

Request for Proposal

(e-Tender)
Two-Stage QCBS

For

For setting up a “**Centre of Excellence on Digital Manufacturing**” for Skill Development, Research & Consultancy at OUTR, Bhubaneswar.



Odisha University of Technology and Research
Techno Campus, Ghatikia, Bhubaneswar, Odisha
www.outr.ac.in

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

(Erstwhile College of Engineering & Technology, Bhubaneswar)

Techno Campus, Ghatikia, P.O.: Mahalaxmi Vihar,

BHUBANESWAR-751029, ODISHA, INDIA

website www.outr.ac.in

Tender Notice No. OUTR/ //

Date:

NOTICE INVITING e-TENDER

Odisha University of Technology and Research, Bhubaneswar invites e-Tenders through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> under two stage QCBS systems from the reputed registered agencies/ OEMs for setting up a “Centre of Excellence on Digital Manufacturing” for Skill Development, Research & Consultancy at OUTR, Bhubaneswar. The detailed information, technical specification and scope of work has been given in the RFP/Tender Document, which may be downloaded from our website www.outr.ac.in and <https://tendersodisha.gov.in>. The bidders are required to submit their proposals in soft copies electronically on the e-tender Portal, using valid Digital Signature Certificates. The last date, time of Tender documents is **05/09/2024 up to 6.00 PM** and will be opened on the next day i.e. on **06/09/2024 at 11:00 AM**.

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

IMPORTANT: Prospective bidders are advised to regularly visit the University website/e-tender portal for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the University website/e-tender portal.

REGISTRAR

NOTICE INVITING TENDER DETAILS

Odisha University of Technology and Research (OUTR), Bhubaneswar invites on line RFP/Tender through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> from reputed registered agencies/OEMs for forsetting up a “Centre of Excellence on Digital Manufacturing” for Skill Development, Research & Consultancy at OUTR, Bhubaneswar. Interested eligible Bidders may obtain detail information from **the website of the University www.outr.ac.in and <https://tendersodisha.gov.in>**

Critical Information

1. Submission of a proposal in response to this notice shall be deemed to have done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	RFP/Tender Number and Date	OUTR/ME-COE/2024-25/03 Date: 06-08-2024
2	Period during which tender document will be available on website www.outr.ac.in and https://tendersodisha.gov.in	06/08/2024 5PM to 05/09/2024 6 PM.
3	Tender Fee (Non- Refundable)	Rs.20,000/- (Rupees Twenty thousand only) to be submitted in off-line mode in shape of DD/Bankers Cheque to be drawn in favour of "(Odisha University of Technology and Research, Bhubaneswar drawn on any Scheduled Bank and payable at Bhubaneswar)"
4	Bid security (EMD): (refundable but non-interest bearing); EMD Amount (Will be accepted only through D.D/ Banker's Cheque).	Rs. 10,00,000/- (Rupees Ten lakhs thousand) only to be submitted in off-line mode in shape of DD/Bankers Cheque to be drawn in favour of "(Odisha University of Technology and Research, Bhubaneswar drawn on any Scheduled Bank and payable at Bhubaneswar)"
5	Type of Bid	Two Stage QCBS: Stage I - Technical Bid Stage II - Price Bid as per the format
6	Last date & time for submission of tender	05/09/2024 up to 6.00 PM.
7	Date & time of opening of Technical Bid	06/09/2024 at 11.00 AM.
8	Date & time of opening of Financial Bid	To be intimated later by e-mail/e-tender portal to the technically qualified bidders.
9	Performance Guarantee	Bank Guarantee will 10% of the Contract value to be submitted by the successful bidder.
10	Project Term	Five year from the date of contract.
11	Place of opening of online Technical Bid & Financial Bid	Through the e-tender portal at OUTR purchase section.

12	Pre bid query invitation	13/08/2024 11AM to 14/08/2024 till 5PM
13	Pre bid meeting	16/08/2024 from 11.30 AM. to 1.00 PM. in the Conference Room 1 st Floor, Main Admin. Building, OTR, Bhubaneswar
14	For any query, please contact	Dr. Sudhansu Sekhar Sahoo Ph. No. 9337645056, E-mail: sudhansu@otr.ac.in
15	DD towards EMD and Tender document fee should be sent within due date addressing to	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

1.2. Please refer e-Procurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The RFP/ Tender document and details of terms and conditions can be downloaded from our website www.otr.ac.in & <https://tendersodisha.gov.in>

1.4 The bidders may submit their proposal/bid only through uploading the softcopy in the e-Procurement Tenders Odisha Portal <https://tendersodisha.gov.in>. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.

1.5 The Authority may, at its discretion, extend the deadline for submission of proposal/bids by amending the RFP/bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the e-Procurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the e-Procurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enroll on the e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link “**Online Bidder enrolment**”. At the e-Procurement Portal, which is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) 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 from the e-Procurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class-III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) 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.

Already enrolled in e-procurement Odisha may ignore the above instructions.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) 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 / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) 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, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" 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.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 SUBMISSION OF BIDS

2.6.1) Bids/Proposals shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.3) Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.5) The bidders shall download the pre bid clarification if any for the service and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.

2.6.6) 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 (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.

2.6.7) 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.

2.6.8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.10) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.7 ASSISTANCE TO BIDDERS

2.7.1) 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.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha e-Procurement Portal (URL:<https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the submission of the bids online through the e-Procurement Portal (URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add /modify /delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents.

2. TENDER REQUIREMENTS FOR ELIGIBILITY: -

The following shall be the minimum eligibility criteria for selection of bidders technically.

SI No.	Basic Requirement	Specific Requirement	Required Documents to upload
(a)	Legal Entity	The responding bidder should be: - Registered as a Company / LLP under the Companies Act, 1956/2013 OR Partnerships Firm registered under LLP Act, 2008. - Registered with Goods and Services Tax Network (GSTN). - Company in operation for last ten (10) years as on date of bid submission date	- Copy of Certificate of Incorporation / Registration in India - Copy of the work order - Completion certificate as documentary proof of 10 years in operation - Copy of GST Registration Certificate
b)	Sales Turnover	The average sales turnover of the bidder must be Rs. 100 Crores in the last three financial years ending on 31st March 2024.	- Copy of audited Profit & Loss Statement OR - Certificate from the statutory auditor
c)	Net Worth	The bidder must be made a profit and positive net worth in the last three financial years ending on 31st March 2024.	Certificate from the statutory auditor
d)	Training Expertise	The bidder should be a company working in the field of Hardware/Software implementation/automation software implementation for at least five(05) years	PO, Sign off copy/Satisfactory working certificate/ Payment Invoice
e)	Certifications	The bidder should have the following certifications with validity: - ISO/IEC 27001-2013 - ISO/IEC 9001	Copy of certificate issued by accredited organizations.
f)	Technical Capability	The Bidder should have completed at least followingsimilarProjects in India during the last 3 years as on the bid submission date and value specified below: 1 project not less than 50 CrImplemented OR 2 projects not less than 30 CrImplemented each OR 3 projects not less than 10Cr. Implemented Each	PO, Sign off copy/Satisfactory working certificate/ Payment Invoice
g)	Black listing	The bidder must not be currently under declaration of ineligibility for corrupt and fraudulent practices or blacklisted/debarred by the Central Government or any State Government organization/department / PSU in India at the time of submission of the bid	Self-declaration in this regard by the authorized signatory of the bidder on the company letterhead (as per the template provided in this RFP document)
h)	Local Presence	The bidder should have been in existence for atleast 10 years in India	The Certificateof Incorporationofthe bidder should be submitted and musthavea registered office in India.
i)	Power of Attorney for Authorized Signatory	The bidder shall submit Power of Attorney, duly authorizing the person signing the documents to sign on behalf of the bidder and thereby binding the	Power of Attorney document

		bidder.	
j)	Original Equipment Manufacturer Authorization Form	The bidder should submit an OEM MAF as part of the bid submission	Original Equipment Manufacturer (OEM)/ Authorization Form in OEM Letter Head as per the template in this tender.

3. Price Bid:

Schedule of price bid would appear in the form of BOQ_XXXX.xls
The Financial Proposal/Commercial bid / BoQ format is provided as BoQ_XXXX.xls alongwith this tender document/RFP at the e-tender portal with the concerned tender. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid referring the detail technical specifications. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business.

Bidder must ensure to quote rate of each item. The column meant for quoting rate in figures appears in SKY BLUE colour. While selecting any of the cells a warning appears to mandatorily fill all such cells with any value, including “0” (ZERO) or specified values.

Note: Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of tender. Authority of the University reserves the right of non-consideration of tender of the agencies not fulfilling the stipulated criteria.

Detail Tender document/RFP may be verified for tender technical evaluation criteria and other terms conditions.

4. List of Documents to be Scanned &Uploaded:

- 1 Financial Turn Over certified by CA
- 2 Profit & Loss statement certified by CA
- 3 Latest Bank Solvency Certificate
- 4 Other supporting documents as mentioned in the table at para-2 (Tender Requirement for Eligibility).
PAN (Permanent Account Number) Registration
- 5 Undertaking in the format provided in technical bid. (Scanned copy of original certificates to be uploaded)
- 6 Other certificates as per the FORM PQ(which ever applicable), FORM TECH provided in the tender document/RFP.