

DISTRICT LABOUR OFFICER, MALKANGIRI

No 3750 /

Date 15.12.2018

TENDER CALL NOTICE – /2018-19

Sealed tenders are invited from the intending firms / Authorised dealers / Rate contract holders / Agencies / Reputed manufacturers of Malkangiri district to quote their rates for supply of Bi-Cycles with specification, terms and conditions, (Available in the Website www.malkangiri.nic.in / Office Notice Board) which should reach to the Office of the undersigned from **17.12.2018** to **05.01.2019** (Up to 1.00 P.M) (Through Registered Post/ Speed Post / Courier service) only, which will be opened on **07.01.2019** at 10.00 A.M by the Tender Committee.

SI No.	Name of Article	Specification	Unit Required
1	Bi-Cycle	Details of Bi-Cycles placed at Section-2	Approximately 10000 beneficiaries

Bids submitted beyond the manner prescribed in the tender documents shall be rejected.

The detail terms & conditions, Bid documents can be available in the website www.malkangiri.nic.in.


District Labour Officer
Malkangiri

**TENDER DOCUMENT
FOR SUPPLY OF BI-CYCLE OF MALKANGIRI DISTRICT**

ADDRESS:

District Labour Officer

Malkangiri



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SECTION I - Instructions to Tenderers

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A handwritten signature in blue ink, consisting of a stylized, cursive name that appears to be 'SAA' or similar, with a horizontal line underneath.

SECTION I**INSTRUCTIONS TO TENDERERS**

1. Sealed tenders are invited in the prescribed format from reputed Bi-cycle manufacturers engaged in the manufacture of Bicycles or their authorized distributors/ agency /Suppliers /Wholesalers/Dealers etc. of Malkangiri for supply of Bicycles for period of one year in different Blocks of Malkangiri districts through a set of 3 envelope systems.
2. **Envelope details:**
 - 2.1 Envelope marked 'A' - Earnest money in shape of bank draft.
 - 2.2 Envelop marked 'B' –
 - (i) The proof that the bidder is authorized to do business in the schedule product is to be submitted in the format enclosed in section III, in case the manufacturer is not directly participating in the bid.
 - (ii) The bidder should furnish information on past supply and performance in the format enclosed in section IV.
 - (iii) GST clearance certificate, along with balance sheet for last 3 years of the manufacturer.
 - (iv) Copy of income tax return of the bidder.
 - (v) In addition to Para-v Proof of sound financial capability of the bidder in the case of authorized agent/dealer, the dealer should have an average (over 3 years) annual turnover of Rs. 1.00 crore to apply.
 - (vi) Sample of Bi-Cycle (Gents & Ladies) to be verified of the Bidders those Bidders are qualified in the Technical Bid.
 - 2.3 Envelope marked 'C' - Financial bid.
3. Envelopes marked 'A' and 'B' will be opened earlier and the contents will be evaluated at first stage. After this samples submitted by the bidders will be inspected. The financial bid of those bidders will only be opened, whose samples and others documents will be found satisfactory and according to instruction and specification, on the day, to be communicated later to the concerned bidder.
4. The name of the Manufacturer/Dealer & Tender for Bi-Cycle must clearly be written on the envelopes..



5. SCHEDULE TO THE INVITATION OF TENDER

Tender for Bicycles (Refer to Section-II for technical specifications)

Name of the Block	Quantity
Malkangiri, Mathili, Khairput, Chitrakonda, Korukonda, Kalimela & Podia	10,000(Approx.)

(Note: Approximate requirement for the above said/}

6. Earnest Money

- 6.1 **Rs,5,00,000/-** in the shape of Bank draft will have to be submitted drawn in favour of District Labour Officer, Malkangiri payable at Malkangiri by tenderers,
- 6.2 Any bid not accompanied with earnest money will be rejected.
- 6.3 The amount of earnest money will be forfeited if the bidder withdraws his bid after the opening of bids or if the bidder fails to furnish performance security after awarding of contract.

7. Quotation price

- 7.1 Bidders will have to quote only single rate for the schedule item strictly as per the technical specification enclosed in annexure "A". No variation or variable quotation or terms will be accepted.
- 7.2 All duties, taxes and other levies payable shall be included in the item's rate.
- 7.3 Rates are F.O.R. destination at Gram Panchayat levels and no extra rate shall be payable on account of transportation charges for interior delivery.
- 7.4 Correction, if any, shall be made by crossing out, re-writing and putting initial with date
- 7.5 Telex or Facsimile quotations are not acceptable.
- 7.6 The bidder must be authorised by the manufacturer to supply the goods offered by the bidder in the format enclosed in section iii
- 7.7 One sample for the scheduled item is to be submitted before the due date and time fixed for tender opening. The samples are to be submitted in the Office of **DISTRICT LABOUR OFFICER, MALKANGIRI** and a receipt obtained from that office should be kept in envelop marked 'B'. Any tender not submitted with acknowledgement receipt shall not be considered. No sample shall be accepted after due date and time.



8. Validity of quotation

- 8.1 The successful bidder will have to sign a rate contract agreement with the Undersigned, which will be effective for one year from the date of signing the agreement. The supply order may be placed with them at different time intervals for the said period.

9. Condition for Supply/ Delivery

- 9.1 The delivery will be at Gram Panchayat.
- 9.2 On each order of supply the delivery of fitted cycles should be completed within 30 days, but the material must reach the district headquarters within 15 days and to be informed and duly acknowledged by the District Labour Officer, Malkangiri.
- 9.3 Any delay in the period mention above in clause 9.2 will attract penalty such as forfeiture of the security money to be determined by the purchaser.

10. Security Deposit

- 10.1 5% as security deposit of the ordered value shall be deposited in favour of the District Labour Officer, Malkangiri payable at Malkangiri, as per the purchaser requirement by lowest evaluated responsive bidder within 10 days.
- 10.2 The performance security can be either in the form of Bank draft / Bank Guarantee/TDR.

11. Valuation of quotation

- 11.1 The Tender Committee will evaluate and compare the quotations independently, determined to be substantially responsive i.e. which conform to the terms and conditions and specifications.
- 11.2 The duties taxes other levies payable including CST/ GST shall be included in the item rate. The bidder must include all such taxes in the item rate in his quotation.

12. Qualification Criteria

- 12.1 The bidder must be reputed manufacturer engaged in manufacture of bicycles or their authorized distributors/agency/supplier/whole seller/dealer etc. The bidder submitting the offer as authorized dealer etc of the manufacturer shall submit certificate of dealership from the manufacturer as per the format enclosed in section III, which meets the stipulated eligibility and qualification requirements. The authorization must be in the prescribed proforma in manufacturer's original letterhead.
- 12.2 The bidder shall furnish up-to-date GST and copy of income tax return of the manufacturer with the bid.



- 12.4 The bidder must have supplied/Sales in any one year at least 300 bicycles in
- 12.5 The bidder should furnish information on past supply of the cycles supplied earlier in the format enclosed as section IV.
- 12.6 The bidder shall furnish data to support that he has financial and production capability to perform the contract.
- 12.7 Company having ISO Certification will only be considered.
- 12.8 If the bidder is not the manufacturer, the bidder has the responsibility to prove the above criterion.
- 12.9 Tenders not submitted as per the above prescribed manner will be treated as invalid.

13. Award of Rate contract

- 13.1 The Tender Committee will award tender to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the scheduled item.
- 13.2 The Rate- is valid for one year only from the date of placement of order.
- 13.3 Notwithstanding the above, the Tender Committee reserves the right to accept or reject any quotation and to cancel the bidding process and reject any/all quotations at any time prior to the award of the contract.
- 13.4 The bidder whose bid is accepted will be informed of the award by the purchaser. The terms of the accepted offer shall be incorporated in the purchaser order.
- 13.5 A agreement will be executed by the purchaser. The purchaser will have liberty to increase, decrease or even part supply order to be placed with the successful bidder.
- 13.6 Payment shall be made after delivery of the goods in satisfactory condition.
14. The tender document can be obtained from the office of the undersigned on all working days from 11.00 am to 5.00 p.m. on written application and deposit of paper cost of Rs. 5000/- inshape of DD or can be downloaded from the District web site i.e,**WWW.malkangiri.nic.in**. In case of downloading the bid shall be accompanied with a DD as paper cost on payment of **Rs. 5000/~** vide D.D payable to the District Labour Officer, Malkangiri. Last date for obtaining tender document from this office is **05.01.2019 up to 11.00 AM**.
- 15 No preference will be given to any bidder or class of bidders, either for price or for any of the terms and condition, earnest money deposit exemption etc.
- 16 You are requested to send your offer on all working days from 11 AM to 5 PM in the prescribed format (enclosed herewith) in sealed envelope addressed to the District Labour Officer, Malkangiri. The last date for submission of tender is **05.01.2019 till 1.00 PM**. Tenders will be opened on **07.01.2019 at 10.00 AM**, in the presence of bidders or their authorized representatives, who desires to be present.
- 17 We look forward to receiving your quotations in the stipulated time fixed in the Tender.



District Labour Officer, Malkangiri

SECTION II

Annexure- A

Sealed quotations are invited from reputed Manufacturers of Bicycles (Gents & Ladies) having ISO certification. Bicycles should be of:

20 Inch, 22 Inch & 24 Inch

There should be carrier at the back,

A Box carrier in the front attached to the handle,

Lock and Key,

Full Chain cover,

Steel Bell,

Cushioned Seat

Full stand & Side Stand

And other standard accessories.

The Logo of "OB&OCWW Board" & name of the scheme should be written clearly on the frame. The manufacturer must possess ISO certification otherwise their quotations will be outright rejected.



District Labour Officer, Malkangiri

SECTION III

MANUFACTURERS AUTHORIZATION LETTER

No.....- Dated:.....

To

TENDER FOR SUPPLY OF BICYCLES

Dear Sir,

We M/s.....,who are established and reputed Manufacturers of Bicycles having factories at do hereby authorise M/s.(Name& address of distributor/ agency/ supplier/ wholeseller/ dealer etc) to bid, Negotiate and conclude the contract with you against the above tender.

We agree to supply the required quantity of Bicycles to M/s..... as offered by them to supply against the above stated tender and undertake full guarantee and warranty for supplies done through them

Yours faithfully,

For and on behalf of M/s.....
(Name of Manufacturer)

The authority letter must be in the original letter-head of the manufacturer.



SECTION IV

PROFORMA FOR PERFORMANCE STATEMENT (FOR BIDDER) (FOR A PERIOD OF LAST THREE YEARS)

Name of Firm and address:-----

Order placed by (full address of)	Order No. and date	Description and quantity of ordered goods		Remarks
		Items	No. of Pieces	
1	2	3	4	5



Signature of Supplier

SECTION V

PRICE SCHEDULE

Sl. No	Name of Item	size	Unit cost
1	Bicycle	20 Inch	
2	Bicycle	22 Inch	
3	Bi Cycle	24 Inch	

Place :

Signature of the Bidder

