



## ODISHA BIODIVERSITY BOARD

Forest, Environment & Climate Change Department, Govt. of Odisha  
Regional Plant Resource Centre Campus  
Ekamrakanan, Nayapalli, Bhubaneswar-15, Odisha  
Tel No.0674-2552006 Email: msobb@rediffmail.com  
www.odishabiodiversityboard.in

No. Estt.151/OBB/2021/ 5482

Date: 12.12.2022

### SHORT TENDER CALL NOTICE FOR SUPPLY AND INSTALLATION OF "LABORATORY TABLE (L-SHAPED) AND OVERHEAD STORAGE"

Sealed tenders are invited from reputed firms/agencies/authorized dealers/ based in Odisha having valid registration certificates, PAN and GST clearances certificates towards supply and installation of "Laboratory Table (L-Shaped) and Overhead Storage" of good quality to Odisha Biodiversity Board as per the specifications and quantity given below. Interested firms need to collect the tender paper either from the office of OBB or from the website of OBB ([www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in)) and submit with all the required documents in sealed covers super scribed as **Bid for supply and installation of "Laboratory Table (L-Shaped) and Overhead Storage"** to Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Centre Campus, Nayapalli, Bhubaneswar-15, Odisha. The tenders along with all the enclosures should reach the undersigned on or before **5.30PM of 27.12.2022**. The firms should be able to complete the work within 30 days of issue of the work order. Interested firms need to visit the office of OBB to take measurements before submitting the tenders. The tenders will be opened at **3.00PM on 28.12.2022** by the "Tender Committee" in the presence of bidders who wish to remain present.

*Member Secretary*  
12-12-2022

**Member Secretary**  
**Odisha Biodiversity Board**



## Terms and Conditions for Laboratory Table & overhead storage

### 1. Sale of Paper:

The tender papers, containing the detailed specifications of Table and Storage will be available at Odisha Biodiversity Board, Bhubaneswar from **13.12.2022** (during the office hours only), on payment of a non-refundable tender fee in-cash or in shape of pay order/demand draft drawn in favour of "**Odisha Biodiversity Board**", payable at **Bhubaneswar (Annexure-I)**. The same can also be down loaded from our website [www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in) and in such a case, the cost of tender paper is to be enclosed in shape of D.D./Bankers Cheque drawn in favour of "**Odisha Biodiversity Board**", payable at **Bhubaneswar** along with the tender. In case of any bid amendment and clarification, responsibility lies with the tenderers to collect the same from the notice board/ website of OBB before last date of submitting the tender document. Non-payment of cost of tender paper will amount to rejection of the tender.

### 2. The Last Date:

The last date of receipt of tender documents is **27.12.2022 (up to 5.30PM)**. The Technical bids will be opened by the Tender Committee of OBB on **28.12.2022 (at 3.00PM)** in presence of the authorized representatives of the tenderers who like to be present at that time. The date of opening of the financial bids of technically qualified tenderers will be notified latter.

### 3. Bid System:

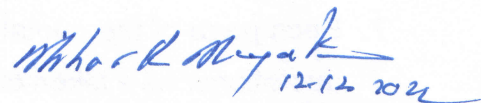
a) The tender should be submitted in **two bid system** i.e., "**Technical Bid**" and "**Financial Bid**". The technical bid contains documents as per the tender terms along with cost of tender paper in appropriate shape. The technical documents need to be submitted matching all the specification of the furnitures. In addition, the documents regarding the eligibility criteria of the participating firm mentioned below. The technical bids containing information on price, directly or indirectly, will be liable for rejection. The technical bids and financial bids required to be submitted in two separate envelopes clearly mentioning on top of the envelope "**Technical Bid**" and "**Financial Bid**" respectively and both of these should be placed in a big envelope marked with **supply and installation of "Laboratory Table (L-Shaped) and Overhead Storage"**.



- b) Specifications of the Table and Storage Cabinets are given in **Annexure-II**.
- c) Financial bid contains only the price bid, need to be provided as per the format given in **Annexure-III**. The firms need to consult Dr. Shubhransu Nayak, Coordinator, OBB (9853831959) for taking the measurement and other technical details. The firm needs to visit the laboratory and take the measurement, this is essential for proper measurements.
- d) The rates quoted by the tenderer shall be valid for a period of 90 days from the date of submission of tender.
4. The tenders which do not fulfill the conditions shall not be considered and OBB shall be entitled to accept or reject any offer in part or full without assigning any reason thereof.
  5. The sealed tenders will be received by **Speed post/Registered post** and can also be put into "**Tender Box**" available in the office of the **OBB**. Telegraphic tenders or tender received through fax/ e-mail /electronic mode/ courier will not be accepted. Incomplete documents and documents received after due date & time shall not be considered.
  6. The sealed tenders shall be submitted and addressed to the **Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Center Campus, Nayapalli, Bhubaneswar-751015**.
  7. Each page of the quotation documents must be duly signed and stamped by the quotationer as a token of acceptance of all the terms & conditions of the quotation.
  8. Penalty can be levied by authority of OBB on account of delay, violation of conditions and non-performance of the contractor. Decision of Chairman, OBB shall be final in this regard.
  9. No advance payment will be made by OBB. Full or Part payment will be released by the Board only after finishing the item of work in all respect.
  10. Selected firm should complete the assigned job within **30 days** from issue of work order. However, OBB reserves the right to extend the time limit on valid grounds and decision of Chairman or Member Secretary shall be final in this regard.
  11. Payment will be made after verification of the received materials and OBB is entitled to take suitable action as deemed proper on violation of conditions.
  12. The decision of the Member Secretary on short listing and selection of firm is final and no claim/ liability etc. would be entertained.

### Eligibility Criteria

- a) Submission of price (INR) as per prescribed format.
- b) Copy of PAN, GST registration certificate and upto date GST clearance certificate.
- c) Tender paper cost (Original receipt of tender paper).
- d) Undertaking that the tenderer has not been blacklisted by any Govt. Organization/Institution.
- e) Undertaking that the quoted item qualifies the required technical specification.
- f) The firm should have the annual turnover of more than 30 Lakhs during the year 2019-20, 2020-21 and 2021-22.
- g) The firm should have performed similar kind of work at least of value 3 lakhs, 4 in number during the years 2017 to 2022.

 12/12/2022

**Member Secretary  
Odisha Biodiversity Board**



Annexure-I

REQUIRED PAPER COST FOR *Laboratory Table & Overhead storage*

Sl. No.	Name of the assignment	Tender Paper Cost in Rs.
1.	"Laboratory Table (L-Shaped) and Overhead Storage"	472/-

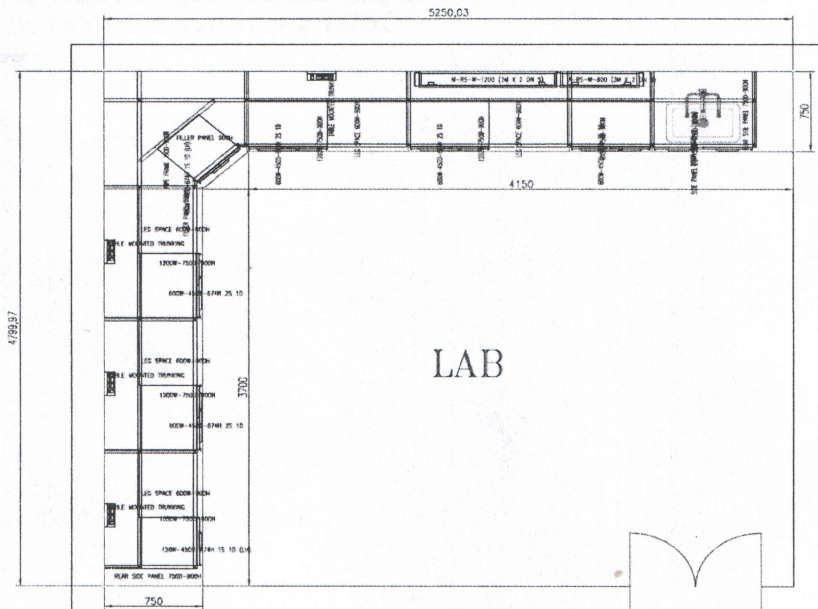
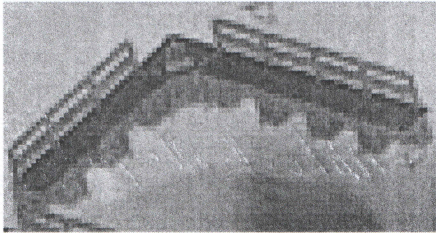
*Mohit Mehta*  
12.12.2022

Member Secretary  
Odisha Biodiversity Board

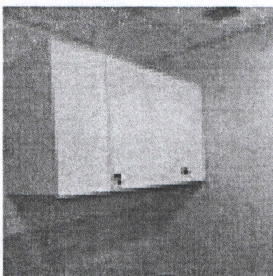
**SPECIFICATIONS**

Laboratory Table :

All the materials need to be of good quality. The Laboratory Table should be made up of CRCA Steel with Granite top. There should be facility for storage below and above and other electric attachments. Tentative layout is mentioned below, however vendors need to visit the office before submitting tenders.



Overhead Storage: CRCA steel.



*Abhool Nayak*  
12-12-2022

**Member Secretary  
Odisha Biodiversity Board**