

ODISHA SPACE APPLICATIONS CENTRE (ORSAC)
Deptt. of Science & Technology, Govt. of Odisha
Plot No.45/48(P), Jayadev Vihar, Near Gopabandhu Academy of Administration
Unit-16, Bhubaneswar-751 023

SHORT TENDER NOTICE No. 11/2025

Sealed tenders are invited from the registered vendors/ firms/D-class contractors for Civil maintenance work at ORSAC. For details, please visit <https://orsac.odisha.gov.in> or in the above office Notice Board.

Administrative Officer, ORSAC

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Sl. No	Description of Item	Estimated cost (Rs)	Cost of Tender paper (non-refundable) in Rs.	Period of completion of work
1	2	4	5	6
1	Civil maintenance work at ORSAC (As per Annexure-I)	2.35 Lakhs	2,000/-	03 weeks

Non-transferable tender documents for Civil maintenance work of the items stated above will be available from office of the Odisha Space Applications Centre (ORSAC), Bhubaneswar on payment of Rupees mentioned in the above table towards cost of tender document. The tender document cost, which is non-refundable, is payable in shape of Demand Draft drawn on any Nationalized Bank having branch at Bhubaneswar favouring **Odisha Space Applications Centre, Bhubaneswar, Odisha**. This tender notice can also be accessed through Internet in the ORSAC website: <https://www.orsac.odisha.gov.in> and bid document can be downloaded. The downloaded bid document can also be used provided it is accompanied with a Demand Draft towards cost of the tender document. Tenderers interested to receive tender documents by Registered Post should pay additional amount of Rs.200/- (Rupees Two hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.

The Tenderers are required to furnish attested copies of GST registration certificate from the competent authority as applicable along with the tender.

The Tenderers are required to deposit 1 % (one percent) of the bid value towards Earnest Money Deposit (**EMD**) in shape of Bank Draft drawn on any Nationalized bank having branch

at Bhubaneswar favouring Odisha Space Applications Centre, (ORSAC).

The items conforming to required specifications are to be delivered to the consignee at ORSAC, Bhubaneswar.

The tenders should be submitted after due compliance with guidelines given in the tender documents. Tenders submitted in incomplete form shall be rejected outright.

The tender papers will be available for sale in the office of the ORSAC between **11.00 AM to 4.00 PM** on Odisha govt. official working days till 27.03.2025. The sealed tenders will be received through Registered Post/Speed Post only till 2.00 PM on 28.03.2025 in the office of the ORSAC. The tender will be opened at **3.30 PM on 28.03.2025** in presence of the Tenderers or their authorized representatives, if any.

ORSAC reserves the right to cancel any or all tenders without assigning any reason thereof.

Administrative Officer, ORSAC

Terms & Condition

1. Tender received by post after the stipulated date and time mentioned above will not be considered.
2. The rates quoted should be inclusive of all Taxes and the cost of transportation/installation at specific places etc.
3. The following documents should be furnished with the tender paper failing which the tender is liable for rejection.
 - a. Attested copy of valid Contractor/Firm Registration Certificate.
 - b. Attested copy of valid PAN Card and GST Registration Certificates.
 - c. Original money receipt granted by ORSAC towards cost of tender paper.

The original certificates shall be produced at the time of opening of tender, if required.

4. If the date of sale, receipt and opening of the tender as specified above happens to be holiday(s), then the process of sale, receipt and opening whatsoever will be shifted to immediate next working day at the same time and venue respectively without further notice. However, date of tender paper opening may be postponed as per the convenience of the authority by intimating all the concerned tenderers through notice affixing to Notice Board / website of ORSAC.
5. The items should be new and unused and are to be delivered in good condition at ORSAC, Bhubaneswar as mentioned in the tender.
6. The tender should be submitted as per the format attached at annexure.
7. The tenderers should be file tender super scribing on the top of envelop/cover –
“Tender for Civil maintenance work.”
8. In case of any dispute between the Tenderers and ORSAC regarding interpretation of Tender Document conditions, the decision of the Chief Executive, ORSAC shall be final and binding.
9. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof. Any dispute in this matter will be settled up within Bhubaneswar jurisdiction.

Administrative Officer, ORSAC

Annexure

PRICE BID

Sl. No	Name of works	Rate quoted in Rs. (figures & words)	Remarks
1	2	3	4
1			
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
2.			
a.			
b.			
3.			
04.			

The details of the enclosed bank drafts:

The details of the enclosed documents:

- 1.
- 2.
- 3.

Full name, address, phone No. of the tenderer-

(Full signature of Tenderer)

PROFORMA FOR TECHNICAL BID

FORM-1

DETAILS OF THE BIDDER
(On letter head of the Bidder)

Sl.No.	Details	To be fill by Bidder
1	Name of the Bidder	
2	Registered Office address of the bidder	
3	Legal Status of the bidder	
4	Principal Place of the Business	
5	Brief description of the types of the business	
6	Name, Designation, contact number and Email ID of the Bidder	
7	PAN & GST No. of the bidder	
8	Details of the EMD amount	
9	Details of the Tender fee	

(Signature of the Bidder / Authorized Person with seal of applicant)

Name and seal of Bidder

Date:

Place:

Annexure-I**List of items for Civil Maintenance work**

Sl.No.	Description of Item	Qty.	Rate (Rs)	Amount(Rs.)
1.	Cement concrete flooring at Generator side in the west side of main building	Sand filling - 1.12 cum PCC - 1.12 cum A.S. flooring - 750 sqm		
2.	AS Flooring at UPS room and Night watchman room verandah	Ups room Night-watchman room 48.53 sqm		
3.	16mm thick plaster	Main building PUMP HOUSE Night-watchman room front outside wall 23.94 sqm		
4.	Distempering with cleaning the surface, one court putty with one court primer at main building and Annex building	Staircase wall First floor ladies toilet outside wall Corridor West side outer wall of gent's toilet Annexure building staircase south wall Westside ladies and Gents toilet G.F Corridor = 222.97 sqm		
5.	Weather coat panting and putty with primer and cleaning the surface at Annex building portico and main building and security room	Main building Portico Pillar Beam Out side Security room 330.12 sqm		
6.	Paver block removing and sand filling. Casting at front of bike parking.	Dismantling Total -30.71 sqm Sand filling 3.05 cum Casting 3.05 cum		
7.	Paver block joint at garden pathway wall	2.70 cum		

	20nos			
8.	Cotton supply for file binding One no conceal top cock with all	40 mtr		
9.	Supply & fixation of one no conceal stopcock fixing at west side ladies toilet urinal	1 nos		
10.	(A) RS & GIS Laboratory door hinges fixing repairing (B) Computer table repairing (C) Rest room and IT room window glass changes (D) Key board replacement (E) conference room aluminum door and front second door repairing (F) Wooden chair repair (G) Annex building Toilet door repairing (H) Wooden Chair supply	5 nos 12 nos 5.16 sqm 10 nos. 2 nos. 4 nos. 6 nos. 1 nos.		
11	Supply & fixation of iron grill at map store	40 kg 1.37 m x 1.52 m = 2.08 sqm.		
12	Supply & fixation of name plate a. CE's chamber b. Sc's chamber	02 nos. 03 nos.		
13	a. Sofa Repairing, polishing and cushion replacement b. Bookshelf dismantling and refitting with	02 sets 01 nos.		

	additional frame and colouring			
14	Supply & fixation of fittings (ISI mark) after replacement of old and damaged fittings in the toilets at both Ground floor, First floor and Guest House a. mirrors b. self c. Soap case	17 nos 15 nos 10 nos		
15	Floor spring at administrative wing	01 nos		
Total				
GST @ 18%				
Grand Total				
In words				