

**DISTRICT OFFICE: MAYURBHANJ, BARIPADA**  
(ST & SC DEV. SECTION)

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No. 5055 / DWO / Date 04.09.2018 /

**TENDER CALL NOTICE**

Sealed Tenders in plain paper are invited from the intending reputed registered Firms/ Suppliers for supply of School Uniform to the ST & SC students reading in Class-IX to XII in High Schools and Higher Secondary Schools running under ST & SC Development Department in Mayurbhanj District as per the specification mentioned as follows.

**TENDER DOCUMENTS**

**IMPORTANT INFORMATION TO THE BIDDERS**

1.	Availability of Tender	<a href="http://www.mayurbhanj.nic.in">www.mayurbhanj.nic.in</a>
2.	Date and Time for submission of the Tender documents by Speed post/ Registered post	Last date <u>27.09.18</u> by 2.00 PM
3.	Earnest Money deposit	Rs.50,000/-
4.	Non refundable paper cost	Rs.2,000/-
5.	(i) Technical Bid  (ii) Financial Bids of eligible Tenderer  (iii) Venue	(i) Duly filled up and to be opened at <u>3</u> PM on dt. <u>27.09.2018</u>  (ii) Financial Bids of the bidders who would qualify in technical bid shall be opened. In financial bid <b>sample</b> is mandatory along with quoted price.  (iii) In the <u>Office Chamber of the Collector, Mayurbhanj</u>
6.	Supply of all the items included in the 'school uniform' for boys and girls separately.	The materials are to be supplied within (1) one month, at the destination (School point) from the date of placement of order failing which order will be automatically cancelled and EMD & SD will be forfeited. The payment will be made by the concerned Headmaster of the school after quality verification.

**Terms & Conditions and General Instructions For Bidders**

**1. Procedure**

- (a) The Bid has been invited under two bid systems, i.e., 'Technical Bid' and 'Financial Bid'. The interested Bidders are advised to submit two separate sealed envelopes super scribing Technical Bid and Financial Bid.

- (b) Technical Bid and Financial Bid – The bidders have to fill up the Technical Bid form (**Format-A**) (copy enclosed) and submit it with a separate envelope with all self-attested documents. Similarly, the Financial Bid form has to be filled up as per prescribed form (**Format-B**) (copy enclosed) and to be submitted in separate envelope.
- (c) The tender should be addressed to the District Welfare Officer, Mayurbhanj, Baripada, AT/PO- Murgabadi, PIN-757002 and subscribed as '**Tender for Supplying School Uniform**'.
- (d) The Tenderers / Firms have to submit the Demand Draft of Rs.50,000/- (Rupees Fifty Thousand) only payable to D.W.O., Mayurbhanj in Technical Bid.
- (e) The interested Bidder has to enclose self-attested photo copy of the following valid documents in the technical bid envelope.
- **Registration Certificate of the bidder's organization obtained from the Govt. authority**
  - **Provisional Registration Certificate of GST**
  - **Copy of PAN Card**
  - **Last one year IT Returns (2017-18)**
  - **Last one year's Audit Report (2017-18) (if any, not mandatory)**
  - **Experience in Govt. Supply (if any, not mandatory)**
  - **Bank Account Number (crossed cheque)**
  - **D.I.C Registration Certificate (if any)**
  - **Declaration as per Format-C (Copy enclosed)**
- (f) The bidders who meet the qualitative requirements specified in the Technical Bid will only be considered for participating in the financial Bid. The technically disqualified bidders will not be entertained in the financial Bid.
- (g) Non-refundable paper cost of Rs.2000/- (Rupees Two Thousand), in shape of Demand Draft payable to the District Welfare Office, Mayurbhanj should be attached in the Technical Bid and therefore, those tenderers/ suppliers who are interested to participate in the Tender Process, are instructed to attach demand draft of Rs.2000/- in favour of District Welfare Office, Mayurbhanj in the Technical Bid through downloading the Tender paper and details of terms and condition from the website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in). **Without Demand Draft of Rs.2000/-, the tender paper shall not be accepted and liable to be rejected.**
- (h) The Committee reserves the right to reject or cancel the tender/ quotation or supply orders without assigning any reason thereof.
- (i) The Committee shall not be responsible for any postal delay or missing of tender papers. The incomplete tender papers or without EMD received after the scheduled date and time shall not be accepted and liable to be rejected.
- (j) The Tenderers should quote rate for all items given in the tender schedule in order.
- (k) The Tenderers/ Suppliers should submit one sample and one quoted rate.
- (l) **If any single supplier, quoting favorable rate with qualitative sample of any particular category of items or all, will be given preference for selection of tender.**

- (m) The Bidders required furnishing the quotation price of the articles of the particular category of the items, the Committee has reserved the right to consider or select the article basing upon the qualitative product.
- (n) **The selected bidder has to collect, the measurement (size) of the Uniform of individual boarder students of Class-IX, X, XI & XII of the SSD High Schools and Higher Secondary Schools throught out the district** and supply the uniform with proper good looking fitting of each individual students, at the school point in presence of the Headmaster, so as to ensure proper fitting.
- (o) The quoted rate inclusive of all taxes and transportation to the School points within the District, Mayurbhanj. The entrusted quality verifying team will verify the quality of the uniform at the school point.
- (p) The items should be delivered in full and good conditions.
- (q) After finalization of the tender, the successful/ selected bidder/firm is required to deposit 5% of the Order Value for Security Deposit in shape of FDR (Fix Deposit Receipt) to be pledged in favour of the District Welfare Officer, Mayurbhanj before supply order.
- (r) On failure to supply School Uniform within stipulated period, the order will stand automatically cancelled and both EMD and SD amount, so deposited by him will be forfeited.
- (s) Supply of School Uniform and other accessories other than sample approved, will warrant cancellation of Supply Order and forfeiture of EMD.
- (t) There shall be no compromise of the quality of materials as approved by Purchase Committee.

## **2. Submission and opening of Tender.**

Samples are mandatory, without samples tender will not be accepted.

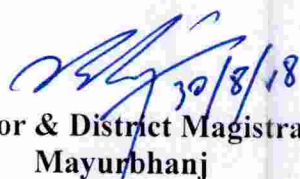
The interested bidders may submit the tender document completely in all respect along with EMD, Non-refundable paper cost and other requisite documents on or before dt...~~27.09.2018~~ up to **2.00 P.M** addressing to the District Welfare Officer, Mayurbhanj, AT/ PO- Murgabadi, PIN-757002 by Registered Post/ Speed Post. The Technical bids shall be opened on the same date at **3.00PM on dt...~~27.09.2018~~** in the Office Chamber of the Collector & District Magistrate, Mayurbhanj in presence of bidders or authorized representatives of the bidders.

The District Administration shall not be held responsible for any Postal delay.

The bid received by the authority after the prescribed Time and dateline will not be opened or considered. Thus, the same is deemed to be rejected.

The authority reserves the right to cancel, approve or alter the terms and conditions without assigning any reason thereof.

Enclosures: - *Format- A, B & C*

  
Collector & District Magistrate,  
Mayurbhanj

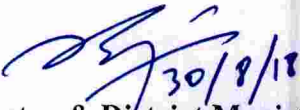
Memo No. 5056 / DWO Date. 04.09.18

Copy to the Additional District Magistrate, <sup>(Gen)</sup> Mayurbhanj / P.A., ITDA, Baripada/ Kaptipada/ Karanjia/ Rairangpur for favour of kind information and necessary action

Copy to all Sub-Collectors/BDOs/Tahasildars for favour of kind information and necessary action with a request to affix above tender papers in their office Notice Board for wide publicity.

Copy to GM, DIC, Mayurbhanj/ DIO, NIC, Mayurbhanj for information. The DIO, NIC, Mayurbhanj is requested to upload the advertisement in District Website for wide publicity.

Copy to NOTICE BOARD.

  
30/9/18  
Collector & District Magistrate,  
Mayurbhanj

**FORMAT-A**

**APPLICATION-TECHNICAL BID**

1	Name of the Bidders		
2	Details of earnest money deposit	DDNo. _____ date _____ Rs. _____ on _____	of drawn bank
3	Name of proprietor		
4	Full address of Registered Office		
5	Full address of Operating /Branch Office		
6	Name and Telephone No. of authorized officer		
7	Registration Certificate any such equivalent certificate in support of formation / recognition of the bidder's organization obtained from the Govt. authority		YES/NO
8	Provisional Registration Certificate of GST		YES/NO
9	Copy of PAN card attached		YES/NO
10	IT Return of last 01 yr (2017-18,)		YES/NO
11	Last one year Audit Report (2017-18) ( if any, not mandatory)		YES/NO
12	Experience in Govt. Supply (if any, not mandatory)		YES/NO
13	Bank Account No & Copy of crossed cheque.		YES/NO
14	DIC Registration Certificate ( if any, not mandatory)		YES/NO
15	Declaration as per format -C		YES/NO
16	Non-refundable Paper Cost of Rs 2000/- only in shape of Demand Draft		YES/NO

Place  
Date

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

**FORMAT-B**

**APPLICATION-FINANCIAL BID**

Name of the articles	For the Students of Class	Rate to be quoted
<b><u>Uniform For Girls (Category –I)</u></b>		
<b>White Salwar</b> (Semi Patiwala) & <b>Blue Kameez</b> (High neck with three quarter hand) <b>two nos. of each</b> (within Rs.573/- @286/- per piece) inclusive all taxes & transportation to the school point.	IX-XII	
<b>White Dupatta</b> , 2.25 meter, <b>two pieces</b> (within Rs.80/-) inclusive all taxes & transportation charges to the school point.	IX-XII	
<b>Black Shoe</b> – One pair (of Gurukul Brand) (Within Rs.210/) inclusive all taxes & transportation charges to the school point.	IX-XII	
<b>White Socks</b> – One Pair (within Rs.30/-) inclusive all taxes & transportation charges to the school point..	IX-XII	
<b>Belt &amp; Badge</b> (1+1) (within Rs.40/-) inclusive all taxes & transportation charges to the school point..	IX-XII	
<b><u>Uniform For Boys (Category –II)</u></b>		
<b>Blue Full Pant</b> (with Elastic)-2 Nos (within Rs.393/- @196/- per piece) inclusive all taxes & transportation charges to the school point.	IX-XII	
<b>Half sleeve white shirt</b> - 2 Nos (within Rs.260/- @130/- per piece) inclusive all taxes & transportation charges to the school point.	IX-XII	
<b>Black Shoe</b> – One pair (Gurukul or other equivalent Brand) (Within Rs.210/-) inclusive all taxes & transportation charges to the school point.	IX-XII	
<b>White Socks</b> – One Pair (within Rs.30/-) inclusive all taxes & transportation charges to the school point.	IX-XII	
<b>Belt &amp; Badge</b> (1+1) (within Rs.40/-) inclusive all taxes & transportation charges to the school point.	IX-XII	

Note: - Bid documents and Samples of all the items quoted by the bidders/ firm should be submitted before opening of the tender.

Place  
Date

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

**FORMAT-C**

**Declaration**

1. I, \_\_\_\_\_ Son/ Daughter/ Wife of  
Sri \_\_\_\_\_ 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 prosecution under  
appropriate law.
4. I also certify that our firm has not been black listed by Central/ State Government/  
Board/ Corporation/ autonomous body under administrative control of Central or  
State Government etc.
5. This is also certified that neither myself 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