

COLLECTORATE, MALKANGIRI
(ST & SC DEV. SECTION)

No 342 / ~~1102~~ / 2019 (Dev.)

Date .2019

TENDER CALL NOTICE

Sealed tenders are invited from the intending firms /Authorised Distributors/ Authorised dealers / Rate contract holders / Agencies / reputed manufacturers to quote their rates for supply of Basic Utensil for Schools & Hostels running under ST & SC Development Department in the District of Malkangiri for the year 2018-19

TENDER DOCUMENTS

IMPORTANT INFORMATIONS TO THE BIDDERS

01	Availability of Tenders	www.malkangiri.nic.in
02	Date & Time for submission of the Tender documents by Speed Post/Regd.Post.	Last date- <u>06.3.2019</u> by 05:00 P.M.
03	Earnest Money Deposit	Rs.30000/- (Rupees Thirty Thousand)only
	Paper Cost (Non refundable)	Rs.3000/- (Rupees three thousand) only
04	Opening of Bid Document (i) Technical Bid (ii) Financial Bid (iii) Venue	(i) Date <u>06.3.2019</u> Time <u>05:30 PM</u> (ii) Financial bids of the technically successful Bidders will be opened after acceptance of the samples. The bidders are to provide the samples at the time of opening of tender paper. (iii) Conference Hall of Collectorate, Malkangiri
05	Supply of all intended materials	The materials are to be supplied within 15 (fifteen) days from the date of placement of order failing which indent will automatically cancelled and EMD & SDR so deposited will be forfeited.

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23/2/19

COLLECTOR-CUM-CHAIRMAN
PURCHASE COMMITTEE, MALKANGIRI

TERMS AND CONDITION

1. The rate is inclusive of all taxes and no transportation charges will be paid for the purpose. The material should be delivered at the Office of District Welfare Officer, Malkangiri in Malkangiri District.
2. The Bidder should submit their bid documents with valid GST Registration/ Specific item intend to participate in the tender should be mentioned in Registration Certificate/ TAN No/ Dealership Certificate and PAN Card/ Copy of income Tax return for last three years/ Xerox copy of Pass Book account containing the name of Unit/ Authorized CIB Certificate.
3. A declaration in Form-C (enclosed) for having not been disqualified / black listed / suspended from empanelment or from participation in any tender from Government or Quasi Government agency in the union of India.
4. The paper cost should be submitted for the items for which tender is submitted. The cost of tender paper is not refundable.
5. Bidders intending to participate in the tender are required to submit GST Registration Certificate. However, before awarding of the contract, the said supplier from outside the state shall furnish an undertaking in form of an affidavit stating that, they have no business in Odisha and have no liabilities under the Odisha GST. The original documents should be produced before the Purchase Committee for verification at the time of opening of tender papers.
6. The tender paper in sealed cover must be accompanied by required EMD payable in favour of District Welfare Officer, Malkangiri, in shape of Bank Draft/ Bankers Cheque payable at SBI, Malkangiri, which will be refunded immediately to the unsuccessful bidder after finalization of Tender and to the successful bidders after full supply of procurement items.
7. This tender document has prescribed a two bid format for submitting the offers. It contains the "Technical" and "Financial" bid formats. Both the "Technical" and "Financial" bids are to be submitted in separate sealed covers identified as "Technical" or "Financial" bid after detaching the formats from this tender document. Both the sealed covers shall have boldly written with by the supplier/ bidder, tender call notice number and the last date of submission'.
8. The Tender paper is to be addressed to the District Welfare Officer, Malkangiri, At: New Collectorate Building, 2nd Floor, Malkangiri 764048 and on the top of the cover should be super scribed "Tender paper for supply of Utencils"
9. If the last date for receipt of the tender/ bid turns out be a holiday, it will automatically be extended to next working days.
10. A bid once submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any, may be provided by them.
11. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
12. All the crucial figures, like, rates and amount should be written in figures followed by words.
13. There shall be no over-writing in the tender document and other papers submitted. All the additions, alteration, deletions and cuttings should be initialed with rubber stamp (or seal) by the same person, who signs the tender documents failing so, the tender document will be rejected.
14. All the rates and amounts be quoted in Indian Rupees (IR) and shall be presumed to be in Indian Rupees unless specifically permitted.
15. The rates quoted shall be valid for a period of 180 (one eighty) days counted from the last date of receipt of the bids or submission of tenders.
16. Each page of this tender documents should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
17. All the procured items should be supplied within 15(fifteen) days from the date of placement of order. All materials should be delivered in full and good conditions and in no case part supply will be accepted. The Successful Unit/Firm should submit GST Registration certificate during time of submission of Invoice Bill with Delivery Challan.

18. The authority shall not be held responsible for any damage or loss of materials during transportation.
19. The Supplier should supply the products having specific company logo in each and every item as specified.
20. If the supplier fails to supply the articles within stipulated period, the order will stand automatically cancelled and the EMD will be forfeited to Government.
21. The Bidder is to produce sample of the item for which rate quoted at the time of opening of the Tender paper
22. The successful bidder should replace any damage materials or if arose any incorrect size/ Specification of supply should replace immediately.
23. The supplier has to deposit 5% of the order value as performance guarantee in shape of FDR (Fixed Deposit Receipt) to be pledged in favour of the District Welfare Officer, Malkangiri within 07 (seven) days from receipt of placement order.
24. The District Level Purchase Committee shall not be bound to accept the lowest rate, but the acceptance of the tender shall be based on the best quality of the materials/ Samples submitted. The finally accepted bidders shall strictly confirm to the approved rates and sample while supplying.
25. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

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23/2/19

COLLECTOR-CUM-CHAIRMAN
PURCHASE COMMITTEE, MALKANGIRI

FORMAT-"A"
APPLICATION-TECHNICAL BID

01	Name of the Bidder			
02	Details of Earnest Money Deposit	D.D.No. _____ Date: _____ of _____ Rs. _____ drawn On _____ Bank		
03	Name of the Proprietor			
04	Full address of the Registered Office			
05	Full address of Operating/Branch Office			
06	Name & Telephone No. of authorize Officer			
07	Firm Registration/ Company Authorisation	Yes/No		
08	Registration Certificate of GST	Yes/No		
09	Copy of PAN card attached	Yes/No		
10	GST Clearance Certificate	Yes/No		
11	Sale Tax Registration Certificate	Yes/No		
12	I.T. Returns of last three years	2015-16	2016-17	2017-18
13	Annual Turnover (2015-16, 2016-17, 2017-18)	2015-16	2016-17	2017-18
14	Experience in Govt. supply	Yes/No		
15	Bank Account statement copy	Yes/No		
16	Declaration as per Format-C	Yes/No		
17	Non-Refundable paper cost of Rs.3,000/-(three Thousand)only in shape of Demand Draft.	Yes/No		

Place
Date

Bidders Official Signature
Name & Designation with Rubber
Stamp/Official seal of the firm.

LIST OF ARTICLE TO BE PURCHASED

Sl No	Items and its description	Rate as per	Rate to be quoted	Tentative requirement
1	Aluminium Honda with Lid 60KG capacity	per KG		60
2	Aluminium Honda with LID 40 KG Capacity	per KG		100
3	IRON Kadhai (24' radius)	per KG		150
4	Aluminium Dekchi with lid (30 Lt. capacity)	per KG		150
5	Steel Tray (15X12)' 5 Cups	per KG		5000
6	Mortar Pestal (IRON - hemdosta)	per KG		100
7	Steel Bucket 12 lt. water capacity	per KG		1000
8	Steel drum (50 lt. water capacity)with Cover	per KG		150
9	Iron Jalli Chotu 30' Long handle	per Piece		200
10	Iron Pitapatia 30' long handle	per Piece		200
11	Aluminium Dunky (DABO) 30' Long Handle	per Piece		400

Memo No 343 / 2019

Date 23.02.2019

Copy to the Office Notice Board, all local offices in the District,/ DIPRO, Malkangiri / All the Block Development Officers in the District for information and necessary action with a request to display the Tender Call Notice in their Notice Board for information & wide publication.


District Welfare Officer,
Malkangiri
Date 23.02.2019

Memo No 344 / 2019

Copy to the District Informatics Officer, NIC, Malkangiri for information with a request to publish the quotation in the District portal www.malkangiri.nic.in.

Copy to all the members of the Purchase Committee for information.


District Welfare Officer,
Malkangiri
23/2/19

FORMAT-"C"
DECLARATION

1. I _____ Son/Daughter/ Wife
of _____ Proprietor /Authorized Signatory of the Bidders
mentioned above are competent to sign this declaration and execute this Tender
Document.

2. I have carefully read and understood all the items and conditions of the Tender and
undertake to abide by them.

3. The information/Documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/We am/are well aware of
the fact that furnishing of any false information/fabricated document would lead
to rejection of my Tender at any stage besides liabilities towards procession
under appropriate law.

4. I also Certify that our firm has not been black listed by the Central/State
Govt./Board/Corporation/Autonomous body under administrative control of
Central/State Govt. etc.

5. This is also certified that neither I nor organization will indulge in any corrupt
practices so far as this bidding is concerned.

Place
Date

Bidders Official Signature
Name & Designation with Rubber
Stamp/Official seal of the firm.