

GOVERNMENT OF ODISHA

**PANCHAYATI RAJ AND DRINKING
WATER DEPARTMENT**



OFFICE OF THE PANCHAYAT SAMITI, SHERAGADA

TENDER SCHEDULE

Name of the work :- CONSTRUCTION OF OFFICE BUILDING
OF PACS/LAMPCS/SCS AT TAKARADA

TENDER VALUE:- Rs. 11,84,368/- (Including GST @18%)
(Rupees Eleven lakh eight four thousand three hundred sixty eight) only

ZILLA PARISHAD, GANJAM, CHATRAPUR

DTCN SECTION
PANCHAYAT SAMITI, SHERAGADA
NOTICE INVITING BIDS (NIB) THROUGH e-procurement
BID IDENTIFICATION NO. : - SRGDPS-02/2025-26
NIB No. 188/SRGDPS dtd. 17.01.2026

INVITATION OF BIDS: -

Block Development Officer, Panchayat Samiti, Sheragada invites On-Line Percentage Rate Bids through *e-procurement* in conformity with the terms and conditions of the Detailed Tender Call Notice (DTCN) / Bid Documents for the works mentioned in ANNEXURE - 'A' attached to this NIB from the intending bidders of respective classes mentioned against each Work.

01. ELIGIBILITY CRITERIA & INSTRUCTIONS TO THE BIDDERS: -

Each bidder who intends to participate in this Bidding Process through *e-procurement* for the Works / Packages mentioned in ANNEXURE 'A' should have/ possess necessary Portal Enrolment (Digital Signature Certificate) (DSC) of Class - D & C category. Each bidder should also possess the following eligibility criteria.

(a) The bidder should have been validly registered as a Contractor in the required Class under Govt. of Odisha through any Appropriate Public Authority to suit the respective Work/Package.

Or

(b) The bidder should have been exclusively registered, under any Urban Local Body(s) / Development Authority(s)/ Board(s)/ Corporation(s) / Company(s), etc., (State Govt. Organizations / Offices Executing Engineering Construction Works and fully or substantially owned / operated / governed by Govt. of Odisha), in the required / equivalent Class / Category to suit the respective Work / Package.

Or

(c) The bidder should have been validly registered in equivalent Grade / Class / Category under the Central Government / any other State Government / MES / Railways / Public Sector Undertakings to suit the respective Work / Package.

2. INSTRUCTIONS TO THE BIDDERS: -

(a) Apart from above, each intending bidder should possess / fulfill other eligibility criteria as mentioned in the DTCN / Bid Documents. The '**Guidelines / Procedure to be followed for e-procurement through the Govt. of Odisha Portal, <https://tendersodisha.gov.in>** Applicable for this Office' should be read, referred and followed carefully by each intending bidder before bidding. The said '**Guidelines**' have been attached to the DTCN of each Work / Package and form a part of it. No dispute / claim in any manner over the contents of the '**Guidelines**', '**Notice Inviting the Bids (NIB)**' and the '**DTCN / Bid Documents**' for any reason whatsoever will be entertained / accepted by this office.

(b) The bidders shall go through these eligibility criteria before online bidding. Bids not accompanied by the cost of bid documents duly in the prescribed mode shall be liable for rejection summarily.

1. The intending bidder shall have valid registration certificate of the eligible class as on date of submission of the bid.

2. The Intending bidder shall have up to date valid PAN, GST clearance certificate.
3. The intending bidder shall have to fill-up No relation certificate in the prescribed format.
4. The intending bidder shall have to pay the tender paper cost and EMD (column-5 & 6) of Annexure-A through online. The process for online payment of Cost of Tender Paper including GST, Earnest Money Deposit (EMD) and Additional Performance Security is as mentioned below;
 - a) It will be carried out through a single banking transaction by the bidder for multiple payments like Cost of Tender Paper including GST, Earnest Money Deposit and Additional Performance Security on submission of bids.
 - b) Various payment modes like Internet banking/ NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - c) Reporting and accounting of the e-receipts will be made from a single source.
 - d) Credit of receipts into the Government accounts and to the designated Bank account of the participating entities indicated in Para 2 above would be faster
 - e) Only those bidders who successfully remit their Cost of Tender Paper including GST, Earnest Money Deposit and Additional Performance Security on submission of bids would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure.
5. The bidders shall have to produce an Affidavit in support of the authenticity of the documents. The entire document should be produced in a very clear and legible manner free from any ambiguity. Any deviation shall entail rejection of the bid summarily. **This Affidavit of authenticity should be produced in mentioning details of original documents produced, along with a forwarding letter in the writing pad of the bidder, addressing to the Block Development Officer, Panchayat Samiti, Sheragada within the time of document uploading.**
6. **Contractor exempted from payment of EMD will be able to participate in the tender directly by Uploading the documents.**
7. If the rate quoted by the bidder is less than 15% of the tendered amount then such a bid shall be rejected & the tender shall be finalized basing on merits of rest bids but if more than one bid is quoted at 14.99% (Decimals up to two Nos. will be taken for practical purposes) less than the estimated cost, the tender accepting authority will finalize the tender through a transparent lottery system, where all bidders / their authorized representatives and the concerned Executive Officer will remain present as per amendment Codal/ Contractual Provisions vide Works Deptt. (Govt. of Odisha) Office Memorandum No.12366 dtd.08.11.2013.
8. The bid for the work shall remain valid for a period of ninety days from the last date of receipt of bid. If any Bidder withdraws his bid during the validity period / or makes any modifications/ alternation in the terms & conditions of the bid, the earnest money furnished along with the bid shall stand forfeited to Government.
9. If the office happens to be closed due to subsequent declaration as holidays by Government or Local Authority on the date of opening as specified, bids will be opened on the immediate next working day at the same specified time and venue.

10. *The Bid document will be available in the Govt. website i.e., <https://tendersodisha.gov.in> from 11.00 Hours of Dtd. 21.01.2026 to 17.00 Hours of Dtd. 04.02.2026 for ON LINE BIDDING.*
11. The bidder must possess compatible Digital Signature Certificate (DSC).
12. *Bids shall be received only through "Online" of the Govt. website i.e., <https://tendersodisha.gov.in> on or before 17.00 Hours of Dtd. 04.02.2026.*
13. *Bids received online shall be opened at 11.00 AM Hours on Dtd. 05.02.2026 in the Office Chamber Block Development Officer, Panchayat Samiti, Sheragada (If any Holiday, then the tender will be opened on next working day).*
14. The single tender received the first call shall be cancelled without opening of the Bid. The acceptance of a single tender received even after retendering should have prior approval of the next higher authorities.
15. The bidder must pay for the amount as per specification for the work in the Annexure - A in favour of cost of Tender Paper & EMD, through online as specified in column (5) & (6) and also copy of payment receipt, scan copy of PAN, GSTIN, Registered Contractor License, labour license and Affidavit etc. without which the tender is liable for rejection.
16. After the date & time of receipt of bid is over and selected as L1 bidder, then the bidder is required to submit original Bank Guarantee, Affidavits and attested copy of PAN, GST, Contractor License, labour license etc. & other relevant documents and the Demand Draft / Bankers Cheque / TDR towards Cost of APS/ISD shall be submitted in the office of the Undersigned in the time of agreement.
17. If the quoted amount is less than the estimated cost put to tender and selected as L1, then the bidder has to deposit the differential amount i.e. Estimated Cost put towards minus quoted amount towards Additional Performance Security (APS) / ISD deposit in shape of B.C / B.D / TDR / DD of any Scheduled Nationalized / Commercial Bank duly in favour of the **Block Development Officer, Sheragada** on intimation within 07 (Seven) days otherwise the Bid shall be cancelled & EMD deposit shall be forfeited. Further, proceeding for blacklisting shall be initiated against bidder.
18. In case the concerned successful Bidder violate any norms or terms of the contract and withdraw the service before the completion of agreement period suo-moto from their side then the deposited amount kept as EMD / APS will be forfeited. Accordingly, there will be no demand to be claimed by the concerned party (Successful Bidder). Further, proceeding for blacklisting shall be initiated against the concerned bidder.
19. The Contractor has to ensure the labour & pay compensation to the workmen for any types of accident that may happen during execution.

20. *The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.*

DTCN for each work consisting of Schedule of Quantities, a set of Terms and Conditions and other necessary information are available in the website, <https://tendersodisha.gov.in>. Intending bidders are sincerely requested to go through the DTCN of the respective Work for which they intend to bid. *The bids should be submitted only through on-line through the Website: - <https://tendersodisha.gov.in> by the intending and eligible bidders.*

3. CRITICAL/ IMPORTANT INFORMATION, EVENT DATES AND TIME:-

The eligible and intending bidders desirous to participate in the bidding process should strictly follow the Stipulated Time Schedule furnished below (Time schedule shall be as per Portal Server Time).

Sl. No.	Particulars of the Information & Event	Important/ Critical Information, Date & Time
(i)	Procurement Officer-Publisher/Officer Inviting the Tender / Bids (OIT)	Block Development Officer, Sheragada
(ii)	Bid Identification Number	SRGDPS-02/2025-26
(iii)	Name and Estimated Cost of the Work for which On-Line Bidding is to be done	As mentioned in Annexure - 'A' for each Work / Package
(iv)	Period of Availability of the Bid Documents / Tenders for On-Line Bidding	From 11.00 AM hrs of dtd.21.01.2026 to 05.00 PM hrs of dtd 04.02.2026
(v)	Last Date & Time for Bidding On-Line (Submission of Technical Bids & Financial Bids)	05.00 PM hrs. of dtd. 04.02.2026
(vi)	Date & Time of Opening of the Bids	11.00 AM hrs. onwards on dtd. 05.02.2026 (IF ANY HOLIDAY, THEN THE TENDER WILL BE OPENED ON NEXT WORKING DAY)

Subsequent corrigendum / addendum, if found essential, will be posted in the website in due time and hence the intending bidders are urged to remain in active touch with the said website in connection with the Bid Identification No. mentioned above.

4. DRAWAL OF AGREEMENT:-

Each successful bidder will have to enter into an agreement with this office in the Contract/ Agreement Form which has been Tailor Made/Customized to suit the organizational structure and Administrative Requirements of this office according to 'OPWD Code, and subsequent executive instructions received from PR & DW Department, Govt. of Odisha till date on, "Invitation of Tenders, Signing of Agreements and Award of Works, etc." A sample format of the Contract / Agreement Form has been appended to the DTCN for thorough perusal of each intending bidder. No objection / suggestion / claim from anybody / organization / bidder will be entertained and acceptable by this office regarding contents, terms, and conditions of the Agreement Form, now or ever.

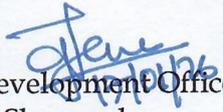
This office will not be held responsible for any System (Portal) Failure, malfunction of the Internet, traffic jam, etc. Bidders are advised to submit their bids well in advance within the stipulated period to avoid the above problems. The authority reserves the right to reject any or all the tenders /

bids and approve/accept any tender/bid without assigning any reason thereof subject to the limitations specified by Central Vigilance Commission.


Block Development Officer,
Sheragada

Memo No:-189 / Date: 17.01.2026

Copy submitted to the DEGM, Ganjam, Chatrapur to upload the tender documents for download tender papers and to upload tender notice in the Govt. Website for wide circulation.


Block Development Officer,
Sheragada

Memo No:-190 / Date: 17.01.2026

Copy submitted to the Collector, Ganjam, Chatrapur /CDO-Cum-EO, Zilla Parishad, Ganjam, Chatrapur/DPC, SSA, Ganjam for favour of kind information and necessary action.


Block Development Officer,
Sheragada

Memo No:-191 / Date: 17.01.2026

Copy submitted to the Sub-Collector, Bhanjanagar for favour of kind information.


Block Development Officer,
Sheragada

Memo No:- 192 / Date: 17.01.2026

Copy forwarded to IIC of Police , Sheragada for information and necessary action.


Block Development Officer,
Sheragada

Memo No:-193 / Date: 17.01.2026

Copy submitted to the DIPRO, Ganjam to upload the tender notice in the Govt. Website for wide circulation.


Block Development Officer,
Sheragada

PANCHAYT SAMITI, SHERAGADA
ANNEXURE - A

BID IDENTIFICATION No. - SRGDPS-02/2025-26

NIB No. 188 /SRGDPS dtd. 17.01.2026

LIST OF WORKS PUT TO ON - LINE TENDER THROUGH e-Procurement

Sl. No.	Name of the Works	Estimated Cost (Approx) in Rs. Including GST	Class of Contract or Eligible to Participate	Cost of Each DTCN / Bid Document in Rs.	EMD @1% of Estimated Cost	Time of Completion in Days
1	Construction of Office Building of PACS/LAMPCS/SCS at Dhanantara	11,79,980/-	D&C	6000.00 + 18% GST	11,800.00	6 (Six) Calendar Month
2	Construction of Office Building of PACS/LAMPCS/SCS at K. Karadakana	12,00,845/-	D&C	6000.00+ 18% GST	12,008.00	6 (Six) Calendar Month
3	Construction of Office Building of PACS/LAMPCS/SCS at Takarada	11,84,368/-	D&C	6000.00+ 18% GST	11,844.00	6 (Six) Calendar Month


Block Development Officer,
Sheragada