PARADIP PORT AUTHORITY
MARINE DEPARTMENT

BID DOCUMENT FOR THE WORK

Tender fordecoration of Port Craft “SARALA/ SAMALEI” to a swan shaped traditional Boita with flower decoration on 24.11.2026 on the occasion of Port Day (KartikaPurnima)

Deputy Conservator,
Marine Department,
Paradip Port Authority,
1st Floor, Administrative Building,
Post: Paradip – 754 142,
Dist: Jagatsinghpur (Odisha).
Mob: 77890-33783
Email Id:dc@paradipport.gov.in

PARADIP PORT AUTHORITY

MARINE DEPARTMENT

No. MD/SPG/I-108/2010-11/1394 Date: 03/11/2026

e-Tender Call Notice

1. Tenders are invited in single stage three covers through on-line bidding on the website https://eprocure.gov.in/eprocure/app having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

2. The Estimated Cost of Work is **Rs.1,60,000/-**(Rupees Three Lakhs Ninety-three Thousand) only plus taxes as applicable.

3. TIME SCHEDULE:

Sl.No	Particulars	Date	Time
1.	e-Tender publication date	03/11/2026	11.00 hours
2.	Document download start date	03/11/2026	11.00 hours
3.	Document download end date	10/11/2026	11.00 hours
4.	Bid Submission Start date	03/11/2026	11.00 hours
5.	Bid Submission End date	10/11/2026	11.00 hours
6.	e-Tender Opening date	10/11/2026	11.00 hours
8.	Bid validity period	01 month	

4. COST OF BID DOCUMENT:

1.	Amount	Rs.500/- through RTGS/NEFT
2.	Account No.	34390705999
3.	Type of Account	Saving
4.	Branch	State Bank of India, Bank Street, Paradip
5.	IFSC	SBIN0003945

5. EARNEST MONEY DEPOSIT:

1.	Amount	Rs.3,200/-(Rupees ThreeThousand Two Hundred) only through RTGS/NEFT.
2.	Account No.	0254104000169615
3.	Type of Account	Saving
4.	Branch	IDBI Bank Ltd., Paradip
5.	IFSC	IBKL0000254

6.	Currency of Contract	**Indian Rupee**
7.	Language of Contract	**English**

6. Bid documents consisting of e-Tender cum e-Auction Notice, terms and conditions of the tender, technical bid and financial bid in the prescribed format and the set of terms and conditions of the contract will be available in the website**from 03/11/2026 at 11:00 hours to 10/11/2026 at 11:00 hours** for online bidding. All bids are to be submitted online, on or before the deadline.

7. Online Bids must be accompanied by scanned copy (in PDF) of Tender Fee, EMD value as specified in **Point No.5** of this document. While bidding the bidder has to calculate the EMD according to the quoted price, & pay the same though RTGS & upload the relevant document by specifying the amount in the portal in place of default value of INR 1.

8. The bidder must possess a compatible Digital Signature Certificate (DSC) of Class -III.

9. All Bids are to be submitted online on the Websitehttp://eprocure.gov.in/ eprocure/app**. No Bid shall be accepted off-line. The Bids shall be received only "on line" on or before 10/11/2026 at 11:00 hours.**

10. For effecting any bid, the bidder will deposit the tender paper cost and EMD separately to the account number as specified in Table 4&5 and obtain the acknowledgement of the above transaction by downloading from PPA website. A self-attested copy of this acknowledgement should be uploaded by the bidder while submitting the tender in respect of documents regarding EMD and tender paper cost.

11. The bidder should ensure that the transaction is within stipulated bidding period for the tender. No previous dues of the bidder shall be adjusted toward the above transaction of tender paper cost and EMD. The bidder shall not use the same transaction in more than one tender otherwise the bid will be rejected.

12. The account from which the tender paper cost and EMD will be deposited should be in the name of the bidder/authorized representative of the bidder who has/ have digitally signed the bid.

13. After uploading the bid, the bidder need not send any documents to the tender inviting authority before opening of bid. After opening of the bid, the authenticity of the uploaded documents, including self-signed acknowledgements of payments will be verified by the Authority for confirmation. The verified acknowledgment will be a part of the agreement with the successful bidder and will be used for refund of EMD in case of unsuccessful bidders.

14. A standard form for refund of EMD is uploaded in the tender document as **ANNEXURE – I** /Port website so as to facilitate the bidder for applying refund of EMD without visiting the PPA office. Refund of EMD in respect of unsuccessful bidders for respective parcels will only be made to that Account from which it was deposited by the bidder.

15. The authority will not be held responsible for any technical snag or network failure during online bidding. It is the bidder's responsibility to comply with the system

requirements, viz. hardware, software, and internet connectivity at the bidder's premises to access the e-Tender website. Under any circumstances, PPA shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Tender system or internet connectivity failures.

16. The authority reserves the right to reject any or all of the tenders without assigning any reasons thereof and shall not be bound to accept the lowest tender.

17. During evaluation and comparison of the bids, PPA may, at his discretion, ask the bidder for clarification on the bid. The request for clarification shall be given in writing by Registered / Speed Post / Registered e-mail / uploaded on the e-Procurement Portal, asking the bidder to respond by a specified date, and also mentioning therein that, if the bidder does not comply or respond by the date, his tender will liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information / documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. (Example: if the permanent Account Number, registration with GST has been asked to be submitted and the bidder has not provided them, these documents may be asked for with a target date as above). So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply / work order should be asked for so as to qualify the bidder.

18. **FORFEITURE OF E.M.D.:**

(a) If the bidder wants to withdraw the bid "suo motto" after submission, the EMD shall be forfeited and the bidder will be debarred from participating future tenders of PPA.

(b) If the bidder withdraws his bid during the period of bid validity and the bidder will be debarred from participated in future tenders of PPA.

19. **SUBMISSION OF PROPOSALS:**

(a) Two stage Bid Cover system is invited for online submission i.e. technical bid and financial bid separately.

(b) **The envelope of technical bid shall contain:**

(i) Documentary proof relating to the profile of the company.

(ii) Documentary proof for submission of EMD and Tender cost or scanned copies of valid NSIC/MSME certificates.

(iii) PAN Card and GST Certificate.

(iv) Documentary proof relating to work experience completion certificate with date and amount as per the scope of work.

(v) Documentary proof relating to financial qualification requirement.

(c) <u>The envelope of Financial proposal shall contain (excluding GST):</u>

(i) The Bill of Quantity as per the prescribed format.

(ii) The applicants should quote in figures as well as in the words, the rates and amount offered by them in the financial proposal. The rates quoted in the financial proposal shall be payable in addition to the accepted rate as per the Price Schedule. However, GST shall be paid.

(iii) Proposal placed in 02 cover system through online (i.e. TECHNICAL PROPOSAL **in Cover-1 and FINANCIAL PROPOSAL** in Cover-2 towards **"Decoration of Port Craft "SARALA/ SAMALEI" to a swan shaped traditional Boita with flower decoration on 24.11.2026 on the occasion of Port Day (KartikaPurnima).**

20. <u>Eligibility and technical specification Criteria (Part-I):</u>

Bidders must submit thefollowing documents with their Technical bid

(i) Copy of the valid GST Registration Certificate and PAN card

(ii) Proof of prior experience in executing decorative, structural fabrication, or event management works of similar nature

(iii) Written acceptance of all terms, conditions and scope of work without any reservation.

21. <u>Financial bid evacuation&Guidelines (Part-II):</u>

(i) The financial bids of only technically qualified bidderswill be opened.

(ii) The price quoted must be an all-inclusiveLum-sum amount (encompassing all materials, labour, equipment, transportation, dismantling, cleaning, andapplicableTaxes) in the BoQ online. No manual bid is accepted.

(iii) The evaluation will be based on the lowest quoted total amount (L1) for the combined scope of work.

22. <u>PAYMENT TERMS:</u>

(i) Payment will be released after successful completion of the event, dismantling, cleaning and verification by the concerned department.

(ii) If thebidder fails to execute the work to the satisfaction of Paradip Port, no payment will be released and the excess amount to be spent for completion of event beyond the quoted price in the tender shall be recovered from the Bidder.

(iii) The EMD shall be released immediately after release of final payment on submission of relevant details in the prescribed format. No tender paper cost is reimbursable.

(iv) In case of failure to execute and complete the work in all respect, PPA shall forfeit EMD and shall not make any payment for the work executed by the bidder and the bidder is also liable for debarment for a period of 02 years.

(v) In case of any deletion of any item as per the price bid same shall not be paid. Payment shall be made only for the items as per the price quoted.

23. TAXES & DUTIES:

(i) The Rates quoted by the bidders shall be exclusive of GST @ 18% (as applicable) which will be reimbursed on production of documentary evidences.

(ii) Income tax at applicable rates will be deducted on the payment to the contractor.

24. RIGHT TO REJECT/AWARD WORK:

(i) The Paradip Port Authority reserves to right to reject any other bids at any stage without assigning any reasons thereof and without any financial liability to the Port. The decision of PPA shall be final and binding on the bidder and there is no arbitration mechanism in case of disputes.

(ii) The bids shall be valid for a period of 01 months from the date of submission.

(iii) Considering the urgent nature of work, if the successful bidder (L-1) fails to complete the work within the stipulated time as per the work order to be issued by the Paradip Port, the PPA has the liberty to cancel the work order and award the said work to next successful bidder (L-2) as per price quoted in the bid without resorting to a fresh tender and so on.

(iv) The successful bidder has to execute any extra item on payment of additional applicable charges as per mutually agreed terms and conditions which could not be foreseen in the scope of works.

25. FORCE MAJEURE:

In case of cancellation of work order due to unforeseen events or cancellation, no compensation shall be payable to the bidder and the bidder shall have no right for compensation for whatsoever reason including mobilization charges towards men and materials. PPA shall have the right to reschedule the programme at any point of time.

26. There may be some miscellaneous unforeseen items beyond the scope of the work t and such works to be carried by the bidder. Hence, bidders are advised to keep provisions for the unforeseen items. However, in case of any major item to be executed by the bidder on the request of the port, the same shall be executed by the bidder & PPA shall make extra payment for the same.

27. All disputes arising out of this tender is within the jurisdiction of Kujang Court, Dist-Jagatsinghpur, Odisha only.

TERMS AND CONDITIONS OF TENDER

(A) The following are the broad scope of work but not only limited to:

(i) Decorating the Port Craft "SARALA/SAMALEI" (Length- 10.5mtr. and Width- 3.5mtr.) to a swan shaped traditional Biota using battens, Plys, Plaster of Paris, thermocol and decorating materials such as bamboo mesh, jhallars, decorating the total structure with beautiful painting by using enamel paints of different colours and shades, covering the engine portion of the Craft with temple shaped structure made up with ply and flower decoration of Boita etc. as per the requirement and direction of Dy. Conservator, PPA.

(B) Other Requirements:

(i) The bidder should provide adequate technical and other staff in various field of requirement, throughout the function to attend any technical snags/ other related works immediately.

(ii) The bidder may also have to execute any leftover miscellaneous items which are not covered in the tender document but essential for conducting the function within the quoted price. However, in case of any major item to be executed by the bidder on the request of the port, the same shall be executed by the bidder & PPA shall make extra payment for the same.

(iii) The bidder shall clear the site on possession and hand over back the site once the event is over in its pre-event condition within three days of the completion of event.

(iv) The bidder should comply and obtain all statutory approvals, clearances & License from Labour department as required by Law.

(C) Location: Wet Basin area inside the port area

(D) SPECIAL TERMS AND CONDITIONS:

(i) The event is on 24.11.2026. The entire decorative work must be fully completed and inspected by 23.11.2026 before evening.

(ii) All works must be strictly executed under guidance and supervision of the Deputy Conservator, PPA or designated officers.

(iii) The contractor must adhere strictly to port safety regulations while working near floating craft and docks.

Deputy Conservator,
Paradip Port Authority

Copy to:

1. All Heads of Department/All Heads of Offices, PPA.
2. The Dy. CVO, PPA for kind information.
3. EDP Cell, PPA for information &n/a for wide publication in the website portal as per norms.

ANNEXURE – 1

PARADIP PORT AUTHORITY
MARINE DEPARTMENT

BILL FOR REFUND OF EMD

Bill No._____ Dated_____

1. Name of the Contractor / Depositor :

2. Name of the work :

3. Details of NEFT / RTGS made at the Time of EASD / EMD Deposit:

- **a)** Bank Name :
- **b)** Account Number :
- **c)** UTR No. & Date :

4. Reason for the Refund :

5. Amount of the EMD & EASD (in words and figures) :

6. Bank details of the Contractor forE-Payment :

- **a)** Bank Name :
- **b)** Account Number :
- **c)** IFSC Code :
- **d)** Branch Name :

(Passed for Rs……../-

(Rupees……) only.

DDO SIGNATURE
Paradip Port Authority

(Receive Rs. ……/-

(Rupees……) only.

Signature of the Contractor / Depositor

With full postal address

Validate Print Help

Item Rate BoQ

TENDER INVITING AUTHORITY: DEPUTY CONSERVATOR, MARINE DEPARTMENT, PARADIP PORT AUTHORITY

NATURE OF WORK: Decoration of Port Craft "SARALA/ SAMALEI" to a swan shaped traditional Boita with flower decoration on 24.11.2026 on the occasion of Port Day (Kartika Purnima).

No. MD/SPG/I-108/2010-11/1394, Date: 03/11/2026.

Bidder Name :	

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only).

NB.: Please quote your price, including the supply of materials, labour, transportation, dismantling and removal of the material outside the Port premises and cleaning of the Port Craft and Tug etc.

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1.00	Decorating the Port Craft "SARALA/SAMALEI"(Length-10.5mtr. and Width- 3.5mtr.) to a swan shaped traditional Biota using battens, Plys, Plaster of Paris, thermocol and decorating materials such as bamboo mesh, jhallars, decorating the total structure with beautiful painting by using enamel paints of different colours and shades, covering the engine portion of the Craft with temple shaped structure made up with ply and flower decoration of Boita etc. as per the requirement and direction of Dy. Conservator, PPA.	1.00	Lump Sum		0.0000	INR Zero Only
2.00	**NB: Please quote your price, including the supply of materials, labour, transportation, dismantling and removal of the material outside the Port premises and cleaning of the Port Craft and Tug etc.**					
Total in Figures					0.0000	INR Zero Only
Quoted Rate in Words				**INR Zero Only**		