

**OFFICE OF THE
MUNICIPAL COUNCIL, SONEPUR**
"e" Procurement Notice

BID Identification No: SNP-MUN-31/2025-26

Tender ID: 2025_ORULB_

Tender Call Notice No. 1951 / Date. 04-08-2025

The Executive Officer, Sonepur Municipality, Subarnapur invites **percentage basis** bids only **"ON LINE"** in conformity with the detailed tender call notice to be eventually drawn up in Municipal Agreement form No. WIII / P-I agreement for execution of the works as detailed in the table below from eligible class of Govt. registered contractors. The bidders may submit bids for any or all of the following works separately as per their eligibility.

Sl. No	Name of the work	Amount put to Tender (in Rs.)	EMD (in Rs.)	Cost of Tender Document (in Rs.)	Class of Contractors	Period of Completion
1	2	3	4	5	6	7
1	Construction of cooling drinking water project near Ganesh Mandap W. No-5	2,35,988/-	2359/-	2000/-	D or Equivalent	120 Days
2	Construction of cooling drinking water at near Gundicha Temple W.no.6	2,35,988/-	2359/-	2000/-	D or Equivalent	120 Days
3	Construction of cooling drinking water project at near Durga Mandap Chhak W. No-7	2,35,988/-	2359/-	2000/-	D or Equivalent	120 Days
4	Construction of cooling drinking water project infront of Shishu Bhawan MajhipadaW.No-8	2,35,988/-	2359/-	2000/-	D or Equivalent	120 Days
5	Construction of cooling drinking water project infront of Kasturi Hotel Chhak W.No-9	2,35,988/-	2359/-	2000/-	D or Equivalent	120 Days
6	Construction of cooling drinking water project at infront of New Town Hall W. No-12	2,35,988/-	2359/-	2000/-	D or Equivalent	120 Days
7	Construction of cooling drinking water project infront of Hanuman Temple W. No-13	2,35,988/-	2359/-	2000/-	D or Equivalent	120 Days
8	Renovation of Concrete road from Kainthala to Baultal ,w.no.03	13,86,650/-	13866/-	6000/-	D or Equivalent	45 Days



9	CONSTRUCTION OF INTRELOCKING PAVER BLOCK ROAD AND C.C DRAIN FROM KANHU MISHRA TO GHASI MISHRA, GOKANESWAR PADA, W-02	8,85,478/-	8854/-	4000/-	D or Equivalent	90 Days
10	Paver Road and Drain From Siba Narayan Bahidar House to Girija Sankar SahuHouse, Ward No-03	2,68,398/-	2683/-	2000/-	D or Equivalent	45 Days
11	Construction of WBM Road (Grade-1) From harish Chandra House to ShrikaraKumbharhouseGokanes warpada W. No-2	3,25,201/-	3252/-	2000/-	D or Equivalent	45 Days
12	Construction of Community Center at Khadalpada W. No-11	4,02,770/-	4027/-	2000/-	D or Equivalent	45 Days
13	Const of road & drain from HrusikeshAjagar house to Gopal Saha house w.no12	13,42,393/-	13423/-	6000/-	D or Equivalent	45 Days
14	12-Repairing & Restoration of road Sonu Agrawal house to Ashok Bagh house & Suresh Sandha house to Suru Behera at main road gali& development of Ganesh Petra & side Gali road drain in w.no.14	3,38,801/-	3388/-	2000/-	D or Equivalent	45 Days
15	Development of all round Thanapatipada Community Center W. No-14	85,119/-	851/-	400/-	D or Equivalent	45 Days
16	Improvement of weekly Market Road in W. No-15	7,22,846/-	7228/-	4000/-	D or Equivalent	45 Days


 Executive Officer
 Sonapur Municipality

Bid documents consisting of specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents can be seen in the Govt. website i.e. www.tendersodisha.gov.in

1. Bids must be accompanied with paid receipt towards cost of Tender Documents as mentioned in column-5 in the above table which will be deposited “online mode” only.
2. Bids must be accompanied with Bid Security declaration vide Letter No.8943/F Dt.18.03.2021 of Finance Department, Odisha for the specified work as mentioned in the Bid Security Declaration form attached below.
3. The Bid documents will be available in the Govt. website i.e. from dated **05.08.2025 at 11.00 AM** to dated **18.06.2025 at 05.00 PM** for online bidding.
4. The bidders must possess compatible **Digital Signature Certificate (DSC)** of **class-D**.
5. Bids shall be received only “online” on or before **18.08.2025 at 05.00 PM**.
6. Bids received **online** shall be opened *on dated. 19.08.2025 at 11.00 AM*, in the office of the Executive Officer, Sonapur Municipality, Subarnapur in presence of bidders/ authorized agent of the bidders who wish to attend in the opening of tender. Bidders who participated in the bid can witness the opening of bids after logging on to the site through their DSC. If the office happens to be closed on the date of opening of bids as specified; the bids will be opened on the next working day at the same time and venue.
7. The successful bidder will deposit the additional performance security if required before execution of the agreement as per the OPWD code and Vide Letter No.4559/W Dt.05.04.2021 and No. 5992/W Dt.27.04.2021 of works Department, Odisha.

SI No	Range of Difference between the estimated cost put to tender and Bid amount	Additional Performance security to be deposited by the successful bidder
1	Below 5%	No Additional Performance Security
2	From 5% and above and below 10%	50 % of (Difference between estimated cost put to tender and Bid Amount)
3	From 10% and above	150 % of (Difference between estimated cost put to tender and Bid Amount)

8. Other details can be seen in the bidding documents.
9. The authority reserves the right to reject any or all the bids without assigning any reason thereof.


 Executive Officer
 Sonapur Municipality

Form of Bid Security Declaration

< Letterhead of the Bidder > Bid No:

To
{Insert complete name and address of the
Authority/Employer? Tender Inviting Authority}

We, the undersigned declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.
2. We accept that, the Authority / Employer / Tender inviting Authority shall cancel our empanelment and /or suspend /prohibit /debar / blacklist from participating in bidding in any contract of the State for a minimum period of 180 days, if we are in breach of our obligation(s) under the bid condition, because we:
 - (a) Have withdrawn our Bid prior to the Expiry date of the Bid validity specified in the letter of Bid or any extended date provided by us: or
 - (b) Having been notified of the acceptance of our bid by the employer prior to the expiry date of the Bid validity in the letter of bid or extended date provided by us.
 - i. Fail or refuse to furnish the performance security and Additional Performance Security, if required in accordance with the ITB/Terms of the Bid document / RFP, or
 - ii. Fail to agree to the decisions of the contract negotiation meeting or
 - iii. Fail or refuse to execute the contract
3. We understand this Bid Security Declaration shall expire if we are not the successful Bidder, upon the earlier of our notification of the name of the successful Bidder through award of contract, or (ii) after the expiry date of the Bid validity.

Name of the Bidder*

Name of the person duly authorized to sign
the Bid on behalf of the Bidder **-----

Title of the person signing the Bid

Signature of the person named above

Date signed day of

* In the case of the Bids submitted by joint venture specify the name of the joint Ventures Bidder
**

Persons signing the Bid shall have the power
of attorney given by the Bidder attached to the Bid

(Note: In case of a joint venture, the Bid security Declaration must be in the name of all members to the Joint Venture that submits the bid)



INSTRUCTIONS TO BIDDER

Detail of documents to be furnished.

1. Self-attested scanned copies of the following documents to be up-loaded in PDF format in the Website i.e. <https://tendersodisha.gov.in>
 - a. Online receipt towards cost of tender paper
 - b. Online receipt towards EMD
 - c. Bid Security Declaration Form properly filled and signed by the bidder
 - d. Valid GSTclearance certificate
 - e. PAN Card
 - f. Valid Contractor Registration Certificate
 - g. Valid license from licensing authority of Labour Department
 - h. Affidavit regarding correctness of information/ certificate
 - i. Affidavit regarding no relation certificate
2. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement.
3. *Material Testing: At the time of execution of work, if EIC will want .After receipt of the satisfactory testing report, the Contractor will be allowed to execute the work. NO PAYMENT SHALL BE RELEASED IF THE TESTING REPORT IS NOT SATISFACTORY.*
4. **As these projects are urgent nature of work, hence those contractors have received work orders from Sonepur Municipality earlier and not started the work to till date; they are not eligible to participate in the tender and will summarily be rejected if participate.**
5. DTCN is not to be uploaded by the bidder. The bidder has to only agree/disagree on the conditions in the DTCN. The bidders who disagree on the conditions of DTCN cannot participate in the bidder.
4. The bidders have to produce the online receipt towards Cost of Tender Paper and EMD (Which will be accepted in "online mode" only) failing which the bidder will be disqualified.


Executive Officer
Sonepur Municipality

DETAILED TENDER CALL NOTICE

INVITATION OF TENDERS:

Tenders for the works: - Sale and receipt through online and will be opened by the Executive Officer, Sonepur Municipality or his authorized subordinate in the office of the Executive Officer on dated **19.08.2025 at 11.00 AM** in the presence of the tenderers or their authorized agents.

Only those tenderers who are willing to accept all the terms and conditions of this detailed tender call notice need submit the tenders. Joint Venture/Consortium agreements/M.O.U.s is not allowed to participate in the Bid.

Tenderers have to submit Bid Security declarations vide Letter No.8943/F Dt.18.03.2021 of Finance Department, Odisha for the specified work as mentioned in the Bid Security Declaration form at the time of submitting the tender.

Tenders not accompanied with the earnest money deposit in the approved forms of security duly pledged in favour of the concerned authorities as specified in tender call notice shall not be considered at all.

The earnest money deposit should be deposited through online mode only and initial security deposit should be in shape of National Savings Certificate. Postal Time Deposit Account KisanVikashPatra duly pledged in favour of the Executive Officer, Municipality Sonepur. In case the actual cost of work exceeds the original cost of work as to make together with deposits already realized an amount equal to the prescribed percentage of the actual cost of work executed.

In the case of Govt. Undertaking, Co-operative Societies, Diploma or Degree holders in Engineering and SC & ST contractors/ Physically Handicapped Contractors who are registered with the Deptt. The

rules framed by Govt. from time to time about earnest money deposit, initial security deposit, price preference availing will apply in proper affidavit as per OPWD Code. Request for transfer/adjustment of earnest money deposit from other works will not be entertained.



Additional performance security shall be deposited by the successful bidder, when the bid amount is seriously unbalanced i.e. less than the estimated cost, the successful bidder will deposit the additional performance security to the extent of the differential cost in shape of Post Office Saving Bank Account/National Saving Certificate/Post Office Time Deposit Account/KissanVikashPatra.

The written agreement in Municipal Form No.WIII/P-I agreement to be entered into between the successful tenderer here-in-after called the contractor and the Sonapur Municipal Council shall be the foundation of the rights of both the parties and the contract shall be deemed to be incomplete until the agreement has been first signed by the contractor and then by the proper officer authorized to enter into the contract on behalf of the State Govt.

Tender may not at the direction of the competent authority be considered unless accompanied by attested Xerox copies of the ITCC (PAN Card), VAT clearance (VAT-612) & others certificates. The original certificates are to be produced before the tender opening authority as and when required for verification.

All the rates and prices in the tender shall cover all taxes viz. Central or State, Sales Tax, VAT Octroi, any other local taxes, ferry, tollages charges and royalties and any other charges.

The contractors shall produce necessary receipts in support of payment of royalty and taxes for the materials supplied by them for the work failing which royalty taxes as applicable will be deducted from their bills.

The work is to be completed in all respects within the period mentioned in column 7 of TCN in calendar months from the date of written order to commence the work.

After opening the tenders if a tenderer withdraws himself from the competition during the validity of tender. The Cost of tender paper received along with the tender shall be forfeited and credited to the Municipal Fund. The proper action will be taken against the contractor as per the OPWD Rule.


Executive Officer
Sonepur Municipality

INSTRUCTIONS TO TENDERERS:**ELIGIBILITY CRITERIA:**

1. The eligibility criteria for participation in this tender are given below. The tenderers should go through these eligibility criteria before purchasing the tender documents. Tenderer(s) not fulfilling the eligibility criteria and submit the tender, can do so at their own risk, as the tender will summarily be rejected.
 - a. The intending tenderer(s) should have not abandoned any work of similar nature not their contract should have been rescinded during the last five years.
 - b. The intending tenderer(s) should have the valid Registration Certificate as on date of the required class as mentioned in Col-6 of the Table in TCN.
 - c. The intending tenderer(s) should have up to date valid ITCC(PAN),VAT Clearance (VAT-612)and Labour License.
2. Filled up sealed tenders in complete shape will be received as per TCN through online.
3. Tender containing extraneous conditions not covered by the conditions here-in-before and here-in-after provided and quoting rates of units different from those prescribed in the tender schedules will be liable for rejection. No Tenderer will be permitted to furnish tender in their own manuscript form.
4. A bidder can submit only one tender paper for a particular work. Submission of more than one tender paper by a bidder for a particular work will be liable for rejection of his/her all tender papers. Bidder must have experience in same nature of work and submit experience certificate at the time of bidding.
5. Any request from the tender in respect of addition, alternations, modifications, corrections, etc. or either terms or conditions of rates of his tender after opening of the tenders will not be considered.
6. The successful tenderer shall make his/her own arrangement for all materials T&P machineries required for satisfactory completion of work in time. Unless otherwise specified in the conditions or contract. (Use only ACC/ Ultratech/ Konark Cement and TATA TISCON Rod)



7. By submitting a tender for the work, a tenderer will be deemed to have satisfied him/her by actual inspection of the site and locality of the work about the quality and availability of the required quantity of materials, medical and labour and food stuffs etc.
8. The detailed list of successful bidders against each work will be displayed in the Office Notice Board. Acceptance letter of the tender will be intimated to the successful tenderer in writing. The successful bidder can collect the letter of acceptance from the office 7(seven) days from the date of declaration of successful bidder on the notice board to avoid postal delay. The tenderer is to deposit the initial security deposit and sign the agreement as prescribed in the Notice Inviting Tenders. Canvassing in any form is prohibited and the tenders submitted by the tenderer who resort to canvassing will be rejected and the tenderer will not be allowed to tender for any other works in this organization.
9. Details of drawing and specifications if any as are not supplied with the tender documents for the work may be seen in the Office of the Executive Officer, Sonapur Municipality on working days during working hours.
10. The detailed specification for all items of work involved in the work shall be in accordance with the following.
- IRC& ISI Codes of practice and MOST publications such as specifications of road and bridge works and sound engineering practices.
 - Orissa detailed standard specification.
11. The quoted rate for the work will deem to include. all incidental items which may be necessary such as baling out of water from foundation, construction of bench marks, level pillars, profiles, benching leveling of ground etc. where required. The incidental items mentioned here in any only indicative and not exhaustive. No extra payment or claim will be admissible on these grounds.
- All arrangements for traffic during construction including provision of temporary cross drainage structures, if required and treated shoulder, including their maintenance, dismantling and clearing debris, where necessary shall be considered as incidental to the works and shall be the contractors responsibility.
12. The contractor has to arrange for the adequate supply or clean water required for the works and also has to arrange adequate lighting arrangements for night work whenever necessary at his own cost.
13. The tenderers are required to go through each clause of Municipal form of agreement/P-1 Agreement carefully in addition to the clauses herein before and herein after provided as these are deemed to be part of the contract.



14. (a) The tenders will be considered to be valid for 90 days from the date of opening of the tenders.

(b) The period of validity of tender can also be extended if agreed by the tenderer and the Deptt.

15. The completion period of the work is to be maintained strictly, if any extension occurs due to any reason it should be immediately place in front of the Officer inviting tender otherwise a SD varies within 10 percent can be deducted from the correspondence bill as per the authority desires.

16. In case of ambiguous between clauses of this DTCN and contract form, the relevant clauses of contract form shall prevail over the DTCN. The clauses not covered contract form shall be governed by DTCN.

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

18. As per the site feasibility the contractor must be instructed to execute the work within the above terms & conditions.

19. As per Amendment of codal/ contractual provisions vide work Deptt., Office Memorandum No.-07556900042013(Pt.-IV) 12366 dt.8.11.2013 from point no-1 to 7, the bidder shall follow the stipulation as mentioned below which has already been approved by the council.

20. If authority shall desire, the quality may be checked. If any discrepancy found, the recovery shall be borne from the concern contractor.

21. The social Audit shall be formed and the report shall be furnished by the contractor before payment of final bill.

21.1 The Paving road shall be done on wall-to-wall-basis without leaving any soil on either side by fixing of 80 mm thick cement concrete interlocking paver block of M-40 grades of approved make, design and size made by Block making machine with proper compaction conforming to IRC SP-63:2018.



22. The Paver road work concurrent three years of defect liability period and maintenance period of the constructed roads to ensure qualitative work & good condition of road for at least 3 years period. In addition that 10% Security deposit (2% towards initial security deposit at the time of signing of agreement + 8% Security deposit to be deducted from running or final bill amount to cover the maintenance period of the roads) which shall be released to the Executing Agency @ 2% at the end of 1st year after completion of the Road, @3% at the end of 2nd year after completion of the Road and @ 5% at the end of 3rd year after completion of the Road. In case, the Executing Agency fails to maintain the road at the cost and risk of the Executing Agency and the entire expenditure so incurred by the ULB shall be recovered from the 10% security deposit available with the ULB, apart from blacklisting of the contractor.

Annexure-I

23. Amendment to Para 3.4.16 (a) (vii) of OPWD Code, Vol.-I by Substitution

Note- (vii) - For the purpose of estimate, the approved quarry read is to be provided judiciously. Engineers in charge would be responsible for ensuring the quality of the materials supplied. The contractors would, however, be responsible for procurement of materials from authorized sources and voluntarily disclose the source of procurement for the purpose of billing. Besides, the bidder would be required to submit the details of quarry for procurement while submitting the bids.

Annexure-II

24. Amendment to para 3.5.16 Note-I of OPWD Code, Vol.-I by inclusion

Note- I If L1 bidder does not turn up for agreement after finalization of the tender. Then he shall be debarred from participation in bidding for three years and action will be taken to blacklist the contractor. In that case, the L2 bidder, if fulfills, other required criteria would be called for drawing agreement for execution of work subject to the condition that L2 bidder negotiates at par with the rate quoted by the L1 bidder otherwise the tender will be cancelled. In case a contractor is blacklisted, it will be widely publicized and intimated to all departments of Government and also to Govt. of India agencies working in the state.

Annexure-III

25. Amendment to Appendix-IX, Clause-36 of OPWD Code, Vol.-II by inclusion

Clause No- 36- If the rate quoted by the bidder is less than 15% of the tendered amount, then such a bid shall be rejected and 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 numbers will be taken for all 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, the concerned Executive Officer will remain present.

Annexure-IV**26. (A) Amendment to Para 3.5.5(V) Note-II of OPWD Code, Vol.-I by substitution**

Note- (II) –Additional Performance Security shall be obtained from the bidder when the bid amount is less than the estimated cost put to tender. In such an event the bidders who have quoted less bid price/rate than the estimated cost put to tender shall have to be furnished the APS as per Letter No.No.4559/W Dt.05.04.2021 and No. 5992/W Dt.27.04.2021 of works Department, Odisha as additional performance security, in shape of D.D. / T.D.R pledges in favour of Executive Officer, Sonapur Municipality in the sealed envelope along with the price bid at the time of submission of bid.

Sl No	Range of Difference between the estimated cost put to tender and Bid amount	Additional Performance security to be deposited by the successful bidder
1	Below 5%	No Additional Performance Security
2	From 5% and above and below 10%	50 % of (Difference between estimated cost put to tender and Bid Amount)
3	From 10% and above	150 % of (Difference between estimated cost put to tender and Bid Amount)

In case of bidders quoting less bid price/rate than the estimated cost put to tender and have not furnished the "Additional Performance Security" as mentioned above, their price bid will not be taken into consideration for evaluation even if they have qualified in the technical bid evaluation.

(B) Amendment to Para 3.5.5(V) Note-III of OPWD Code, Vol.-I by inclusion

Note-III- For availing incentive clause in any project which is completed before the stipulated date of completion, subject to other stipulations it is mandatory on the part of the concerned Executive Officer to report the actual date of completion of the project as soon as possible through fax or e-mail so that the report is received within 7 days of such completion by the concerned SE, CE & the Administrative Department. The incentive for timely completion should be on a graduated scale of one per cent to 10 per cent of the contract value. Assessment of incentives may be worked out for earlier completion of work in all respects in the following scale.

- Before 30% of contract period = 10% of Contract Value
- Before 20 to 30% of contract period = 7.5% of Contract Value
- Before 10 to 20% of contract period = 5% of Contract Value
- Before 5 to 10% of contract period = 2.5% of Contract Value
- Before 5% of contract period = 1% of Contract Value



Annexure-V**27. Amendment to Para 3.2.8 Note-II of OPWD Code, Vol.-I by inclusion**

Note-II- In case of tender accepted below schedule of rate, the tender amount excluding percentages shall be treated as sanctioned amount and allotment will be limited to that extent. Any deviation in scope of work affecting the agreement amount in such an agreement will be governed by the relevant provisions of OPWD Code.

Annexure-VI**28. Amendment to Appendix-XXX, (Bills) Clause 21 of OPWD Code, Vol.-II to the Clause-6 of F2 contract**

Bills Clause -21- For works above values Rs.5.00 lakh in civil works and work value above Rs.1.00 lakh in electrical/PH works the J.E.s & A.E.s will be required to submit bill for each on going work on 20th or next working day of every month to the concerned Executive officer. The Executive officer on receipt of the bill will take steps for payment of the same by 30th or the next working day during the month. The Executive officer will furnish a certificate to the next higher technical authority with copy to the concerned ILW that the bills for all on going months have been paid failing action will be initiated against the erring officer."

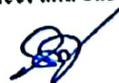
Annexure-VII**29. Amendment to Para-3.5.18, Note-VIII of OPWD Code, Vol.-I**

Note-VIII- Before acceptance of tender, the successful bidder will be required to submit a work Programme and milestone basing on the financial achievement so as to complete the work within the stipulated time and in case of failure on the part of the agency to achieve the milestone liquidated damage will be imposed.


Executive Officer
Sonepur Municipality

Procedure for Electronic receipt, accounting and reporting of Cost of Tender Paper Deposit on submission of bids

1. The State Government have formulated rules and procedures for Electronic receipt, accounting and reporting of the receipt- of Cost of Tender Paper and Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>".
2. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of **Cost of Tender Paper and Earnest Money Deposit on submission of bids** through payment gateway of designated banks such as SBI/ICICI Bank/HDFC Bank etc. for all Government Departments, State PSUs. Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases (ANNEXURE-1). The process outline as well as accounting and reporting structure are indicated below:
 - a) It will be carried out through a single banking transaction by the bidder for multiple payments like **Cost of Tender Paper Deposit 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.
3. Only those bidders who successfully remit their **Cost of Tender Paper Deposit 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.
4. **Banking arrangement:**
 - a. Designated Banks (SBI/ICICI Bank/HDFC Bank) payment gateway are being integrated with e-Procurement portal of Government of Odisha (<https://tendersodisha.gov.in>)
 - b. The Designated Banks participating in **Electronic receipt, accounting and reporting of Cost of Tender Paper Deposit on submission of bids** will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.
5. **Procedures of bid submission using electronic payment of tender paper cost by bidder:**
 - a) **Log on to e-Procurement Portal:** The bidders have to log onto the Odisha e-Procurement portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
 - b) **Uploading of Prequalification/Technical/Financial bid:** The bidders have to upload the required Prequalification /Technical/Financial bid, as mentioned in the bidding document and in line with Works Department office memorandum no.7885, dt.23.07.2013.
 - c) **Electronic payment of tender paper cost:** Then the bidders have to select and submit the bank name as available in the payment options



- i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
 - ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks.
- d) Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.

Bid submission: 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.

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.

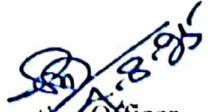
6. Settlement of Cost of Tender Paper;

- a) **Cost of Tender Paper:** In respect of Government receipts on account of **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The State Procurement Cell shall generate Bank-wise-head-wise challans separately for **Cost of Tender Paper** and instruct the designated Banks to remit the money to the State Government account under different heads. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc, General Services-800-Other Receipts -0097-Misc. Receipts-02237-Cost of Tender Paper.
- b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittance through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
- c) Similarly, in case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc., **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The State Procurement Cell shall generate Bank-wise list of challans and instruct the designated Banks to remit the money through the Odisha Treasury portal. The cost of tender papers will be credited to the registered Bank account of the concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc.
- d) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee, EMD to the bidder, in case the tender is cancelled before opening of Bid as per direction received from TIA through e-procurement system.
- e) Back-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the Annexure.



ANNEXURE-I**Back-end Transaction Matrix of Electronic receipt and remittance of Cost of Tender Paper on submission of bids**

	Cost of Tender Paper on submission of bids
Government Departments	<p>I. The payment towards the cost of Tender Paper in case Government Departments, shall be collected in separate Pooling accounts opened in Focal Point Branch called e-FPB of respective designated banks [as stated in Para 2] at Bhubaneswar on T+1 day.</p> <p>II. With reference to the Notice Inviting Tender/ Bid Identification Number, the amount so realized is to be remitted to Government Account under the Head Of Account 0075-Misc. General Services-800-Other Receipts-0097-Misc. Receipts-02237-Cost of Tender Paper through Odisha Treasury Portal after opening of the bid.</p>
	Cost of Tender Paper on submission of bids
State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies.	<p>I. In case of State PSUs, Statutory corporations, Autonomous Bodies and Local Bodies etc. the amount towards Cost of Tender Paper, on submission of bids shall be collected in separated pooling accounts opened in Focal Point Branch called e-FPB of respective designated Banks at Bhubaneswar on T+1 days.</p> <p>II. The Paper cost will be transferred to the respective current accounts of concerned State PSUs, Statutory Corporation, Autonomous Bodies and Local Bodies etc. after opening of bid.</p>


 Executive Officer
 Sonepur Municipality