

DISTRICT OFFICE: MAYURBHANJ, BARIPADA

(ST & SC DEV. SECTION)

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No. 271 /DWO / Date 22/01/2019

TENDER CALL NOTICE

Sealed Tenders in plain paper are invited from the reputed **registered** Firms / Suppliers (having branded Company **Authorization to be preferred**) for supply of different category of items, such as, “**(I) Washing Machine (II) Generator- Set (III) Incinerator (IV) Water Purifier (V) Inverter with Battery(VI) Dining Table with char and (VI) School Furniture’s**” which to be supplied to the SSD Hostels in Mayurbhanj District for the use of the boarder students and EMRSs , Bangriposi and Karanjia., for the current financial year2018-19.

Categorically, item wise specification is mentioned as follows. The bidder has to **super scribe** on the envelop, that for which item or category of items, he/she intends to participate in the tender..

TENDER DOCUMENTS

IMPORTANT INFORMATION TO THE BIDDERS

1.	Availability of Tender	www.mayurbhanj.nic.in
2.	Date and Time for submission of the Tender documents by Speed post/ Registered post only.	Last date <u>22/01/19</u> by02 P.M.
3.	Earnest Money deposit(Refundable)	Rs 20,000.00(Rupees Twenty Thousand) only. separate for each category of items.
4.	Non refundable paper cost	Rs 3,000.00(Rupees Three Thousand) only., separate, for each category of items.
5.	(i) Technical Bid (ii) Financial Bids of eligible Tenderer (iii) Venue	(i) Duly filled up and to be opened at ..10.30 A.M. .. on dt. <u>08-02-2019</u> (ii) Financial Bids of the bidders will be opened, those who would have qualified in technical bid. In financial bid sample is a must along with quoted price. . (iii) Office of the D.W.O., Mayurbhanj.
6.	Category of Materials to be Supplied “(I) Washing Machine (II) Generator- Set (III) Incinerator (IV) Water Purifier (V) Inverter with Battery(VI) Dining Table and (VI) School Furniture’s.	The materials are to be supplied within 15(Fifteen) days from the date of placement of order, failing which order will be automatically cancelled and EMD will be forfeited.

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 super scribing as '**Tender for Supplying**(**Name of the item/category**),
- (d) The Tenderers / Firms have to submit EMD in shape of Demand Draft ,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, stated above , such as:
 - (i) **Valid company authorization/E.P.M. rate contract/M.S.M.E. Registration Certificate of the item.(if any, not mandatory but preferable)**
 - (ii) **Provisional Registration Certificate of GST .**
 - (iii)**Copy of PAN Card.**
 - (iv)**Last one year IT Returns (2017-18)**
 - (v)**Last one year's Audit Report (2017-18)**
 - (vi)**Experience in Govt. Supply (if any, not mandatory)**
 - (vii)**Bank Account Number (cancelled cheque)**
 - (viii)**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 3,000.00** , in shape of Demand Draft, payable to the District Welfare Officer, 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 ,towards **paper cost in favor 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. Without Demand Draft of the paper cost , 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 each items/ article given in the tender schedule.

- (k) The Tenderers / Suppliers should submit one sample for the quoted rate. (Single Sample , Single rate)
- (l) The Bidders required furnishing the quotation price of the items, the Committee has reserved the right to consider or select the article basing upon the qualitative product.
- (m) The rate inclusive of **all taxes and transportation**, to the **School/ Hostel points of Mayurbhanj**.
- (n) The items should be delivered in full and good conditions.
- (o) On failure to supply the items, within stipulated period, the order will stand automatically cancelled and EMD, so deposited by her/ him will be forfeited to Govt.
- (p) Supply of article other than sample approved, will warrant cancellation of Supply Order and forfeiture of EMD.
- (q) There shall be no compromise of the quality of materials as approved by Purchase Committee.
- (r) The Committee is not bound to accept/ select L-1 with low quality , but the best quality item with in affordable price limit, will be the criteria of selection.

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 ~~07.02.2019~~ up to **02 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 in the next day i.e. ~~on dt.08.02.19~~ at **10.30 A.M.** in the Office of the D.W.O., 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. 272 / DWO Date. 22/01/2019

Copy to the Additional District Magistrate, 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.


Collector & District Magistrate,
Mayurbhanj

FORMAT-A
APPLICATION FOR-TECHNICAL BID

1	Name of the Bidders
2	Details of Earnest Money Deposit	DDNo. _____ date _____ of Rs. _____ _____ drawn on bank _____
3	Name of proprietor	
4	Full address of Registered Office	
5	Full address of Operating /Branch Office	
6	Name and Telephone authorized officer	
7	Registration Certificate any such equivalent certificate in support of formation / recognition of the bidder organization obtained from the Govt. authority	YES/NO
8	Valid company authorization / E.P.M. rate contract / M.S.M.E. Registration Certificate of the item .	YES/NO
9	Provisional Registration Certificate of GST	YES/NO
10	Copy of PAN card attached	YES/NO
11	IT Return of last one year (17-18)	YES/NO
12	Last one year Audit Report (2017-18)	YES/NO
13	Experience in Govt. Supply (if any, not mandatory)	YES/NO
14	Bank Account No & Copy of cancelled cheque	YES/NO
15	Declaration as per format -C	YES/NO
16	Non-refundable Paper Cost in shape of Demand Draft	YES/NO

Place
Date

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

FORMAT-B(I) (Washing Machine)

APPLICATION-FINANCIAL BID

SI No	Name of the articles	Description	Quoted rate (Rs)
1	WASHING MACHINE	Branded Semi Automatic Washing Machine, having at a time washable capacity of 20 K.G. to be functionalised in the single phase electricity connection.	

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
Stamp/Official seal of the firm

FORMAT-B (II) (Generator Set)

APPLICATION-FINANCIAL BID

SI No	Name of the articles	Description	Quoted rate (Rs)
2	Generator Set	5KVA & 8 HP diesel engine, air cool Generator set, Fitted with common base plate on four wheel trolley. (Including transportation, installation and functional, to the School/ hostel points.)	

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
Stamp/Official seal of the firm

FORMAT-B(III) (INCINERATOR)

APPLICATION-FINANCIAL BID

SI No	Name of the articles	Description	Quoted rate (Rs)
1	INCINERATOR	Auto cut-off, Electrically safe, ceramic insulated, Burning Capacity per hour 25-30 pads (with complete delivery, installation and functional at the school/Hostel point)	

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
Stamp/Official seal of the firm

FORMAT-B(IV) (Water Purifier)

APPLICATION-FINANCIAL BID

Sl No	Name of the articles	Description	Quoted rate (Rs)
1	Water Purifier	(RO) water purifier and water cooler with Alkaline Facilities, storage capacity 80Litre” (with complete delivery, installation and functional at the school/Hostel point)	

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
Stamp/Official seal of the firm

FORMAT-B (V) (INVERTER)

APPLICATION-FINANCIAL BID

Sl No	Name of the articles	Description	Rate quote (Rs)
1	Inverter with Battery	Inverter-2.5 KW, 2 nos Battery -150/160 Ampire, loading capacity 2100 watt. (with complete delivery, installation and functional at the school/Hostel point)	

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

Place:

Date:

Bidders Official Signature

Name & Designation with
Stamp/Official seal of the firm

FORMAT-B(VI) (DINING TABLE)
APPLICATION-FINANCIAL BID

Sl No	Name of the articles	Description	Quantity of Items to be purchased	Rate quote (Rs)
1	Six Seated Dining Table(Including chair)	Steel Folding Set, canteen table , easy and comfortable for dining purposes of the boarder students., All materials are made out of stainless steel . Table Size-72"X35"X 30" (including transportation, installation and functional, to the School/ hostel points.)	20 sets	

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

Place:

Date:

Bidders Official Signature

Name & Designation with
Stamp/Official seal of the firm

FORMAT-B(VII) (School Furniture's)
APPLICATION-FINANCIAL BID

Sl No	Name of the articles	Description	Quantity of Items to be purchased	Rate quote (Rs)
1	Principal Table.	Executive Table, Size-5'X3' made out of MDF Board, with left side one draw one cup board and side draw with locking arrangement.	2	
2	Principal Chair	Branded Executive High neck, revolving chair, tilting hydraulic wooden arm	2	
3	Plain Staff Table	Size -8'X3'X4' , plain table made out of MDF board. Front covered.	2	
4	Normal Steel Chair	Branded Four legged Normal Steel Chair made out of M.S. pipe with arm, seat and back foam cushion. Seat size -18"X18"	12	
5	Visitor's Chair	Branded Four legged chair with arm rest , frame made out of S.S. pipe. Seat and back foam cushion with leather tic.	12	
6	What Not(Rack)	Branded Slotted angle rack , size-78"x36"x15", galvanized / powder coated, with five selves.	4	
7	Steel Almirah	Branded Steel Almirah,Size-78"x36"x20" with one locker.3 selves making four compartments.	2	
8	Teachers Table	Size -4'X2.5'X2.5' , plain table made out of MDF board. Front covered, with one draw and one cup board with locking arrangement.	4	
9	Teacher's Chair	Branded Four legged chair with arm rest , frame made out of S.S. pipe. Seat and back foam cushion with leather tic.	4	
10	White Board	Size -4'X3' White Board , for teaching purpose in the class room.	4	

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

Place:

Date:

Bidders Official Signature

Name & Designation with
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 be abided by those.
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 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