

**DISTRICT OFFICE, MAYURBHANJ, BARIPADA**

(ST & SC DEV. SECTION)

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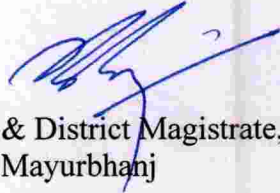
Phone- 06792-260763

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No. 4462 / DWO / Date 30-08-2019

**TENDER CALL NOTICE**

Sealed Tenders in plain paper are invited from the intending reputed registered Firms / Suppliers having branded company authorisation for supply of “(I) Mink Blankets (II) Utensils etc.” for the boarder students staying in the, Schools , & Hostels, running under ST & SC Development Department in Mayurbhanj District for the year 2019-20. The interested bidders may submit the tender documents complete in all respect along with EMD, non-refundable paper cost and other requisite documents on or before .....<sup>18</sup><sup>th</sup> Sept 2019..... up to 2.00 PM addressing to the *District Welfare Officer, Mayurbhanj, At/Po- Murgabadi, PIN- 757002* by **Registered Post /Speed Post**. The tender paper shall be opened on the same day i.e. on .....18-09-2019 at 03PM .The other details like terms and conditions, general instruction for bidders etc. are available in the website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in).

  
Collector & District Magistrate,  
Mayurbhanj

**DISTRICT OFFICE: MAYURBHANJ, BARIPADA**

(ST & SC DEV. SECTION)

E-mail:- [dwomayurbhanj@rediffmail.com](mailto:dwomayurbhanj@rediffmail.com), Phone- 06792-

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No. 4460 / DWO / Date 30-08-2019,

**TENDER CALL NOTICE**

Sealed Tenders in plain paper are invited from the reputed **registered** Firms / Suppliers for supply of different category of items, such as, “**(I) Mink Blankets and (II) Utensils etc.**”, which to be supplied to the SSD Hostels in Mayurbhanj District for the use of the boarder students., as decided by the District Level Purchase Committee ,for the current financial year2019-20.

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

**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 <b>by Speed post/ Registered post only.</b>	Last date <u>18-09-19</u> by ..02 P.M.
3.	Earnest Money deposit(Refundable)	Rs 50,000.00(Rupees Fifty 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 ..03 P.M. .. on dt. <u>18-09-2019</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) In the <u>Office of D.W.O., Mayurbhanj</u>
6	<b>Category of Materials to be Supplied “(I) Mink Blankets &amp; (II) Utensils etc.”</b>	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 authorisation/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 (2018-19)**
  - (v)**Last one year's Audit Report/ Balance Sheet (2018-19)**
  - (vi)**Bank Account Number (cancelled cheque)**
  - (vii)**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 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 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**. But in case of “ **Utencils and Blankets**” to the Office point of District Welfare Officer, Mayurbhanj, Baripada, for necessary quality verification by the quality verifying committee and then further distribution to the School/ hostel points as per requirement.
- (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 18-09-19 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** on the same day i.e. on dt.....18-09-2019..... at **03 P.M.**... in the D.W.O's Office, in presence of bidders or authorised 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

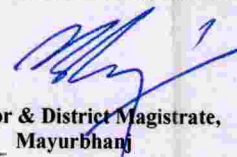
Memo No. 4461 / DWO Date. 30-08-2019

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. _____ of date _____ 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 authorisation / E.P.M. rate contract / M.S.M.E. Registration Certificate of the item .( Not Mandatory)	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) (Mink Blankets)**  
**APPLICATION-FINANCIAL BID**

SI No	Name of the articles	Description	Quantity of Items to be purchased. (Approximately)	Quoted Rate Per Piece (Rs)
1	Mink Blankets	Mink Blanket, sleeping Length 87", width 59", Top & Bottom Stitching. Weight- not less then 1.250k.g	15000 pieces	

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) ( Utensils.)**  
**APPLICATION-FINANCIAL BID**

SI No	Name of the Items & its description	Approximate quantity to be purchased	Rate	Quoted Rate (Rs)
1	Steel , Bucket (height around 12" & dia 11.5"-both inner side)	500 pieces	per kg	
2	Steel Meal Serving Disc ( Round shaped Serving Bowl( Gangula) attached with two side handle with lead.( Size – upper Length-17" depth-11.5".)	500 pieces	per kg	
3	Steel Chatu Small handle (Pan) (Top to Bottom 09")	200 pieces.	per piece	
4	Steel chatu long handle for serving curry/ dal (Top to Bottom , upper length 14")	200 pieces	per piece	

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-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 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