/ITF/CODEBAR/ CODE 93/ CODE128/QR CODE, Etc.
- Ambient Light Immunity: 0-100,000 Lux
- Operating temperature: -20°C ~ 60°C

#### **D. GPS Device:**

- GSM Band- 850/900/1800/1900 MHz
- GNSS Type -GPS+LBS
- Antenna Type-Built- in GPS ceramic antenna: GSM quad-band antenna
- LED Indicator -GPS-BLUE, GSM -GREEN
- Battery- 60mAh/3.7V Li Polymer Battery
- Working voltage/current- 9-90V DC
- Standby current- <5mA
- Operating Temperature -20° C to 70°C
- Weight- 29g
- Dimension - 71.9° 30.2°12.9mm

#### **Features:**

- Real-time tracking.
- GPS & LBS Positioning
- Tracking by time/distance/ cornering /ignition
- Remote cut-off (standard)
- Tamper alert( G-sensor)
- Vibration alert
- External Power cut-off alert
- ACC detection-ignition status
- Driver behaviour analysis
- Low external power alert
- Low internal power alert
- Drifting alert
- Check past 90 days history with location & km.
- Over speed alerts.
- Geo-fencing (Mark your areas with alerts).
- You can create own path on Software.
- Check the engine health as per km.
- Ignition ON/ OFF Alert.
- Tempering Alerts if anyone wants to remove or disconnect your device.
- Share your location.
- Upload the details on portal like DL, RC, Insurance with renewing alerts.
- Should alert before 1-2 months of the expiry date.
- Track nearby vehicles.
- Also, check the stops in a timely.
- Idle Mode/ Stoppage Alert.
- The bidder should provide web interface to track the vehicle on the map.
- The bidder should provide GPS device with SIM and provide necessary API/Software for integration with BMW application. The bidder shall recharge the SIM to track the vehicle at least for a period of one year.
- The AMC cost should include recharge cost of the SIM for one year.

### **7. Technical Evaluation**

The bidder has to provide live demonstration of all the products i.e the Weighing Scale, Barcode/QR Code Printer, Barcode/QR Code Scanner and GPS device integration with BMW application for technical evaluation.

### **8. Warranty & Support:**

- a) Error resolutions as and when required
- b) Warranty of the device for a period of **12 months** from the date of installation.

### **9. Deliverable:**

- Warranty Card
- User Manual

### **10. Payment Terms:**

1. 100% payment of the device shall be paid after Delivery, Successful Installation & Commissioning.
2. AMC shall be started after one year of warranty period. 50% of the AMC cost of the device shall be paid beginning of each year and rest 50% shall be paid after completion of 6 months from release of first 50%.

### **11. Penalty for delays:**

Project delays on account of the agencies will attract a penalty of 0.5% (point five percent) per week of the total project value for up to 30 days beyond which User department will be free to get the job done from any one of the remaining empanelled agencies. However, the maximum ceiling limit of the penalty would be 5% of the contract value (excluding taxes) of the respective assignment/project.

**Annexure (T1): Technical bid Cover Letter**

(To be submitted on the Letterhead of the responding Company)

To,

The General Manager (Admin)  
Odisha Computer Application Centre  
Plot No. - N-1/7-D, Acharya Vihar  
P.O.- RRL, Bhubaneswar – 751013  
EPBX: 0674-2567280/2567064/2567295

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFP No. OCAC-SEGP-SPD-0001-2021 -22013 regarding RFP for Empanelment of Firms for Supply of Weighing Machine & Hardware Accessories for BMW Project and submit the Techno-commercial bid as per the RFP.

Date:  
Place:

Signature of the Bidder  
Company Seal

## Annexure (T2): General Information of Bidder

(To be submitted on the Letterhead of the responding Company)

01.	Name of the Company/Firm/Agency		
02.	Year Established		
03.	Address of Registered office		
04.	Address of Head Quarter		
05.	Telephone No (business)		
06.	Fax No (business)		
07.	Email Address (business)		
08.	Website		
09.	Name of the Authorized person & his contact details such as mobile, e-mail etc.		
10.	PAN No of Bidder		
11.	Goods Service Tax Regd. No		
12.	EPF & ESI Registration No.		
13.	Quality Certification		
14.	No of full time Technical Resources currently under employment		
15.	Annual Turn Over in last Year ending on 31-Mar-2019, 31-Mar-2020 & 31-Mar-2021 from IT & ITeS only.	Annual turnover of the in Rs.	
		FY	Turnover (Rs.)
		2018-19	
		2019-20	
		2020-21	

Date:  
Place:

Signature of the Bidder  
Company Seal

**Annexure (T3): Acceptance of Terms & Conditions of the RFP**

(To be submitted on the Letterhead of the responding Company)

Date:

To

The General Manager (Admin)  
Odisha Computer Application Center  
OCAC Building, Plot No. N1/7-D,  
RRL Post Office, Bhubaneswar-751013.

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP No. OCAC-SEGP-SPD-0001-2021 -22013 regarding RFP for Empanelment of Firms for Supply of Weighing Machine & Hardware Accessories for BMW Project.

I declare that all the provisions of this RFP Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Date:  
Place:

Signature of the Bidder  
Company Seal

**Annexure (T4): Representative Authorization Letter**

(To be submitted on the Letterhead of the responding Company)

Date:

To

The General Manager (Admin),  
Odisha Computer Application Center,  
OCAC Building, Plot No. N1/7-D,  
RRL Post Office, Bhubaneswar-751013.

Ref/RFP : OCAC-SEGP-SPD-0001-2021 -22013

Mr./Mrs. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with RFP reference No OCAC-SEGP-SPD-0001-2021 -22013

He/She 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

Date:  
Place:

Signature of the Bidder  
Company Seal



**Annexure (T5): Self-Declaration: Not Blacklisted**

(To be submitted on the Letterhead of the responding Company)

To,

The General Manager (Admin)  
Odisha Computer Application Centre  
Plot No. - N-1/7-D, Acharya Vihar  
P.O.- RRL, Bhubaneswar – 751013  
EPBX: 0674-2567280/2567064/2567295

Sir/Madam,

With reference to the above-mentioned RFP Ref. No. OCAC-SEGP-SPD-0001-2021 -22013, I hereby declare that our company is not under a declaration of Ineligibility for corruptor fraudulent practices or blacklisted with any of the state / central government department agency, corporation, urban local body, PSU as of now.

Date:  
Place:

Signature of the Bidder  
Company Seal

**Annexure (T6): Manufacturer Authorization Form (MAF)**

(To be submitted on the Letterhead of the responding Company)

To,

The General Manager (Admin)

Odisha Computer Application Centre

Plot No. - N-1/7-D, Acharya Vihar

P.O.- RRL, Bhubaneswar – 751013

EPBX: 0674-2567280/2567064/2567295

RFP Ref : OCAC-SEGP-SPD-0001-2021 -22013

Sir/Madam,

With reference to the above-mentioned RFP Ref. No. OCAC-SEGP-SPD-0001-2021 - 22013, We M/s ....., are established and reputed manufacturer of the .....items and their consumables having factories at ....., do hereby authorize M/s ..... at ..... to offer their quotation and conclude the contract against the above RFP.

We hereby extend our warranty as per term and condition of the EOI for our product offered against this RFP.

Date:

Signature with Designation

Place:

Company Seal

### **Annexure (T7): Compliance Check List**

(To be submitted on the Letterhead of the responding Company)

RFP No: OCAC-SEGP-SPD-0001-2021 -22013

<b># Sl.</b>	<b>Enclosure description</b>	<b>Enclosed (Y/N)</b>	<b>Annexure/Attachment/ Page No. of enclosure</b>
<b>1</b>	Copy of Certificate of Incorporation of Company or Registration of Firm		
<b>2</b>	Copy Goods Service Tax Registration Certificate, Copy of PAN allotted		
<b>3</b>	Copy of EPF & ESI Registration Certificate		
<b>4</b>	Copies of Annual audited accounts statements (P&L and Balance Sheets FY 2018-19, 2019-20, 2020-21 certified by a Chartered Accountant.		
<b>5</b>	ISO 9001, 20000, 27001, FCC, CE, ROHS certificate		
<b>6</b>	Manufacturer Authorization Form (MAF) & BIS certificate for Printer & Scanner of OEM(Annex-T6)		
<b>7</b>	Model Approval Certificate of the Weighing Scale		
<b>8</b>	Proof on Number of Technical Resources (Enclose latest EPF ECR copy)		
<b>9</b>	Technical bid Cover Letter (Annex-T1)		
<b>10</b>	General Information of Bidder (Annex- T2)		
<b>11</b>	Acceptance of Terms & Conditions of the RFP (Annex-T3)		
<b>12</b>	Representative Authorization Letter (Annex-T4)		
<b>13</b>	Self-Declaration that the bidder hasn't been black listed by any Govt./PSU (Annex-T5)		
<b>14</b>	Compliance Check List (Annex-T6)		
<b>15</b>	Document Fee & EMD Fee		

**Annexure (P1): Price Bid Submission Form**

(To be submitted on the Letterhead of the responding Company)

[Place, Date- ]

To

The General Manager (Admin),  
Odisha Computer Application Center,  
OCAC Building, Plot No. N1/7-D,  
RRL Post Office, Bhubaneswar-751013.

Ref: RFP no OCAC-SEGP-SPD-0001-2021 -22013

Subject: Submission of proposal in response to the RFP for Empanelment of Firms for Supply of Weighing Machine & Hardware Accessories for BMW Project.

Dear Sir,

We, the undersigned, offer to provide the services for as per the scope mentioned in the RFP for Empanelment of Firms for Supply of Weighing Machine & Hardware Accessories for BMW Project.

The product wise unit cost (excluding taxes) is enclosed at Annexure-P2. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

## Annexure (P2): Price Bid

(To be submitted on the Letterhead of the responding Company)

# SL	Description	Quantity	Price (₹) (Including one year warranty) excluding tax	AMC Charges Per Year (After one year warranty) excluding tax
1	Weighing Machine	01		
2	Barcode/QR Code Mobile Thermal Printer	01		
3	2D Barcode/QR Code Scanner	01		
4	GPS Device with SIM card (recharge for 1 year)	01		
5	Pre-Printed Barcode/QR Code Direct Thermal Sticker (Size- 2” X 2”)	01		NA

**Note:**

- The bidders should quote for all the items in the above table.
- NIL or Zero '0' Value quoted against any position shall lead to rejection of bid
- Above cost exclusive of GST, the taxes will be applicable at the prevailing rate.
- The above cost inclusive of Delivery and Installation in consignee location.
- Requirement will be decided by the user department.
- The bidder quoting lowest rates in the Financial Bid shall be selected as L1.
- Once L1 rates are finalized, other bidders shall be given the option to match L1 rates and get Empanelled. It shall be obligatory on the part of the empaneled bidders to match the lowest rate (L1).
- The validity of empanelment is for a period of 3 years.

Date:  
Place:

Signature of the Bidder  
Company Seal

## 12. Instruction for Online Bid Submission:

e-Nivida is the complete process of eTendering, from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://enivida.odisha.gov.in>

Bidder Enrolment can be done using "**Bidder Enrolment**".

The instructions given below are meant to assist the bidders in registering on the e-Nivida Portal, and submitting their bid online on the portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://enivida.odisha.gov.in>

### GUIDELINES FOR REGISTRATION:

1. Bidders are required to enroll on the e-Nivida Portal (<https://enividaodisha.gov.in/bidderRegistration/newRegistration>) or click on the link "**Bidder Enrollment**" available on the home page of Govt. Of Odisha e-tender Portal by paying the requisite Registration fee.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e- tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id [enividahelpdesk@gmail.com](mailto:enividahelpdesk@gmail.com), [eprocurement@railtelindia.com](mailto:eprocurement@railtelindia.com), for activation of the account.

### SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate

bidders to search active tenders by several parameters. Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

## **SUBMISSION OF BIDS**

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by NBCC.
3. Bidder has to select the payment option as per the tender document to pay the tender fee as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given



in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders opening of bids etc. The bidders should follow this time during bid submission.
6. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
8. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

**For any clarification in using eNivida Portal:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e- tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e- tendering.

**Technical Helpdesk. 011-49606060**

**Mail id: - [enividahelpdesk@gmail.com](mailto:enividahelpdesk@gmail.com), [eprocurement@railtelindia.com](mailto:eprocurement@railtelindia.com)**