

**Request for Proposal  
for  
Supply of Heavy Duty Access and Ground  
Protection Mats**



**RFP No: 7094 Date: 24.09.2020**

**Department of Tourism, Government of Odisha  
Paryatan Bhawan, Lewis Road, Bhubaneswar, 751014  
Phone:(0674)2432177|Fax:(0674)–243887  
<https://dot.odishatourism.gov.in>**

## Disclaimer

The information contained in this RFP Document or subsequently provided to Bidder(s) whether verbally or in documentary form by or on behalf of the Department of Tourism, Govt. of Odisha. or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement / contract and is not an offer or invitation by the Tendering Authority to any party other than the bidder who are eligible to submit the Bids ("Bidders"). The principle of this RFP Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This RFP Document does not purport to contain all the information each Bidder may entail. This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Bidder who reads or uses this RFP Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFP Document.

## REQUEST FOR PROPOSAL FOR SUPPLY OF HEAVY DUTY ACCESS AND GROUND PROTECTION MATS

**Table 1: RFP Schedule**

Office of Issue	Department of Tourism, Government of Odisha
Date of Issue	24.09.2020
Last date of receiving queries in e-mail ID's:  info@odishatourism.gov.in pmu@odishatourism.gov.in	05.10.2020, 12 PM
Pre-bid meeting (through Video Conferencing)	06.10.2020, 3:30 PM
Response to pre-bid queries	07.10.2020, 5 PM
Last date and time for submission of bids	14.10.2020 upto 12 PM
Date and time for technical bid opening	14.10.2020, 3:30 PM
Date and time for financial bid opening and evaluation	15.10.2020, 12 PM

**DEPARTMENT OF TOURISM, GOVERNMENT OF ODISHA invites proposals from reputed manufacturers / authorized dealers for Supply of Heavy Duty Access and Ground Protection Mats.**

Interested bidders may download the RFP document from tender section of Department of Tourism website - - <https://dot.odishatourism.gov.in/?q=tender>.

Interested bidders must satisfy all eligibility criteria stated in Clause 3 of this document.

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## **1. Introduction:**

Department of Tourism (hereinafter referred to as “DoT” or “Authority” or “Department”) aims to develop Odisha as one of most preferred tourist destinations in India. Concerted efforts are being put in place to position the state prominently in the domestic and international tourist source markets. One of the initiatives being undertaken by Dept of Tourism in this background is organizing Eco Retreat – a seasonal glamorous camping event in which will be organized in multiple destinations of the state.

Some of the project sites chosen for the event are sandy beaches and riverbanks, where vehicle and people movement are difficult. To address this DoT intends to procure Heavy Duty Access and Ground Protection Mats with mat connectors (“Product” or “work”) which will be laid at selected site locations that enables pedestrian and logistics movement in the sandy area by ensuring least ecological damage to the beach.

In this background, proposals are invited from manufacturers / authorized dealers for Supply of Heavy Duty Access and Ground Protection Mats to DoT for using them on sandy beaches to create temporary facility for movement of vehicles and pedestrians. The Product should provide proper traction to both vehicles and pedestrians. It should enable a smooth vehicle and pedestrian movement on sandy beach area.

## **2. Scope of Work:**

- 2.1 The Bidder (hereinafter referred to as “Bidder” or “Supplier” or “Manufacturer”) would be required to supply 1140 (Nos.) of Heavy Duty Access and Ground Protection Mats to DoT at the below address:

Department of Tourism, Government of Odisha,  
Paryatan Bhawan,  
Lewis Road,  
Bhubaneswar - 751014

- 2.2 DoT reserves the right to increase or decrease the quantity of Product as per the requirement. Payment shall be made only on the actual quantity of delivery of Product.

- 2.3 Technical Specifications for Supply of Heavy Duty Access and Ground Protection Mats:

- 2.3.1 The Product will be used on sandy beaches to create temporary facility for movement of vehicles and pedestrians. The Product should provide proper traction to both vehicles and pedestrians. It should enable a smooth vehicle

and pedestrian movement on sandy beach area. Accordingly, the Product shall be compression molded HDPE (Highdensity polyethylene) mat, which can take contour of the ground and offer the requisite flexibility.

2.3.2 The Product will be used for temporary access and ground protection in the sandy beach area. Accordingly, the mat should be able to perform in the harshest environment, in all type of ground condition, including a few listed below:

- Rainey and wet regions
- Hot and humid environments
- Sandy beaches

2.3.3 The Product should be able to handle and support a vehicle load of up to 80 Tonnes. In other words, the load bearing capacity should be 80 Tonnes per mat.

2.3.4 The Product should be easy to install and tough & durable.

2.3.5 Overall Dimension of a single mat: 2410 mm (Length) X 1200 mm (Breadth) X 12 mm (Thickness).

2.3.6 Usable surface area of a single mat: 2.89 square meter.

2.3.7 Approximate weight of a single mat: 36 Kg (Approximate Density: 1.04 g/cm<sup>3</sup>)

2.3.8 Fire Rating: UL94HB

2.3.9 The Product shall have the property of no liquid absorption and be chemically inert. It should be easy to clean and decontaminate.

2.3.10 The product should be safe in terms of preventing any slips, trips or falls.

2.4 Timeline for delivery of the Product: 1 month from the date of issue of Letter of Award.

2.5 The Supplier shall submit manufacturer's certificate certifying the quality of the product. The supplier shall guarantee the endurance / quality / performance of the Product and submit the manufacturer's warranty for a period of one (1) year from the date of delivery against all manufacturing defects. Any manufacturing defects detected during the above said warranty period shall be rectified free of cost by the supplier.

### **3. Eligibility Criteria**

For bidders to become eligible to participate in this bidding process, the following basic eligibility conditions must be met.

- 3.1 The bidder should be an entity incorporated / registered under the Companies Act 2013 or a Limited Liability Partnership registered under the LLP Act 2008 or a Sole Proprietorship. The bidder must submit a proof of Registration of the legal entity (Certificate of Incorporation, GST registration certificate)
- 3.2 The bidder must be a manufacturer / authorized dealer for supply of Heavy Duty Access and Ground Protection mats.
- 3.2.1 Bidder must submit at least one case of their successful supply of Heavy Duty Access and Ground Protection mats to Govt. / Public Sector / other reputed firms. Documentary proof (Work Order / Purchase Order / Payment receipt) must be submitted to substantiate the claim.

#### **4. Bid Evaluation Criteria:**

- 4.1 Financial bids of only eligible bidders i.e., bidders meeting all the requirements under clause 3 of this document, will be considered for evaluation.
- 4.2 Financial Bid should be quoted in the prescribed format given in Annexure-III.
- 4.3 The bidder quoting lowest amount i.e., L1 bidder will be the preferred bidder.
- 4.4 The second and third ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or fails to comply with the requirements specified in the RFP document.

#### **5. Bid Processing Fee**

The proposal shall be accompanied with non-refundable bid processing fee of INR 20,000 (INR Twenty Thousand Only) in the form of Demand Draft in favor of "Director Tourism" payable at Bhubaneswar. A bid without the requisite bid processing fee shall be treated as non-responsive and rejected.

#### **6. Earnest Money Deposit (EMD)**

The Proposal shall be accompanied with Earnest Money Deposit (EMD) of INR 50,000 (INR Fifty Thousand Only) in the form of Demand Draft / Bank Guarantee issued by Scheduled Commercial Bank in favor of "Director Tourism" payable / encashable at Bhubaneswar. Proposals without the requisite EMD shall be treated as non-responsive and rejected. Unsuccessful bidder's EMD will be discharged / returned within 30 days from the date of execution of the contract between DoT and the preferred bidder. No interest will be paid on EMD. The EMD of the successful bidder shall be returned immediately upon execution of the contract with DoT. The EMD may be forfeited in the following cases:

- a) If a bidder withdraws their bid during the Bid validity period

- b) In case of a successful bidder, if the bidder fails to sign the contract within the specified time

## **7. Terms of payment:**

- 7.1 The Supplier will receive 90% of the payment from DoT within 15 days from the date of delivery of the Product.
- 7.2 The balance amount will be paid only after completion of the warranty period of the product as mentioned under Clause 2 of this RFP.
- 7.3 The Supplier shall forfeit the balance amount in case:
- 7.3.1 Supplier fails to rectify the manufacturing defects as required under Clause 2.5 of this RFP.

## **8. Bid Validity:**

The Bid shall remain valid for a period of 90 days from the last date of submission of bid.

## **9. Disputes:**

All legal disputes are subject to the jurisdiction of Courts in Bhubaneswar only.

## **10. Right to Reject any or all Bids:**

- 10.1 Notwithstanding anything contained in this invitation document, DOT reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof and is not under any obligation to accept the lowest offer.
- 10.2 DOT reserves the right to reject any Proposal if:
- a) at any time, a material misrepresentation is made or uncovered, or
  - b) the Bidder does not submit sufficient information as being asked for
- 10.3 DoT reserves the right to execute partly / fully the work through other agency / firm.

## **11. Submission of Bid:**

- 11.1 The Technical Bid (Part A) and Financial Bid (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left-hand bottom corner of the envelope and super scribed in the following manner.

**Part-A: TECHNICAL BID FOR "SUPPLY OF HEAVY DUTY ACCESS AND GROUND PROTECTION MATS"**



## **Part-B:FINANCIAL BID FOR“SUPPLY OF HEAVY DUTY ACCESS AND GROUND PROTECTION MATS”**

Both the envelopes i.e. envelope for Part-A and Envelope for Part-B must be packed in separate sealed outer covers and clearly super scribed with the following:

### **BID FOR “SUPPLY OF HEAVY DUTY ACCESS AND GROUND PROTECTION MATS”**

The Bidder's name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to DoT at the following address:

Director Tourism

Paryatan Bhawan, Lewis Road, Bhubaneswar, Odisha – 751014

Email: - [info@odishatourism.gov.in](mailto:info@odishatourism.gov.in) ; [pmu@odishatourism.gov.in](mailto:pmu@odishatourism.gov.in)

11.2 If the outer envelope and the financial bid envelope is not sealed and marked as mentioned above, then DoT will assume no responsibility for the bid's misplacement or premature opening. Telex, cable or facsimile bids will be rejected.

11.3 The following documents are to be submitted in the Technical Bid (Part A):

11.3.1 Documents required under Eligibility Criteria (Clause 3 of this RFP)

11.3.2 Bid Processing Fee as per Clause 5 of this RFP

11.3.3 Earnest Money Deposit as per Clause 6 of this RFP

11.3.4 Annexure-I and Annexure II

11.4 The following documents are to be submitted in the Financial Bid (Part B):

11.4.1 Financial Bid should be quoted in the prescribed format given in Annexure-III.

## **12. Bid Submission:**

The bids shall be submitted within the given due date in the office of Director Tourism by Speed post / Registered post / in person delivery. DoT will not be held responsible for any postal delay.

Conference Hall of Department of Tourism

Paryatan Bhawan, Lewis Road,

Bhubaneswar-751 014

Note: Proposal received after the deadline for submission prescribed by DoT will not be entertained and be rejected.

### **13. Consortium**

Bidders are not allowed to form consortium for participating in the bid.

### **14. Performance Security**

- 14.1 DoT shall issue a Letter of Award (LoA) to the preferred bidder post completion of the evaluation process. Within 7 days of issuance of LoA, the preferred bidder would be required to submit Performance Security and enter into contract with DoT. The Performance Security shall be for an amount equivalent to 2% of the contract value in the form of an irrevocable and unconditional Bank Guarantee from a Scheduled Commercial Bank. The Bank Guarantee shall be drawn in favor of 'Director Tourism'.
- 14.2 The performance security shall be retained till the delivery of the Product as per the requirements of this RFP.
- 14.3 The performance security shall be forfeited at the sole discretion of DoT in case of any failure by the Supplier to deliver the Product as per the requirements of this RFP.

## **Annexure-I**

**(To be enclosed with Technical Bid)**

**Date:**

**To,**

**Director Tourism**

**Department of Tourism**

**Paryatan Bhawan, Lewis Road,**

**Bhubaneswar-751 014**

**Subject: RFP for Supply of Heavy Duty Access and Ground Protection Mats**

Sir,

In response to your invitation for subject RFP we, \_\_\_\_\_ submit our Bid for RFP for Supply of Heavy Duty Access and Ground Protection Mats in the prescribed format. Our Technical Bid shall be binding upon us for the work and this bid would be valid in accordance with the bid validity mentioned in the subject RFP.

Thanking you,

**Yours faithfully,**

**(Name, Signature)**

**Address of Communication**

## **Annexure-II**

**(To be enclosed with Technical Bid)**

**1. Applicant details**

- a. Name of the Bidder-:
- b. Firm's Constitution (Proprietorship / Partnership / Private Limited / Public Limited/ etc.):
- c. Address of Firm:
- d. Date of incorporation and/or commencement of business:
- e. Number of years in sector of relevance:

**2. Details of individual(s) who will serve as the point of contact/ communication within the company-**

- a. Name-:
- b. Designation-:
- c. Company-:
- d. Address-:
- e. Telephone Number-:
- f. E-mail Address-:

**Yours faithfully,**

**For and on behalf of (Name of Bidder)**

**Duly signed by the Authorized Signatory of the Bidder (Name, Title and Address of the Authorized Signatory)**

## **Annexure-III**

### **Financial Bid for Supply of Heavy Duty Access and Ground Protection Mats**

**To,**

**Director Tourism**

**Department of Tourism**

**Paryatan Bhawan, Lewis Road,**

**Bhubaneswar-751 014**

### **Subject: Financial Bid for RFP for Supply of Heavy Duty Access and Ground Protection Mats**

We, the undersigned, offer to supply the Heavy Duty Access and Ground Protection Mats in accordance with the subject Request for Proposal dated [Insert Date] and our Financial Bid as per details mentioned below:

Sl.	Items	Quantity of mats	Rate of each mat (INR)	Total Amount (INR in Figure)	Total Amount (INR in Words)
<b>1</b>	<b>Heavy Duty Access and Ground Protection Mats (Product)</b>	<b>1140</b>			

1. All the rates should be inclusive of delivery at the mentioned sites.
2. GST will be paid extra as applicable.

Our Financial Bid shall be binding upon us for the work and this bid would be valid in accordance with the bid validity mentioned in the subject RFP. The Financial bid is without any condition.

**Yours faithfully,**

**For and on behalf of (Name of Bidder)**

**Duly signed by the Authorized Signatory of the Bidder**

**(Name, Title and Address of the Authorized Signatory)**