

Important Dates

| | | |
|---|---|-------------------------------------|
| 1 | Date of hoisting of the bid document on website | 10/01/2023 |
| 2 | Date for sale of the bid documents | 10/01/2023 to 27/01/2023 up to 5 PM |
| 3 | Last date & Time for receipt of bid documents | 30/01/2023 till 5 PM |
| 4 | Date & Time of opening of Bid document | 31/01/2023 at 11 AM |

Checklist of Documents

| Sl. No. | Particulars of Item | Status (Yes/No) |
|----------------|---|----------------------------|
| 1 | Copy of valid Company Registration Certificate and GST Certificate. | |
| 2 | Copy of audited balance sheet and profit and loss account for FY 2018-19, FY-2019-20, FY 2020-21, clearly indicating the turn over. | |
| 3 | Work experience certificate from authorized office not below the rank of Class-I Officer/ copy of work order/ copy of agreement in support of execution of similar nature of works. | |
| 4 | Proof of Experience/Contracts. | |
| 5 | Photo copy of the Income Tax Clearance Certificate /PAN card of the supplier/OEM etc. | |
| 6 | Original Money receipt/ Demand Draft as proof of cost of Tender paper. | |
| 7 | EMD for Rs 1% of the Bid amount in shape of DD. | |
| 8 | Undertaking for capacity to deliver and onsite installation in stipulated time frame. | |
| 9 | Undertaking for no blacklisting. | |
| 10 | Undertaking for no pending legal cases. | |
| 11 | Bid Processing Fees of Rs 2,500 in shape of DD | |
| 12 | Own manufacturing Unit | |
| 14 | DIC Certification on production facilities | |
| 15 | Bank Account Number (Self attested Blank Cheque to be attached) | |

**OFFICE OF THE HEADMASTER,
PATTAKHANDA UCHA BIDYAPITHA, NUASAH, BALLIGUDA.**

Notice Inviting Tender

No- _____ / Dated: _____

Sealed tenders are invited in 'double covers system' by Headmaster pattakhanda ucha Bidyapitha, Nuasahi, Baliguda from intended reputed Firms/Agencies/OEM for supply of Furniture (DUAL DESK) for pattakhanda ucha Bidyapitha, Nuasahi as per specifications in the tender notice from reputed brand under School Transformation Programme for the year 2022-23, having valid GST certificate, PAN card and required test certificates in conformity with detailed tender call notice.

The bid documents consisting of detailed specifications, schedule of quantity and a set of terms and conditions and other necessary documents can be seen and purchased from the office of the Headmaster pattakhanda ucha Bidyapitha, Nuasahi, Baliguda on payment of Rs 2,500.00 (Rupees Two Thousands Five Hundreds Only) per set in shape of demand draft in favour of **Headmaster pattakhanda ucha Bidyapitha, Nuasahi** payable at **Balliguda** during office hours except Sundays and holidays till last date of sale of bid documents. The bid document is also available in the district portal <http://Kandhamal.nic.in> and can be downloaded till last date of sale of bid documents. The bids downloaded from district portal must be submitted with tender paper cost of Rs 2,500.00 (Rupees Two Thousands Five Hundreds Only) in shape of demand draft (non refundable) in favor of **Headmaster pattakhanda ucha Bidyapitha, Nuasahi**, payable at **Balliguda** otherwise the bid will be liable for rejection.

Bids must be accompanied with required EMD of Rs 1%(One percent of Bid amount) only in shape of demand draft, duly pledge in favor of **Headmaster pattakhanda ucha Bidyapitha, Nuasahi** payable at Balliguda . Bids without E.M.D or in other shape will not be considered and liable for rejection. The EMD of the unsuccessful bidders shall be refunded.

Bidders are required to submit technical bids and financial bids in separate sealed envelopes super-scribing "**Technical bid**" and "**Financial bid**" and finally enclosing in a large envelope super-scribing "**TENDER FOR SUPPLY OF FURNITURE (DUAL DESK) FOR PATTAKHANDA UCHA BIDYAPITHA, NUASAH, UNDER 5T High SCHOOL TRANSFORMATION PROGRAMME**" along with the samples of the items.

The sale of bid documents shall starts from **10.01.2023** at 10 AM and closes on dated **27.01.2023** till 5 PM. The bid documents will be received up to **30.01.2023** till 5 PM through **register/speed** post only. Tenders received through any other mode shall not be accepted. Bids will be opened on **31.01.2023** at 11 AM in the Office of the **Headmaster pattakhanda ucha Bidyapitha, Nuasahi** in the Presence of the bidder(s) and/or their authorized representatives. The financial bids of unsuccessful bidders who fails in technical bids will not be opened.

Tenders received after due date and time shall not be accepted. **Headmaster pattakhanda ucha Bidyapitha, Nuasahi** shall not be held responsible for any postal delay or delay due to any other reason(s) beyond its control. The tenders/bids sent through electronic means / Courier shall not be accepted. Any corrigendum/addendum (if any) will be uploaded in the above-mentioned website.

The bids incomplete in any shape shall not be accepted and liable for rejection.

The Tender Committee reserves the right to accept/reject any or all tenders/bids without assigning any reason thereof.

For any queries, the undersigned may be contacted within office hour (10AM to 5PM Except Govt Holidays)

Address: **Headmaster pattakhanda ucha Bidyapitha.**
At/PO.- Nuasahi/Balliguda.
Mobile No :
Email-pattakhanda123@gmail.com

**Headmaster
pattakhanda ucha Bidyapitha,Nuasahi**

Memo No _____ / Date _____

Copy to Notice Board, Pattakhanda Ucha Bidyapitha/Collector, Kandhamal/ZP, Kandhamal/All Blocks/All Tahasils for information and request to display the notice for wide publication.

Copy to DIO, NIC, Kandhamal with a request for uploading the same in the district website.

Copy to Director, I&PR, Bhubaneswar,Odisha with a request to publish the advertisement in one English daily (National edition) and two Odia dailies (all Odisha edition) with largest circulation and submit the bills to the undersigned for necessary payment.

**Headmaster
pattakhanda ucha Bidyapitha,Nuasahi**

1. Scope of Work

The scope of work comprises for supply of Furniture (**DUAL DESK**) to Pattakhanda ucha Bidyapitha,Nuasahi under Balliguda block as per specifications of the tender notice for Headmaster Pattakhanda Ucha Bidyapitha. The bidders are required to submit samples of item as per the specification in the indicative list given below along with financial bid. The selected bidder is required to supply the items to the pattakhanda ucha Bidyapitha,Nuasahi within 30 days of assignment of the Order/Contract.

2. Warranty

A written document issued to the purchaser of an article by its OEM/Dealers promising to repair or replace the defective goods within a specified time.

3. GST Certificate

The firm/dealer must have valid GST certificate, PAN card and Income Tax Return details of 3 years i.e financial year FY 2018-19, FY 2019-20,FY 2020-21.

4. Experience

The Firm/ Dealer/ OEM should have experience of executing or supply of similar items of Rs. 70 Lakh order in a year. Copy of work order clearly specifying the date of award contract, contracting authority, quantity, and cost of equipments should be attached.

5. Supply Capacity

The bidder must submit an undertaking stating that it has capacity of supplying the above item in the bid document costing up to Rs 0.50 cr.

6. Turn over

The bidder must have an average annual turnover of Rs 0.50 cr. in the preceding financial years i.e FY 2018-19, FY-2019-20, FY 2020-21. The balance sheet and profit and loss account should be submitted, duly audited by a chartered accountant in support of proof.

7. Bid Processing Fees

The bidder shall submit a bid processing fees Rs 2500.00 (Rupees Two Thousand Five hundred Only) in favor of Headmaster Pattakhanda Ucha Bidyapitha, Nuasahi in shape of demand draft payable at UGB, Balliguda.

8. EMD

The bidder shall submit EMD of 1% (One percent of Bid amount) only in favor of Headmaster Pattakhanda ucha Bilyapitha, Nuasahi in shape of demand draft from any nationalized bank payable at Balligunun67da.

9. Undertaking as to litigation/Black Listed

The bidder shall submit self certified undertaking to the effect that there is no major legal cases pending against it or him and not being black listed by Govt. of Odisha and any other Govt. of union territory and other authorities.

10. Samples of Items

The bidder shall exhibit samples of item in conformity with the specification on the bid-opening day.

11. Technical Evaluation Criteria

Bidder, who fulfills all the below mentions technical evaluation criteria will be considered eligible for compete in the financial bid.

| SI.No | Criteria | Supporting Documents to be Submitted |
|-------|--|---|
| i. | The bidder should be a proprietorship/ Partnership/ company established in India | Bidder must submit the proprietorship/ partnership/ company registration Certificate/incorporation details along with a copy of PAN CARD Income tax return of 3 years (FY 2018-19, FY-2019-20, FY 2020-21.) |
| ii. | The bidder should have experience of executing supplying of aforesaid item, at least Rs 70 Lakh in a year last three years | GST registration certificate, copy of work order clearly specifying the date of award, contracting authority, during the quantity and cost of items supplied. |
| iii. | Supply capacity | The bidder must submit an undertaking stating that it has capacity of supplying of items up to Rs 0.50 crore. |

| | | |
|-------|---|---|
| iv. | Financial Details of Bidder | The bidder should have an average Annual turnover of at least INR 1.00 Cr. in each of the immediately preceding three financial years FY 2018-19, FY-2019-20, FY 2020-21). Proof to be submitted by the Bidder in form of a statement by a chartered accountant / audit report. |
| v. | The Bidder should submit a bid processing Fee of Rs 2500/- (non-refundable) | Demand draft in favor of Headmaster Pattakhnada ucha Bidyapitha Payable at Balliguda (To be kept in the Technical Bid envelope) |
| vi. | The Bidder should submit an Earnest Money Deposit (EMD) of RS 1% of the Bid amount | Demand draft in favor of Headmaster Pattakhanda Ucha Bidyapitha, Payable at Balliguda (To be kept in the Technical Bid envelope) |
| vii. | Bidder should submit an undertaking major legal cases against them. | Attach self certification/ undertaking on about company letter head duly signed and Pending stamped by the competent authority of the Bidder. |
| viii. | Bidder should submit an undertaking That, it is not blacklisted by the government of India or the state government of Odisha or any other government authority. | Attach self certification/ undertaking on company letter head duly signed and stamped by the competent authority of Bidder. |
| ix. | Samples items to be supplied | The Bidder must submit sample of such Item in conformity with the specifications mentions in the tender documents |
| x. | DI Certifications | The Bidders must have District Industrial Certification. |

Note- All the documents must be self attested by the Bidders.

The authority will consider strictly on the basis of the quality of sample of item submitted by the bidders, which will be evaluated by the District Committee headed by the Collector, Kandhamal.

If the Technical Bid of a bidder is found complete in all respect, then only financial Bid will be opened, otherwise Financial Bid will be returned to the Bidder without opening it.

Financial Bids -

The Financial Bids of only the Bidders whose samples are selected by the evaluation committee (technical) will be opened. Financial Bid must be submitted as per the format.

Contract shall be awarded to the firms(s) offering the lowest price subject to the quality / brand to be decided by the committee.

12. INSTRUCTIONS TO BIDDERS

General Instructions

- Interested bidders are advised to view the detailed tender documents at www.Kandhamal.nic.in or can be bought from OFFICE OF THE HEADMASTER PATTAKHANDA UCHA BIDYAPITHA, NUASAHU.
- Bidders desirous for participating in the tender, shall have to pay the tender cost mentioned in notice inviting tender. The tender cost is required to be paid in shape of Demand draft only, drawn from any nationalized bank in favor of HeadMaster Pattakhanda ucha Bidyapitha, Nuasahi which must be payable at Balliguda. The tender cost is inclusive of GST and is not refundable.
- Earnest money as specified in bid shall be deposited in shape of Demand Draft from any nationalized bank in an acceptable form at the time of submission of bid.
- Bid securities of the unsuccessful bidders shall be refunded to them within 03 weeks of the selection of successful bidder.
- The bidders shall submit copies of documents defining their respective constitutional or legal status, place of registration and principal place of Business Company or firm or partnership.
- Bidding firms are required to submit documents related to assignment of Power of attorney to sign the agreement on behalf of bidders if they desire so.
- Bidding Partnership firms are required to submit complete partnership deeds along with the bid documents.
- The bidders shall submit reports on their financial standing such as audited profit and loss statements, balance sheet, Auditors reports and banker's certificates for the past three financial years. All accounting statements must be duly audited and submitted along with the auditor's note of accounts and accounting standards.
- The bidders shall submit information on their performance during last 3 financial years in proper format.
- The item to be supplied shall strictly comply with the specifications as mentioned in the bid, otherwise the material shall be liable for rejection.
- Since, timely execution of works is the essence of the contract, requests for extension of time for supply shall not ordinarily be entertained.
- Notice inviting tender, bid documents, prescribed Technical bid, financial bid, terms & conditions shall form the part of the tender.
- The price quoted by the Bidders shall be inclusive of all taxes, transportation and installation at the specified locations.
- Besides, EMD, the bidder shall have to submit performance security 5% of the contract value in shape of Bank Draft in favor of HeadMaster Pattakhanda ucha Bidyapitha, Nuasahi drawn from any nationalized bank, payable at Balliguda and it should be valid beyond 60 days after the end of all contractual obligations or warranty obligations.
- The EMD may be forfeited in case
 - i. The Bidder withdraws its bid within validity period of 30 days.
 - ii. The Bidder does not respond for clarification of bid.
 - iii. The Bidder fails to provide the required information during the evaluation process.
 - iv. The Bidder submits false information.
 - v. The Bidder fails to sign Agreement in time or does not furnish Performance Security i.e. 5% of the Contract value.
 - vi. The Bidder materially alters his Bid during the Bid processing period.

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- The undersigned will not be held responsible for any incidental or consequential losses of the firms while execution and till expiry of the period of maintenance.
- Deviations in terms and conditions, specification of material, inspection clause etc. will not be accepted under any condition.
- Prices quoted must be firm and fixed. It shall be quoted in both figure and word. It should be inclusive of GST, transportation cost.
- Conditional tender shall not be accepted.
- Canvassing in any manner will be viewed seriously leading to rejection of the bid.
- All the documents submitted by the Bidder shall be self-attested or else will be liable for rejection.
- The delivery shall be made within 30 days from the date of issue of supply order.
- In case the lowest quoted bidder is unable to supply the required number of items in specified period, the committee reserves the right to negotiate with the bidders in L2, L3 etc. in the L1 approved rate.

13. Opening of Financial Bid

- If the Technical Bid is found complete in all respect and responsive, the financial bid shall be opened.
- The Financial bids of only the Bidders whose samples are selected by the evaluation committee (technical) will be opened.
- Bid shall be awarded to the firm(s) offering the lowest price.

14. Bid Processing Fee

Apart from cost of tender paper, the bidder shall submit a Bid processing fees of Rs 2500/- (Rupees Two thousand Five Hundreds only) along with Technical Bid failing which the tender will be rejected. It is non-refundable.

15. Delivery Mechanism

The delivery of the items as per the list of each location shall be made by the bidder at the respective schools. Random quality verification will be conducted at the time of each delivery. If the quality and/or quantity is found to be non-satisfactory, Bidder will be penalized up to 100% of the Order value.

16. Validity of Tender

60 days from date of receipt of Bid documents.

17.. Settlement of Dispute

In case of any dispute arises between the supplier and purchaser shall be tried to resolved amicably by mutual understanding. If the parties fails to resolve the dispute within 21 days shall be settled through arbitration under the jurisdiction of Kandhamal Court only as per Indian Arbitration and Conciliation Act-1996.

18. Payment

Payment shall be made after random inspection of supplied materials by the Inspection team and if found satisfactory.

**Office of the Headmaster
Pattakhanda Ucha Bidyapitha
Nuasahi, Baliguda.**

Specification of Items:

| Sl.No. | Name of the Item | Qty (In nos) | Specification | Price limited to maximum per Unit (In Rs.) |
|--------|------------------|----------------|---|--|
| 1 | 2 | 3 | 4 | 5 |
| 1. | Desk Bench | 50 No.s | <p>Dual Desk & Bench: 42”(L)x30”(H)x36”(B) Desk Top: 42”x15” Desk Backside:42”x08” Desk Book Shelf:42”x10” Desk Slope: Null Distance B/W Desk & Bench:9”</p> <p>Bench seat:42”x12” Bench Backside: 42”x08” Foot Rest: Null Backrest Slope: 10 Degree</p> <p>Dual fixed Desk and Bench made out of end enclosed Tubular square pipe of 25mm Dia/ Square pipe of size 1 Inch x 1 Inch x 1.2mm (Length x Breadth xThick) of heavy duty mild steel enclosed and painted with two coats of enamel paints over a coat of primer with pre-laminated 18mm MDF board with edges binding with ends enclosed on table top, sitting, back rest, book rack and front. Color – BLUE / GREEN/ MAROON/YELLOW</p> | Rs.5,500 |

(Including Transportation and installation at the School Point i.e Pattakhanda Ucha Bidyapitha,Nuasahi,Baliguda; of Balliguda Block)

Bid Price:-

- a) The transportation & Installation charges are also to be included in the Bid Price.
- b) All taxes, duties and other levies payable by the dealer under the contract shall be included in the Bid Price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.

UNDERTAKING FOR SUPPLY OF FURNITURES

We confirm that we have the capacity to supply the required items amounting to Rs _____ lakhs to Pattakhanda Ucha Bidyapitha, Nuasahi (50 Numbers) as per their requirement in a time frame of 30 days.

For and on behalf of:

Signature (with Seal)

To:

The Headmaster,
Pattakhanda Ucha Bidyapitha,
Nuasahi, Baliguda.

UNDERTAKING THAT THE FIRM/INSTITUTION IS NOT BLACKLISTED

We confirm that we are not blacklisted by any Government Institution/CPSE/SLPE/Local Authority.

For and on behalf of:

Signature (with Seal)

To:

The Headmaster,
Pattakhanda Ucha Bidyapitha,
Nuasahi, Balliguda,

Financial bid

| Sl. No | Name of the item with specification | Unit (In Nos) | Price quoted per unit in Rs. Inclusive of all taxes | Transportation / Installation Charges if any | Total price |
|--------|-------------------------------------|---------------|---|--|-------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Dual Desk | | | | |
| | | | | | |
| | | | | | |

Total bidding price (including taxes and other charges is Rs.....)

(Rupee.....) in words.

We agree to supply the above goods in accordance with the technical specification for the amount mentioned above within a period of 3 months from the receipt of the supply order.

N.B:- (a) in case of discrepancy between unit price and total price, the lowest price among them shall prevail.

(b) We agree to other terms and conditions of the tender and also confirmed we will provide the materials as per the standard specified in the document.

Place

Date

Full signature of the Bidder
With date and seal

N.B.:- The requirements are purely tentative and may vary and the bidder shall be prepared to supply the equipments as per our requisition.